Context

The following sets the School’s guidelines on the appointment of Occupational Trainees.

In the event of conflict, information on the Department of Immigration and Border Protection prevails.

Training and Research Visa - Occupational Trainee Stream

The Department of Immigration and Border Protection’s website\(^1\) states “the Occupational Trainee stream is for people who need structured workplace-based training to either enhance their skills in their current occupation, area of tertiary study, or field of expertise.”

Occupational Trainees are usually advanced undergraduate students looking to undertake a research thesis or are enrolled as Masters or PhD students at an overseas university and wish to study part of their program at UQ. However, Occupational Trainees are appointed as visiting staff and queries should be sent to the School Manager (please use hr@mechmining.uq.edu.au). Applicants who possess a PhD are appointed as visiting academics.

Staff should note that UQ does not sign individual training agreements. Some countries (e.g. France) may ask for these and UQ has revised its offer letter to accommodate these needs.

Eligibility

To gain entry into Australia, an Occupational Trainee has to firstly be nominated (sponsored) by The University of Queensland. Once this nomination is approved, the Occupational Trainee will then need to apply for a Training and Research Visa (Subclass 402) - Occupational Trainee Stream.

A working holiday visa (Subclass 417) is acceptable for trainees from certain countries. However, an invitation from UQ is still required.

Other eligibility criteria are found [here](#).

Note: Occupational Trainees from Sanctioned Countries require additional eligibility checks. It is unlikely these will be approved.

Recent changes to legislation (Australian Taxation Office)

As of 1 July 2012, it is no longer possible to pay a fortnightly educational allowance via the Payroll system. Please do not promise a potential occupational trainee any payments until you have spoken with the School Manager or HR staff.

Occupational Trainees can be remunerated as follows –
- Direct reimbursement of airfare and some living expenses (receipts required) or
- Provision of a living allowance (processed by claim forms via the School’s finance office).

Additional School requirements

In order for an application to be supported by the Head of School, the applicant’s English language proficiency must meet the requirements as set out in PPL 3.40.14\(^{ii}\) for students entering award programs at UQ. This requirement allows the School to be satisfied that the applicant’s English is
sufficient to understand occupational health and safety requirements (which is also a Federal government requirement).

Occupational Trainees will not normally be placed within the School for a period of greater than one year. The School requires that staff supervise at least one enrolled student (RHD, PGCW, thesis student) for each Occupational Trainee appointment.

Occupational Trainees are located in Rooms 306/307 of the Mansergh Shaw Building. The host academic supplies a computer and supplies to undertake the research project.

Information to be supplied by the host academic

The academic staff member who will be supervising the Occupational Trainee should provide the following details of the proposed visit in an email to the Head of School (sent to hr@mechmining.uq.edu.au) -

- Student’s full name.
- Name of the academic supervisor, and for RO staff, permission of their supervisor to host a trainee.
- Commencement and end dates of the traineeship.
- A “Structured Training Plan” detailing the following -
  - an outline of the objectives of the training program and the type of work activities involved.
  - details of the curriculum and the specific training tasks to be undertaken throughout the program.
  - the location of the training activities, including details of the various components which may be at different locations.
  - details of the training duration and timeframes for the various training tasks to be conducted.
  - a skills audit (including English language skills) that assesses the person’s existing skills and identifies their training needs.
  - details of all supervisors, trainers, and assessors including their qualifications and experience
  - the learning outcomes and how these will be monitored and assessed.
- The supervisor’s workload during the traineeship including undergraduate (thesis), postgraduate coursework students, research higher degree students and other occupational trainees.
- Documentation of a strategic need to host a trainee including the benefit the trainee will provide to UQ (e.g. assistance with completion of research project, contribution to publications etc.)
- Details of the living allowance to be paid, if applicable.
- Account to charge for
  - the visa nomination (currently $AUD170 as of September 2014).
  - Account number for living allowance/s (if applicable).
- Completed OH&S Training Needs Analysis (TNA).

Information to be supplied by the proposed trainee

- Curriculum vitae (CV) containing the following:
  - Full name
  - Home and Postal Address
  - Telephone number/s including country and area code
  - Email address
  - Date of birth
Approval process

Once all paperwork has been received by the School, the Head of School makes a recommendation to the Executive Dean for the appointment. Then the Faculty HR staff prepare offer of appointment, including a nomination for the visa, which then allows the occupational trainee to apply for their visa. Most visas are approved within weeks once complete documentation has been prepared.

School HR Procedures

- Complete the appointment form for Occupational Trainees (HR website).
- Prepare a cover letter, addressed to the Executive Dean setting out the supervisor, dates of the training and structured training plan.
- Attach all relevant documentation (and label each section for easy reference)
- School Manager obtains signature of the Head of School.
- Documentation taken to Faculty HR.
- Faculty HR staff will then process the application.
- Place a reminder on the HR calendar regarding the arrival date so the IT account can be lodged and induction/s scheduled.

Template email regarding requirements

This is an example email of what is sent to prospective trainees who have secured a supervisor within the School.

Dear (x),

Thank you for your interest in undertaking an occupational traineeship within the School of Mechanical and Mining Engineering.

In order to finalise the appointment, could you please send me the following –

a. English version of your Curriculum vitae (CV) containing the following:
   - Full name
   - Address
   - Telephone number including country and area code
   - Email address
   - Date of birth
   - Country of citizenship
Qualifications

Name of institution where studying

Advice as to whether family member/s will be accompanying you

b. English version of an official letter of support from your university which needs to state that the activities you will be involved in at UQ are relevant to your degree studies and will count towards the completion of your degree.

c. Proof of English language proficiency (e.g. IELTS or equivalent; official statement from the home University stating the medium of instruction is English or other qualifications set out in Table 2 of PPL 3.40.14).


e. Copy of your passport and those of any dependents who will be accompanying you (scanned is ok).

f. Anticipated arrival date.

g. Your academic transcript/s and degree certificates.

Please do not finalise your travel arrangements until you have received a formal offer of appointment from UQ. Please also note that UQ is not able to sign individual training agreements.

Once you have received an offer letter and have made your travel arrangements, please confirm your arrival date by emailing hr@mechmining.uq.edu.au. We will then be able to arrange your induction appointment.