

Subclass 407 Training Visa – Applicant Information

Introduction

AAMS Institute has been granted permission by the Department of Immigration and Border Protection to sponsor graduates for the Occupational Trainee stream of the TRAINING VISA. This stream is for people who need structured workplace-based training to enhance their skills in their current occupation, area of tertiary study, or field of expertise. Our role is to assess suitable students to nominate, provide our nominated students a training plan for while they are on the TRAINING VISA, and monitor their progress. We nominate students on the TRAINING VISA for a 12-month training period. We support strongly applicants training towards a Manager role (as listed on the DIBP Consolidated Skills Occupation List) and write our training plan accordingly.

The Australian Government allows those who wish to enhance their career by working and training in Australia to use the Training Visa to achieve this outcome.

The Training Visa allows the worker to train and improve skills and knowledge whilst on the job training in their career area for up to 12 months. The job role is usually that of a new graduate training towards a managerial position. The minimum qualification is a Level 3 and the candidate must have graduated and completed 2 years of paid work before applying for the visa.

AAMS is a registered Training & Research Sponsor with the [Department of Immigration and Border Protection \(DIBP\)](#) for the Training Visa Subclass 407.

Types of occupational training

The types of occupational training include:

- Training or practical experience in the workplace required for a person to obtain registration for employment in their occupation in Australia or in their home country
- A structured workplace training program to enhance a person's existing skills in an eligible occupation
- Structured workplace training to enhance a person's skills and promote capacity building outside Australia

Eligibility Requirements

Applicants applying for a Subclass 407 Training Visa under the Occupational Trainee stream must meet the [Department of Immigration and Citizenship \(DIAC\) eligibility requirements](#).

Most importantly, all visa applicants under the Occupational Trainee stream must be at least 18 years of age; seek to enter Australia to undertake occupational training directly related to their current occupation, field of study or expertise; have sufficient English language skills; have adequate financial support and health insurance for the duration of their stay and meet DIAC's health and character requirements.

Visa Application Process

Step one - Invitation to Occupational Trainee

AAMS should issue an honorary status offer letter to the proposed Occupational Trainee. In addition to the letter, AAMS should also provide the following information (please contact the Employment Network team at AAMS to forward you this information)

- Occupational Trainee Sponsorship approval ID number

- Occupational Trainee Sponsorship approval date
- A copy of the Occupational Trainee Sponsorship approval letter
- An outline of the structured workplace training program (including objectives, curriculum and specific tasks, duration and time-frames, supervisor details, learning outcomes and measurement of learning outcomes)
- Advise the Occupational Trainee of the appropriate [ANZSCO occupation code](#) to specify in Part F of the application form

Step Two - Occupational Trainee Applies for The Visa

The applicant should attach all documents listed in the [407 visa checklist](#) to their visa application. And provide necessary documents as requested by AAMS or their agent.

Processing times

Processing times vary, however the [DIAC Visa Processing Time Service Standard](#) for this visa is two-three months

Visa fee

A non-refundable [application charge](#) is payable by the visa applicant at time of lodging the visa.

Visa Conditions

Once the visa is granted, the visa holder should carefully read all conditions attached to it as advised in the letter of approval. Amongst others, the following conditions will apply:

- Work/activities undertaken restricted to that what was specified in the application
- Maintain adequate health insurance for the full duration of stay in Australia (for primary visa holder as well as any secondary applicants).
- Health insurance must be obtained in order to be granted this visa. The salary or wages payable to the Occupational Trainee must be in accordance with Australian labour laws and practices, at least the minimum federal award rate.

AAMS obligations

- Secure one or more offers of [accommodation](#) and ensure that the sponsored person has accommodation for the entire period of their stay in Australia
- Ensure an honorary status offer letter is sent to the nominee, including sponsorship approval details, copy of Occupational Trainee sponsorship approval letter and an outline of the structured training plan
- Enter the visitor as a Person of Interest (POI) in the Human Resource Management System (HRMS)
- Ensure the dates of the visa correspond to the dates in the honorary status offer letter
- Notify DIAC if the trainee ceases the training program before the agreed completion date
- Notify DIAC if there is a change in circumstances which may impact on the trainee's training program



Australian Embassy

Application Checklist - 407 Training Stream

1. Application Form 407 filled out online
2. Visa application charge
See: [Fees and Forms](#)
3. Passport copy of bio-detail page and all other pages with stamps and visa labels.
Note: Original passport may be requested after lodgement of the application if considered necessary by the Visa Processing Officer.
4. Passport sized photograph
5. If authorising another person to act on behalf of your in relation to your application – Completed Form 956 or 956A
See: [Form 956, Advice by a migration agent/exempt person of providing immigration assistance](#)
See: [Form 956A, Appointment or withdrawal of an authorised recipient](#)
6. Family relation certificate
7. The Sponsor approval letter or Sponsorship application acknowledgement of receipt letter that was provided to the sponsor from the department
8. A written statement from the sponsor that they will meet the sponsorship obligations for all applicants included in this application and any family members applying separately
9. A letter of invitation from the sponsoring tertiary or research institution
10. Evidence of your education qualification
11. Evidence of your employment as an academic, at either a tertiary education institution or a research institution
12. If you are not currently employed at an overseas research institution, evidence of previous employment as an academic, at either a tertiary education institution or a research institution
13. Evidence of financial capacity to support your stay in Australia (eg. Bank statements or a letter from a person or an organisation that provides financial support for your stay in Australia including return air fare)
14. Evidence of adequate health insurance for you and your family members listed in this application – Evidence of insurance may be:
 - A certification letter from your health insurance provider; or



- The health insurance standard template letter completed by your insurance provider.

Please also refer to Attachment A in the Health insurance standard template letter as a guide to the level of health insurance the department will accept as adequate.

See: [Health insurance standard template letter](#)

15. If the intended stay period of stay in Australia is more than 12 months, Police certificates from countries where you spent more than 12 months in the last 10 years since the age of 16 - Information on obtaining the police certificates from each country can be found in the Department of Immigration and Border Protection's website.

See: [Character and police certificate requirements](#)

Please provide additional documents below if family members are included in this application

1. Copy of identity page of their passport
2. Passport size photograph
3. For a child under 18 years of age – Family relation certificate and Identity certificate issued under the child's name
4. For a child under 18 years of age, unless both parents are included in this application – consent to grant an Australian visa signed by the parent who is not included in this application and a copy of the non-accompanying parent's passport

See: [Form 1229, Consent form to grant an Australian visa to a child under the age of 18 years](#)

5. Completed form 47A Details of a child or other dependent family member aged 18 years or over, for each dependant listed in this application who has turned 18 and who is not married or in a de facto relationship with the principal applicant

See: [Form 47A, Details of child or other dependent family member aged 18 years or over](#)

6. If the intended stay period of stay in Australia is more than 12 months, Police certificates from countries where you spent more than 12 months in the last 10 years since the age of 16 – Information on obtaining the police certificates from each country can be found in the department's website.

See: [Character and police certificate requirements](#)

Please note:

- If necessary, a health examination will be requested after an assessment of your application is made.
- All documents not in English must be translated and notarised by a Notary Public.
- All documents included in the application must be copies of the original documents.
- All original documents provided as part of your application will be returned to you by courier service at your own cost. Therefore, we encourage you to provide copies of the original documents.