Australian Government

Department of Home Affairs

Safe Haven Enterprise visa (SHEV): Employment and study record

Form

1465

THIS IS NOT AN APPLICATION FORM

About this form

Important – Please read this information carefully before you complete the Employment and Study record form. Once you have completed the form we strongly advise that you keep a copy for your records.

Who should use this form?

This form is for Unauthorised Maritime Arrival (UMA) Safe Haven Enterprise visa (SHEV) holders to record details of their personal employment and/or full-time study in areas that are part of the SHEV regional area arrangements.

Providing this form with evidence of employment and/or full-time study when lodging a visa application will assist the Department of Home Affairs (the Department) to assess whether a SHEV holder meets the SHEV pathway requirements.

Evidence to be provided

Evidence of employment may include, but is not limited to:

- payslips
- confirmation letter from employer/s covering the period of time worked and the location of work
- Australian bank statement showing payment deposits from employer
- Business activity statements (if self-employed).

For each month you are seeking to have count towards the SHEV pathway requirements, you should include evidence of payment received for work undertaken in that month (there is no minimum number of hours that is required to have been worked).

Evidence of full-time study may include, but is not limited to:,

- electronic Confirmation of Enrolment (eCOE)
- evidence of meeting course requirements, including attendance certificates or records
- a letter from the primary or secondary school principal
- evidence of course completion
- academic transcript.

Evidence of enrolment and attendance is required for each course/period you are seeking to have count towards the SHEV pathway requirements. You should provide 'certified copies' of original documents, not the original documents.

Who can certify my documents?

For a full list of people who can certify documents/photographs please see the Statutory Declarations Regulations 1993, available from the Attorney-General's website **www.ag.gov.au**

Lodging the Employment and study record

The Employment and study record should be provided to the Department together with the prescribed visa application through ImmiAccount. SHEV holders should only lodge a prescribed visa application if they believe they have met the SHEV pathway requirement.

More information on the SHEV pathway requirements is available on the Department's website **www.homeaffairs.gov.au/shevpathways**

SHEV pathway requirements

UMA SHEV holders will meet the SHEV pathway requirements if, for a total of 42 months (three and a half years) while on a SHEV, they have been:

- employed in a SHEV regional area and have not received certain social security benefits (Special Benefit payments), unless COVID-19 concessions apply, or
- enrolled and physically attending full-time study in a SHEV regional area, unless COVID-19 concessions apply, or
- a combination of the above.

If a SHEV holder meets these requirements, they may be able to apply for visas in Australia, including permanent visas (but not a permanent protection visa).

A SHEV holder may also be eligible to apply for one of these visas if a member of their family unit, who is also a SHEV holder, meets the SHEV pathway requirements and they apply for one of these visas together. A list of the visas SHEV holders may be able to apply for is available on the Department's website **www.homeaffairs.gov.au/shevpathways**

In order to determine if a SHEV holder meets the SHEV pathway requirements, the Department may disclose their personal information to Services Australia, the Department of Education, Skills and Employment, and other government agencies and third parties where required.

COVID-19 Concessions

All SHEV holders (both current and former) seeking to meet the SHEV pathway requirements can count periods of time towards the pathway requirement if during a 'concession period' and while holding a SHEV, they:

- access Special Benefit payments, or
- are unemployed, or
- work outside a SHEV regional area in an essential service

The COVID-19 'concession period' refers to the time period from 1 February 2020 until a future date yet to be specified due to the ongoing and unpredictable nature of the pandemic.

More information on COVID-19 concessions is available on the Department's website **www.homeaffairs.gov.au/shevpathways**

SHEV regional areas

SHEV holders seeking to meet the SHEV pathway requirements must work and/or study full-time in a SHEV regional area. All states and territories are part of the SHEV arrangements. However, only certain areas that are defined by postcode qualify as SHEV regional areas. The list of areas participating in SHEV arrangements may change. It is therefore recommended that SHEV holders monitor the Department's website for the latest list of postcodes.

Work and full-time study undertaken by SHEV holders in a SHEV regional area before and after that area commenced SHEV arrangements will count towards meeting the SHEV pathway requirements. If SHEV holders begin working or studying full-time in a SHEV regional area, but the state or territory later removes that postcode from SHEV arrangements, SHEV holders can continue to work and study there. Any work or study SHEV holders complete in the area will still count towards them meeting the SHEV pathway requirements.

More information on SHEV regional areas including the list of postcodes valid for SHEV purposes is available on the Department's website **www.homeaffairs.gov.au/shevpathways**

Working in regional Australia

To meet the work criteria of the SHEV pathway requirements, SHEV holders need to do work that is (unless COVID-19 concessions apply):

- lawful
- paid
- in a regional area that is included in SHEV arrangements, and
- on a full-time, part-time, temporary, casual or seasonal basis (or a combination of these).

Self-employed work may also count towards meeting the SHEV pathway requirements.

Any work that a SHEV holder does while receiving Special Benefit payments will **not** count towards meeting the SHEV pathway requirements (unless COVID-19 concessions apply).

