



Australian Government

Department of Immigration
and Border Protection

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 your 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 individual Safe Haven Enterprise visa (SHEV) holders wishing to record details of their personal employment and/or study in areas that are part of 'regional Australia' under SHEV arrangements.

Providing this form with evidence of employment and/or study will assist the Department of Immigration and Border Protection (the department) to assess whether a SHEV holder meets the SHEV pathway requirements and is eligible to apply for a further prescribed visa (but not a Permanent Protection visa).

Evidence to be provided

Evidence of employment may include, but is not limited to, certified copies of payslips, statement of service, employer contracts, employer references and an Australian bank statement covering the period of work.

Do **not** provide tax returns, group certificates or payment summaries as evidence of employment.

Evidence of study may include, but is not limited to, certified copies of electronic Confirmation of Enrolment (eCOE), academic transcripts, course attendance certificates, evidence of satisfactory course completion (certificates, diplomas attained or degrees awarded) and of apprenticeship and work placement.

You should provide 'certified copies' of original documents of evidence of work and/or study with this form, rather than 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

Lodge your employment and study record

SHEV holders should complete this form with evidence of the work and/or study undertaken, and provide it to the department when they believe they have met the SHEV pathway requirements in order to apply for a further prescribed visa.

More information on where and how SHEV holders can lodge evidence of satisfying the SHEV pathway requirements will be available on the department's website www.ima.border.gov.au

SHEV pathway requirements

To be eligible to apply for certain onshore visas, SHEV holders need to meet the SHEV pathway requirements.

These requirements will be met if, for at least 3 and a half years (42 months), SHEV holders have been:

- employed in regional Australia and have not received certain social security benefits (Special Benefit and its ancillary payments);
- enrolled and physically attending full-time study in regional Australia; or
- a combination of the above.

A SHEV holder may also be eligible to apply for other onshore permanent or temporary visas if a member of their family unit included on their SHEV application meets the SHEV pathway requirements and that family member is included, or has included the SHEV holder, in any subsequent visa application. A list of the visas SHEV holders may be able to apply for is available on the department's website www.ima.border.gov.au

In order to determine whether a SHEV holder meets the requirements to make a valid application for a further prescribed visa, the department may disclose their personal information to the Department of Human Services, the Department of Social Services, the Department of Education and Training, and other government agencies and third parties where required.

Regional Australia

SHEV holders must work and/or study in a regional area of a state or territory that has opted-in to the definition of 'regional Australia' for the purposes of SHEV. The 'regional areas' are defined by postcodes which are listed on the department's website. As these areas may change over time, SHEV holders should monitor the department's website to make sure they begin work and/or study in a regional area that is valid for SHEV purposes. If you begin working and/or studying in a listed regional area, but that area ceases to be part of regional Australia, you can continue to work/study there and have that work/study count towards you meeting the SHEV pathway requirements.

More information on regional Australia including the list of postcodes valid for SHEV purposes is available on the department's website www.ima.border.gov.au/after-your-application-is-decided/regional-australia

Working in regional Australia

To meet the work criteria of the SHEV pathway requirements, SHEV holders need to do work that is:

- 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).

Any work that a SHEV holder does while receiving Special Benefit payments will **not** count towards meeting the SHEV pathway requirements.

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 calculate.fairwork.gov.au/findyouraward

Studying in regional Australia

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

- accredited by the Australian Qualifications Framework, including a maximum of one course leading to a Certificate I and any courses leading to a Certificate II or above; and
- full-time, either:
 - at the campus of an education provider located in a regional area included in SHEV arrangements; or
 - at a primary school, high school or college in regional Australia for a minimum of 161 weeks (consistent with 3 and a half standard academic years) of full-time registered study.

Participating in AMEP courses that meet these criteria (Certificate I, II and III courses only) will count towards meeting the SHEV pathway requirements. However, SHEV holders can only count one Certificate I course (on any subject) towards meeting the SHEV pathway requirements. The AMEP Foundation course does not count towards the SHEV pathway requirements. SHEV holders are able to participate in apprenticeship schemes in regional areas.

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 study in regional Australia

A SHEV holder can meet the SHEV pathway requirements through a combination of working and studying, as long as they add up to at least 3 and a half years (42 months) of work and/or study.

Social security benefits

The Department of Human Services 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 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 Benefit/Child Care Rebate;
- School Kids Bonus;
- 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 (including any Special Benefit ancillary payments).

Important information about privacy

Your personal information is protected by law, including the *Privacy Act 1988*. Important information about the collection, use and disclosure (to other agencies and third parties, including overseas entities) of your personal information, including sensitive information, is contained in form 1442i *Privacy notice*. Form 1442i is available from the department's website www.border.gov.au/allforms/ or offices of the department. You should ensure that you read and understand form 1442i before completing this form.

Home page www.border.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.



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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)

Your contact details

6 Current residential address in Australia

Note: A post office box address is not acceptable as a residential address.

7 Address for correspondence

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

8 Telephone numbers

Mobile/cell

Country code Area code Number

Office hours () ()

After hours () ()

9 Do you agree to the department communicating with you by email, or other electronic means?

No

Yes Give details

Email address

10 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

Telephone number or daytime contact

Country code Area code Number

Office hours () ()

Mobile/cell

Your employment details

11 Details of employment in regional Australia

You must keep a record of all your periods of employment. 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.

