



## Freedom of Information request: FA19/01/00074

Employment Extension Process Map" Trim File ADD2008/941655 as mentioned current publication of PAM 3 (13/12/2018).

### STO Employment Extension Process Guide and Email Templates

#### Employment extension process

#### STO email templates for employment extensions

#### Resources

#### **Client is seeking general employment extension information**

STO please forward the clients query to one of the email addresses for actioning.

Client is a Working Holiday (subclass 417) visa holder s. 47E(d)

Client is a Work and Holiday (subclass 462) visa holder s. 47E(d)

#### **More information is required from the client**

If you receive an employment extension enquiry/request that does not include enough information to complete the extension request and you cannot determine that the client has lodged a subsequent visa application with your processing area.

STO please forward the clients query to one of the email addresses for actioning.

Client is a Working Holiday (subclass 417) visa holder s. 47E(d)

Client is a Work and Holiday (subclass 462) visa holder s. 47E(d)

#### **Where there is an intention to lodge a subsequent eligible work related visa application but the visa application has not been lodged**

STO please forward the clients query/request to one of the following email addresses for actioning.

Client is a first 417 visa holder s. 47E(d)

Client is a second 417 visa holder s. 47E(d)

Client is a 462 visa holder s. 47E(d)

**Client has lodged an offshore visa application which requires them to be offshore at time of visa decision e.g. Partner (subclass 309) provisional visa application**

These visas require the applicant to leave Australia at the time of visa grant. As bridging visas are not available for offshore visa applications, these visas do not allow the applicant to continue working with their current employer beyond the expiry of their Working Holiday visa. Therefore, these visa applicants are not eligible for an employment extension on the basis of an offshore application (but may be eligible on other grounds for an extension within the validity period of their Working Holiday visa).

STO please forward the clients query/request to one of the following email addresses for actioning.

First 417 visa holder s. 47E(d) [redacted]  
Second 417 visa holder s. 47E(d) [redacted]  
462 visa holder s. 47E(d) [redacted]

**Where the client has sent in an employment extension request**

1. If the employment extension request is based on a subsequent visa application being processed by your office, go to step 2.  
If the client has not lodged a subsequent visa application processed by your office forward the client's request to:

First 417 visa holder s. 47E(d) [redacted]  
Second 417 visa holder s. 47E(d) [redacted]  
462 visa holder s. 47E(d) [redacted]

*(Please ensure that you include 'Employment Extension' in the subject line of your forwarding email)*

2. Locate the client in ICSE.
3. Gather supporting information such as emails, faxes, letters and the completed employment extension request form. Check the 417/462 Permission Request in case some information has previously been saved there that is relevant to the employment extension request.
4. Check the validity of the active visa (please note: extensions are granted for the anticipated duration of visa processing. It is not possible to extend employment beyond the visa validity).
5. Create the 8547 Waiver Permission Request (PR)

- Select Client
- Select New
- Select Request
- Record the date the client **first requested** an employment extension (when fax or email received by the Department)
- Put a "nil" next to Form number
- Search "Working Holiday Maker visa condition 8547" or "Work and Holiday visa condition 8547"
- Select "Add Event"
  - Information Received
- Select Qualifier – "Other" (The Event Occurred Date represents the date that the email/fax/document was received by DIBP.)
- Select "information type"
  - "Note"
    - "Add"
      - Type in the notes field "Employment Extension Request" and paste the email from the client if possible.
    - In the same event, select "TRIM details"
      - Type or paste in the TRIM number from the client's email
      - "Record".
- Select "Add Event"
- Select "Support from Employer Received" (mandatory event)
- Select "Record"
- Under "Request /Additional Information" add the following information from the Information Type drop down menu:

(Remember to select "Save" after completing each field.)

- Select “Employer Name” press Add, enter employer’s name
- Select “Employer address” press Add, enter Employers address details (in single line) in Australia
- Select “Client’s address” press Add, enter address details (in single line)  
Close the completed additional information and return to the Permission Request.
- Check to make sure the information in the ‘Client’ ‘Contact’ screen is current in ICSE. Update these details if required: e.g. new Australian residential address, new phone numbers, new email address.
- Update any new AGENT details if necessary.

### Action Required Event Decision Bar

In some PRs an Action Required event will be generated after the commenced event.

This will create a decision bar which will prevent you from approving the waiver request.

If you open this event you will see the Action Required event and the qualifier Primary applicant must be granted first.

You will also see there is an Undo button at the bottom right of the screen.

Undo the Action Required event. Enter a note stating that the applicant is the primary applicant.

Record the event. You can then proceed to approve the 8547 waiver request.

### Once a final decision can be made on the employment extension

#### Add Event

- 8547 Waiver Approved
- Record both effect from and effective to dates (this will be the date that the applicant’s Working Holiday or Work and Holiday visa expires)
- Calculate the effective extension dates from decision date if the client has stopped working or from the end of their 6 month employment date.
- Use the [Condition 8547 Waiver Approval Notification](#) template to inform the client that the employment extension has been granted.
- Add “email sent” event in ICSE – “8547 Waiver Approval email sent”
- Copy and paste approval notification into email sent event
- TRIM the sent email
- Record the TRIM number.

### If a refusal has been made on the subsequent visa application processed by your office

Where an employment extension has been granted until a decision on a subsequent visa application has been made and that decision is a refusal the refusal letter should include the following text.

On <<insert date>> you were granted permission to continue working with <<insert employer name>> from <<insert date>> until a decision was made on this visa application or until your <<Working Holiday / Work and Holiday>> visa expired, whichever was earlier. As this visa application has now been refused you must cease employment with <<insert employer name>> if you have not already done so.