Workplace rights

SHEV holders have the same workplace rights as Australian workers, including the right to minimum wages and other workplace conditions. In Australia, all employees have protected rights at work, such as being free from discrimination, harassment and bullying. The Fair Work Ombudsman provides information about employee entitlements and your rights and responsibilities at work. To get more information, or if you have any concerns about your rights at work, visit **www.fairwork.gov.au** for information in both English and other languages, or call 13 13 94. You can use the Translating and Interpreting Service (TIS) by calling 13 14 50.

You can calculate your correct pay and entitlements using the 'Pay Calculator' at **https://calculate.fairwork.gov.au/findyouraward**

Studying in a SHEV regional area

To meet the study criteria of the SHEV pathway requirements, SHEV holders need to physically attend study that is:

- at the campus of an education provider located in a SHEV regional area and accredited by the Australian Qualifications Framework, including a maximum of one course leading to a Certificate I and one or more courses leading to a Certificate II or above. The study must involve physical attendance at the education provider in a SHEV regional area. Periods of online study are permitted (for example, during COVID-19) but the study may not be conducted wholly online or otherwise on an external study basis, or

- at a primary school, high school or college in a SHEV regional area for a minimum of 161 weeks (consistent with three and a half standard academic years) of full-time registered study. Online study is permitted as long as your physical location is in a SHEV regional area.

If an educational institution which is accredited by the Australian Qualification Framework does not determine full-time study, the study must involve at least 20 contact hours a week.

Any full-time study a SHEV holder undertakes in regional Australia (that meets the SHEV study criteria) while receiving Special Benefit payments or other financial assistance (if eligible) will count towards meeting the SHEV pathway requirements.

Combining work and full-time study in a SHEV regional area

A SHEV holder can meet the SHEV pathway requirements through a combination of work and full-time study, as long as they add up to at least three and a half years (42 months).

Social security benefits

Services Australia delivers a range of social and health-related payments and services.

The benefits that SHEV holders can receive while working and still have that work count towards the SHEV pathway requirements (unless COVID-19 concessions apply) are:

- Family Tax Benefit A and B
- Single Income Family Supplement
- Double Orphan Pension
- Parental Leave Pay (work test requirements)
- Dad and Partner Pay (work test requirements)
- Health Care Card (Family Tax Benefit)
- Child Care Subsidy
- Child Dental Benefits Schedule
- Jobs, Education and Training Child Care Fee Assistance
- Stillborn Baby Payment
- Low Income Health Care Card.

The benefit that SHEV holders cannot receive while working and still have that work count towards the SHEV pathway requirements is the Special Benefit payment (unless COVID-19 concessions apply).

Important information about privacy

The *Privacy Act 1988* contains 13 Australian Privacy Principles which regulate the way that the Department collects and handles personal information. Information about how the Department collects, uses and discloses personal information for its key functions can be found in form 1442i *Privacy notice*. More information about the Department's general information handling practices (including form 1442i) can be found in the Department's Privacy policy at **https://www.homeaffairs.gov.au/access-and-accountability/our-commitments/privacy**

Home page **www.homeaffairs.gov.au**

General enquiry line Telephone **131 881** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

Please keep these information pages for your reference

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Form
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Please open this form using Adobe Acrobat Reader.
Either type (in English) in the fields provided or print this form and complete it (in English) using a pen and BLOCK LETTERS.

Tick where applicable ✓

Your personal details

1 Full name as it appears on your ImmiCard
Family name

Given names

2 Other names you are known by, if any (including aliases, previous married names, names other than on your ImmiCard)

3 Date of birth
Day   Month   Year

4 ImmiCard number

5 Client ID *(11 digit number on your visa grant notice)*

6 Centrelink Customer Reference Number (CRN) *(if applicable)*

Your contact details

7 Current residential address in Australia
Note: A post office box address is not acceptable as a residential address.

State   Postcode

8 Address for correspondence
(This may be required by the Department to communicate with you. If the same as your residential address, write 'AS ABOVE')

State   Postcode

9 Telephone numbers
Mobile/cell

Country code   Area code   Number
Office hours   (   ) (   )
After hours   (   ) (   )

10 Do you agree to the Department communicating with you by email, or other electronic means?
No ☐
Yes ☐ ▶ Give details
Email address

11 Are you using a legal representative to help you complete this form?
No ☐
Yes ☐ ▶ Please give details of your legal representative

Title: Mr ☐   Mrs ☐   Miss ☐   Ms ☐   Other

Family name

Given names

Address

State   Postcode

Telephone number or daytime contact
Country code   Area code   Number
Office hours   (   ) (   )
Mobile/cell

Your employment details

12 Details of employment in a SHEV regional area

You must keep a record of all your periods of employment while holding a SHEV and working in a SHEV regional area. If you have worked for the same employer on more than one occasion, you should record each period of employment separately or attach a separate document containing these details. If you have more employer details than will fit in the spaces below, attach a separate document containing these details.

If you have been self-employed, record your own business details below.

You should attach evidence of your work (see page 1). This will assist in assessing whether you meet the SHEV pathway requirements.