You should attach evidence of your work (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 Employer's business name	Start date	End date	No. of weeks worked	Special Benefit received?
<input type="text"/>	Day / Month / Year	Day / Month / Year	<input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Employer's full name	Employer's telephone number		Employer's ABN	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
Address where work was completed	Role/occupation		Full-time <input type="checkbox"/>	
<input type="text"/>	<input type="text"/>		Part-time <input type="checkbox"/>	
Postcode			Casual <input type="checkbox"/>	
Name of contact for work verification (eg. payroll officer/direct supervisor)	Contact person's email address		Contact person's telephone numbers	
<input type="text"/>	<input type="text"/>		Landline (<input type="text"/>)	
Type of evidence attached (eg. payslips, statement of service)	<input type="text"/>		Mobile <input type="text"/>	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
B Employer's business name	Start date	End date	No. of weeks worked	Special Benefit received?
<input type="text"/>	Day / Month / Year	Day / Month / Year	<input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Employer's full name	Employer's telephone number		Employer's ABN	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
Address where work was completed	Role/occupation		Full-time <input type="checkbox"/>	
<input type="text"/>	<input type="text"/>		Part-time <input type="checkbox"/>	
Postcode			Casual <input type="checkbox"/>	
Name of contact for work verification (eg. payroll officer/direct supervisor)	Contact person's email address		Contact person's telephone numbers	
<input type="text"/>	<input type="text"/>		Landline (<input type="text"/>)	
Type of evidence attached (eg. payslips, statement of service)	<input type="text"/>		Mobile <input type="text"/>	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
C Employer's business name	Start date	End date	No. of weeks worked	Special Benefit received?
<input type="text"/>	Day / Month / Year	Day / Month / Year	<input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Employer's full name	Employer's telephone number		Employer's ABN	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
Address where work was completed	Role/occupation		Full-time <input type="checkbox"/>	
<input type="text"/>	<input type="text"/>		Part-time <input type="checkbox"/>	
Postcode			Casual <input type="checkbox"/>	
Name of contact for work verification (eg. payroll officer/direct supervisor)	Contact person's email address		Contact person's telephone numbers	
<input type="text"/>	<input type="text"/>		Landline (<input type="text"/>)	
Type of evidence attached (eg. payslips, statement of service)	<input type="text"/>		Mobile <input type="text"/>	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
D Employer's business name	Start date	End date	No. of weeks worked	Special Benefit received?
<input type="text"/>	Day / Month / Year	Day / Month / Year	<input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Employer's full name	Employer's telephone number		Employer's ABN	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
Address where work was completed	Role/occupation		Full-time <input type="checkbox"/>	
<input type="text"/>	<input type="text"/>		Part-time <input type="checkbox"/>	
Postcode			Casual <input type="checkbox"/>	
Name of contact for work verification (eg. payroll officer/direct supervisor)	Contact person's email address		Contact person's telephone numbers	
<input type="text"/>	<input type="text"/>		Landline (<input type="text"/>)	
Type of evidence attached (eg. payslips, statement of service)	<input type="text"/>		Mobile <input type="text"/>	
<input type="text"/>	<input type="text"/>		<input type="text"/>	

Your study details

12 Details of full-time study in regional Australia

You must keep a record of all full-time study undertaken. You need to have been enrolled in full-time study in an educational institution in 'regional Australia' 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.ima.border.gov.au

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	End date	Number of full-time semesters studied	
	<input type="text"/>	Day / Month / Year <input type="text"/>	Day / Month / Year <input type="text"/>	<input type="text"/>	
	Name of education provider	Certificate of enrolment number		Number of full-time weeks studied	<input type="text"/>
	<input type="text"/>		<input type="text"/>		
	Address of campus or institution attended				
	<input type="text"/>				
	Postcode				
	Name of contact for study verification (eg. course administrator)		Contact person's email address	Contact person's telephone number	
	<input type="text"/>		<input type="text"/>	()	
	Type of evidence attached (eg. academic records or certificates) <input type="text"/>				
	<input type="text"/>				
B	Name of course undertaken	Start date	End date	Number of full-time semesters studied	
	<input type="text"/>	Day / Month / Year <input type="text"/>	Day / Month / Year <input type="text"/>	<input type="text"/>	
	Name of education provider	Certificate of enrolment number		Number of full-time weeks studied	<input type="text"/>
	<input type="text"/>		<input type="text"/>		
	Address of campus or institution attended				
	<input type="text"/>				
	Postcode				
	Name of contact for study verification (eg. course administrator)		Contact person's email address	Contact person's telephone number	
	<input type="text"/>		<input type="text"/>	()	
	Type of evidence attached (eg. academic records or certificates) <input type="text"/>				
	<input type="text"/>				
C	Name of course undertaken	Start date	End date	Number of full-time semesters studied	
	<input type="text"/>	Day / Month / Year <input type="text"/>	Day / Month / Year <input type="text"/>	<input type="text"/>	
	Name of education provider	Certificate of enrolment number		Number of full-time weeks studied	<input type="text"/>
	<input type="text"/>		<input type="text"/>		
	Address of campus or institution attended				
	<input type="text"/>				
	Postcode				
	Name of contact for study verification (eg. course administrator)		Contact person's email address	Contact person's telephone number	
	<input type="text"/>		<input type="text"/>	()	
	Type of evidence attached (eg. academic records or certificates) <input type="text"/>				
	<input type="text"/>				
D	Name of course undertaken	Start date	End date	Number of full-time semesters studied	
	<input type="text"/>	Day / Month / Year <input type="text"/>	Day / Month / Year <input type="text"/>	<input type="text"/>	
	Name of education provider	Certificate of enrolment number		Number of full-time weeks studied	<input type="text"/>
	<input type="text"/>		<input type="text"/>		
	Address of campus or institution attended				
	<input type="text"/>				
	Postcode				
	Name of contact for study verification (eg. course administrator)		Contact person's email address	Contact person's telephone number	
	<input type="text"/>		<input type="text"/>	()	
	Type of evidence attached (eg. academic records or certificates) <input type="text"/>				
	<input type="text"/>				

Your declaration

14 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.