



Acknowledgement of unpaid placement – sponsor

Form
1284

Australian Government
Department of Home Affairs

Who should use this form?

Australian organisations who are sponsoring a foreign national in an unpaid placement as either:

- an occupational trainee (under the Training visa (subclass 407)); or
- a special programme participant under the Temporary Activity visa (subclass 408)

are required to complete this form to indicate an understanding of the basis of the appointment and an understanding of the relevant industrial laws. This acknowledgement is in addition to the sponsorship obligations and other sponsorship requirements.

Approval of a nomination for an occupational trainee (applicable to the Training visa (subclass 407)) or approval of a special programme (applicable to the Temporary Activity visa (subclass 408)) does not imply that the training, remuneration or other arrangements meet the requirements of other Australian laws and requirements, such as the laws relating to industrial relations.

Note: A person is considered as unpaid where they will receive no remuneration for doing the work or activity other than:

- reimbursement of reasonable expenses incurred in doing the work or activity; or
- prize money or an allowance.

Information and advice about workplace rights and obligations is available on the Fair Work Ombudsman’s website

www.fairwork.gov.au.

This form must be signed by a person who is authorised to make the acknowledgement on behalf of the organisation.

Acknowledgement

On behalf of

Name of organisation

I acknowledge that:

- Our organisation proposes to engage the person named below as an occupational trainee or special programme participant for the specified period nominated;

Name of visa applicant

Months Weeks

Period of placement

- the proposed workplace-based training or special programme placement is designed to assist the visa applicant to provide a cultural/social experience and/or to develop skills relevant to their tertiary education, current occupation or field of study, and it will involve the observation of tasks performed by our employees (or host employees) or the performance of tasks under close supervision of our employees (or host employees);

- there is no intention on the part of our organisation or the visa applicant to create an employment relationship as recognised under the law of Australia;
- it has been explained to the visa applicant that the placement is unpaid;
- our organisation understands its obligations under Australian industrial relations laws if the visa applicant becomes an employee;
- our organisation has made independent enquiries and as appropriate obtained independent legal advice about the proposed unpaid placement;
- our organisation understands that workplace relations laws make it unlawful to employ an employee and not pay them, and that penalties may be imposed against any employer who breaches these laws;
- in considering this visa application, the Department of Home Affairs (the Department) has not endorsed the proposed placement as meeting the requirements of Australia’s workplace relations laws; and
- our organisation agrees to cooperate with officers of the Department and other Commonwealth agencies in monitoring and interviewing relevant persons at reasonable times throughout the placement.

Full name (*block letters*)

Position held

Name of organisation

Signature of sponsor

Day Month Year

Date

Note: You will need to complete and lodge form 1284 *Acknowledgement of unpaid placement – sponsor*; together with form 1283 *Acknowledgement of unpaid placement – visa applicant* (to be completed by the applicant) when lodging, as applicable:

- a nomination for a Training visa (subclass 407); or
- an application for a special programme activity under the Temporary Activity visa (subclass 408).

Form 1283 and form 1284 are available on the Department’s website

www.homeaffairs.gov.au/about/corporate/information/forms