A

Employer's business name

Start date (while holding SHEV) — Day / Month / Year

End date — Day / Month / Year

No. of months worked

Special Benefit received? No ☐ Yes ☐

Employer's full name

Employer's telephone number ( )

Employer's ABN

Address where work was completed

State   Postcode

Role/occupation

Full-time ☐
Part-time ☐
Casual ☐

Name of contact for work verification (eg. payroll officer/direct supervisor)

Contact person's email address

Contact person's telephone numbers
Landline ( )

Type of evidence attached (eg. payslips, statement of service)

Mobile

B

Employer's business name

Start date (while holding SHEV) — Day / Month / Year

End date — Day / Month / Year

No. of months worked

Special Benefit received? No ☐ Yes ☐

Employer's full name

Employer's telephone number ( )

Employer's ABN

Address where work was completed

State   Postcode

Role/occupation

Full-time ☐
Part-time ☐
Casual ☐

Name of contact for work verification (eg. payroll officer/direct supervisor)

Contact person's email address

Contact person's telephone numbers
Landline ( )

Type of evidence attached (eg. payslips, statement of service)

Mobile

C

Employer's business name

Start date (while holding SHEV) — Day / Month / Year

End date — Day / Month / Year

No. of months worked

Special Benefit received? No ☐ Yes ☐

Employer's full name

Employer's telephone number ( )

Employer's ABN

Address where work was completed

State   Postcode

Role/occupation

Full-time ☐
Part-time ☐
Casual ☐

Name of contact for work verification (eg. payroll officer/direct supervisor)

Contact person's email address

Contact person's telephone numbers
Landline ( )

Type of evidence attached (eg. payslips, statement of service)

Mobile

D

Employer's business name

Start date (while holding SHEV) — Day / Month / Year

End date — Day / Month / Year

No. of months worked

Special Benefit received? No ☐ Yes ☐

Employer's full name

Employer's telephone number ( )

Employer's ABN

Address where work was completed

State   Postcode

Role/occupation

Full-time ☐
Part-time ☐
Casual ☐

Name of contact for work verification (eg. payroll officer/direct supervisor)

Contact person's email address

Contact person's telephone numbers
Landline ( )

Type of evidence attached (eg. payslips, statement of service)

Mobile

Your study details

13 Details of full-time study in a SHEV regional area

You must keep a record of all your full-time study undertaken in a SHEV regional area. You need to have been enrolled in full-time study in an educational institution in a SHEV regional area that you physically attend for the entire period of study. This does not include online or distance study. More information on the type of study required to meet the visa pathway requirements is available on the Department's website **www.homeaffairs.gov.au/shevpathways**

You should attach evidence of your full-time study (see page 1). This will assist in assessing whether you meet the SHEV pathway requirements to be eligible to lodge an application for a prescribed onshore visa.

A Name of course undertaken | Start date (Day Month Year) | End date (Day Month Year) | Number of full-time semesters studied
Number of full-time months studied
Name of education provider | Certificate of enrolment number
Address of campus or institution attended
State | Postcode
Name of contact for study verification (eg. course administrator) | Contact person's email address | Contact person's telephone number ( )
Type of evidence attached (eg. academic records or certificates)

B Name of course undertaken | Start date (Day Month Year) | End date (Day Month Year) | Number of full-time semesters studied
Number of full-time months studied
Name of education provider | Certificate of enrolment number
Address of campus or institution attended
State | Postcode
Name of contact for study verification (eg. course administrator) | Contact person's email address | Contact person's telephone number ( )
Type of evidence attached (eg. academic records or certificates)

C Name of course undertaken | Start date (Day Month Year) | End date (Day Month Year) | Number of full-time semesters studied
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Address of campus or institution attended
State | Postcode
Name of contact for study verification (eg. course administrator) | Contact person's email address | Contact person's telephone number ( )
Type of evidence attached (eg. academic records or certificates)

D Name of course undertaken | Start date (Day Month Year) | End date (Day Month Year) | Number of full-time semesters studied
Number of full-time months studied
Name of education provider | Certificate of enrolment number
Address of campus or institution attended
State | Postcode
Name of contact for study verification (eg. course administrator) | Contact person's email address | Contact person's telephone number ( )
Type of evidence attached (eg. academic records or certificates)

Summary of your employment and/or full-time study

14 To meet the pathway requirements, SHEV holders need to work (without receiving Special Benefit payments) and/or study full-time in a SHEV regional area for a cumulative period of 42 months while holding a SHEV.

List all periods of time working and/or studying full-time in consecutive order for ease of assessment.

Employer/education provider name	SHEV regional area postcode	Date Start			Date End			Number of months worked	Number of months studied full-time
		Day	Month	Year	Day	Month	Year		
Total number of months									

Your declaration

15 **WARNING**: Giving false or misleading information is a serious offence.

I declare that:

- the information I have supplied in this employment and study record is complete, correct and up-to-date in every detail.

Your signature

Signature of parent, relative or guardian
– if applicant is under 16 years of age

Date

Day	Month	Year

We strongly advise that you keep a copy of your form and all attachments for your records.