In ICSE change the effect until date of the Employment Extension PR

- Enter the 8547 Waiver Approval PR
- Create a new 8547 Waiver Approved Event (see steps above)
- Enter the original start date and add the effect until date as date of visa refusal.

### Bridging visa is in effect

If you can see that an applicant is currently on a Bridging Visa A or Bridging Visa B (i.e. 417 or 462 visa has ceased, and they are waiting on a decision on another visa application i.e. a Temporary Work (Skilled) (subclass 457) visa application), you can send them an email using the [Bridging Visa in Effect](#) template.

## **Visa granted - employment extension not required**

Where a visa has been granted and an employment extension is no longer required, you can inform the client using the [Visa granted - Employment extension no longer required](#) template.

### **Where an 8547 waiver permission request has been created:**

- Select "Add Event", Withdraw then select 'Granted another visa class'
- Copy and save email in ICSE as 'Email sent'.

### **Where a permission request has not been created**

- Select "Add Event" in the 417 or 462 Permission Request screen
- Email Sent, and paste a copy of the email into this screen

## **STO Email Templates for Employment Extensions**

Please refer to accompanying STO Employment Extension Process guide for assistance in assessing employment extension requests.

[General Info and request form](#)

[Acknowledge employment extension received](#)

[Bridging visa in effect](#)

[Visa granted and employment extension no longer required](#)

[Condition 8547 waiver approval](#)

[end option](#)

## **General information - client is enquiring about lodging another visa application and is seeking an employment extension**

Thank you for your email on <<insert date>> requesting information about extending the employment limitation on your <<Working Holiday / Work and Holiday>> visa.

<<Working Holiday / Work and Holiday>> visas have condition (8547) limiting work with any employer to 6 months.

Requests to extend the employment period beyond 6 months are only granted in limited circumstances. Applicants who can demonstrate that they have worked as an au pair, or in an eligible industry in Northern Australia, for six months may be granted an employment extension for up to six additional months. In all other instances, employment extension requests are only granted in exceptional circumstances. Exceptional circumstances must relate to an Australian permanent resident, citizen or business and must be extraordinary and unforeseeable. Further information can be found in the employment extension request form available at:  
<http://www.border.gov.au/forms/Documents/1445.pdf>

Before working for your employer for more than six months, you must be given permission by the department. Visa holders who work for more than six months with an employer without written permission would be in breach of their visa condition and may be subject to cancellation of their visa.

If you would like to authorise another person to communicate with the department on your behalf please complete the following form:

<http://www.border.gov.au/Forms/Documents/956.pdf>

[end option](#)

## **Acknowledgement of employment extension request received**

Your request for an employment extension has been received and will now be assessed.

The standard processing time is 14 days from receipt of a completed request and you will be notified of the decision by email.

Please note that the work condition attached to your visa stated that you are not permitted to work beyond six months without the prior permission of the Secretary of the Department of Immigration and Border Protection. You may need to cease work with your current employer until a decision has been made on your employment extension request.

[end option](#)

## **Bridging Visa in Effect**

The Department of Immigration and Border Protection records confirm that your <<Working Holiday / Work and Holiday>> visa ceased on <<insert date>>.

Your bridging visa associated with your new visa application came into effect on <<insert date>>

### **OPTION 1 – CONDITION 8547 APPLIES TO BRIDGING VISA**

Your bridging visa is subject to its own work condition 8547 which permits you to work for one employer for up to 6 months. This means that a person who worked for an employer for up to 6 months whilst holding their <<Working Holiday / Work and Holiday>> visa may work for that same employer for up to another 6 months on their bridging visa.

#### **END OF OPTION 1**

### **OPTION 2 – NO WORK CONDITION ON BRIDGING VISA**

Your bridging visa is not subject to a work condition. This means that you have unlimited work rights with your employer.

#### **END OF OPTION 2**

Your Bridging visa will cease if your new visa application is granted.

[end option](#)

## **Visa Granted - Employment extension no longer required**

Thank you for your email on <<insert date>> requesting to extend the period of employment on your <<Working Holiday / Work and Holiday>> visa.

An employment extension is no longer required as your <<Working Holiday (subclass 417) / Work and Holiday (subclass 462)>> visa ceased on <<insert date>> when your application for a <<insert type of visa>> visa was granted.

Your request for an employment extension has been withdrawn as you no longer require an extension to your employment condition.

[end option](#)

## Condition 8547 Waiver Approval Notification

### In reply please quote:

Client Name <<Applicant\_GivenNames>> <<Applicant\_FamilyName>>

Date of Birth <<Applicant DOB>>

Client ID <<ICSE Client ID>>

Request ID <<ICSE Request ID>>

Transaction Reference Number << Transaction Reference Number>>

Dear Mr/Mrs/Ms/Miss/Dr <<Client Family Name>>

Thank you for your request of <<insert date>> seeking permission to work with your employer <<insert name>> for more than six months on your <<Working Holiday (subclass 417) / Work and Holiday (subclass 462)>> visa.

The prescribed period that you can work with the same employer is 6 months.

Your visa has a condition 8547 attached to it, which means that you need permission to work for longer than six months with one employer in Australia.

This letter confirms that I have granted you permission to continue working for your employer from <<X date>> to <<X date>> or until a decision has been made on your <visa subclass> application, whichever is earlier.

Please note: you are not permitted to continue with your current employer beyond this date without the prior permission of the department, unless you hold a new visa with work rights.

[end STO options](#)

## Resources

- PAM3: Sch8/8547 6 month work limitation
- Website <http://www.border.gov.au/Trav/Visa-1/417->
- Website <http://www.border.gov.au/Trav/Visa-1/462->
- Employment Extension Form 1445 <http://www.border.gov.au/forms/Documents/1445.pdf>
- Working Holiday and Work and Holiday Policy s. 47E(d)