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## What does the International Recruitment Process look like for Principals?

This document has been created to assist principals to understand the international recruitment process and outlines key information and costs related to the process. Understanding the process will help to ensure schools can forward plan and budget appropriately.

### 1. DOBCEL's People and Development (P&D) source the international teaching candidates for you by:

- **Advertising-** Advertising campaign in Ireland, England, Dubai and international job expos. We have also engaged a local recruitment company located in Ireland called NexVentur.
- **Labour market testing-** we advertise for teachers locally (in Australia) on TeachersOnNet, DOBCEL Website and Workforce Australia to ensure we meet requirements for the Visa process.
- **First interview and information gathering-** P&D meet with potential candidates to confirm their commitment in coming to Australia; English language fluency; check that their qualifications meets Visa and VIT requirements; ask for a statement of service to verify prior experience working as a teacher; ensure candidate is agreeable to paying their portion of the Visa application fees; confirm candidate is willing to complete an international police check(s); confirm location of our Diocese candidate is open to go to and/or whether they have connections in Australia. P&D also source additional information related to subject specialty/ies, candidates family situation i.e. single, if they have a family and if they have a spouse, their spouses' career to identify what locations may compliment this. Candidate is advised of timelines and process requirements related to visas and VIT process.

### 2. People and Development place suitable candidates on a spreadsheet which includes their timeframe for moving to Australia.

### 3. Principal identifies a teaching vacancy within their school that has been difficult to fill

The following steps must be undertaken to show the vacancy has been difficult to fill and commence discussions on securing an international candidate

- Role must be full-time and advertising on Teachers.on.net and receiving no applicants as a requirement of the labour market testing.
- Reach out to Talent Acquisition Partner Sarah Hanley [shanley@dobcel.catholic.edu.au](mailto:shanley@dobcel.catholic.edu.au) and notify of your vacancy.
- If there are candidates that match the vacancy, their resumes will be emailed to the principal for review. P&D will also discuss the most appropriate Visa that will suit that candidate and the costs involved for the Visa and relocation (relocation costs increases if small rural school).
- Principal to set up the interview and notify P&D.

#### 4. Principal conducts the interview and reference checks

- Principal interviews applicant and discusses in interview the location, size, context and benefits of working in their school. Interview to focus on assessing the candidate's ability to teach at their school (behavioural based questions) and establish a sense of 'fit' to assess if there appears to be a good match for the candidate and the school/team. If principal would like to proceed, principal to contact references and complete reference check.

#### 5. Principal wants to proceed to make an offer of employment

- Principal contacts P&D before making an offer and advises they have found a suitable candidate and wish to proceed with offer and visa.
- P&D supports offer process and provides suitable employment contract which includes a salary assessment for remuneration. A clause is included in the contract that employment is subject to their visa approval and VIT registration.
- Principal makes offer including the following:
  - ☐ Offer of employment is subject to them obtaining Visa and VIT registration to teach in Victoria.
  - ☐ Date of commencement is negotiable dependent upon approval of Visa and VIT.
  - ☐ Salary will be in accordance with DOBCEL Enterprise Agreement, a salary assessment will help us to define the rate of pay that they will receive dependent upon their experience - If that information is not available at the time of offer, the contract will be drawn up as an entry level teacher and then amended once information is provided.
  - ☐ Offer of employment will be full time (temporary) dependent upon the initial vacancy – must be full time to meet working Visa rules.
  - ☐ Clarify with P&D which Visa we will support them with (482 temporary visa) and confirm again that candidate is agreeable to paying their portion of the Visa application fees. Advise that our Migration Agent will contact candidate once their signed contract is received to commence this process.
  - ☐ Clarify with candidate they will be supported with relocation to Australia costs. Relocation reimbursement of \$10,000 (30% reimbursement upon arrival, 30% after their first year, and a further 40% reimbursement at the completion of 2 or 4 years based on Visa type). Schools should provide reimbursement upon submission of tax invoices and receipts for relocation costs. This would include costs such as flights and removalists' expenses (refer to the Policy).
  - ☐ Clarify that they will be paid a POL3 allowance. DOBCEL will also reimburse them a portion of their Visa application fees once they arrive.
  - ☐ Clarify with candidate that they will be supported by you (school Principal or delegate) to help with their transition into the community – finding rental accommodation prior to their arrival, local connections, linking to local medical services, Real Estate Agents, etc. providing salary packaging information for novated lease (car) if required, so candidate feels comfortable and supported from day one.
  - ☐ Clarify that they will be paid superannuation in Australia, which is currently 11% on top of their base salary (ordinary timed earnings). When they return to their home country at the end of their temporary visa, they can seek a refund from the Superannuation Fund. The tax rate applicable to the refund is currently 35%.
  - ☐ Clarify that if candidate decides they want to remain in Australia after the conclusion of their contract/visa DOBCEL may consider supporting them for a permanent residency application after they have completed 2 years' service, are performing at a satisfactory standard, and meet the age requirements under the legislation. It is important not to promise/guarantee support for permanent residency prior.

## 6. People and Development facilitate the Visa process with our Migration Agent

- The candidate is asked to provide various documents to support the Visa process and will be required to pay for their part of the visa application fees.
- DOBCEL will pay for migration agent and visa costs.
- As DOBCEL is an accredited sponsor once the application is completed and monies paid the process can be very quick with applications approved within 14 days.

## 7. Visa process is approved

- P&D notify Principal once the Visa is approved
- P&D provide Principal Checklist to assist in the onboarding process
- Principal confirms start date with candidate and keeps in close contact with the candidate to facilitate a smooth and positive experience into the Diocese

## 8. Candidate Arrives

- P&D will have arranged teacher to be picked up from the airport and to stay in Ballarat for a few days to get over jetlag and to explore Ballarat.
- Principal will have arranged a representative from the school to meet the teacher in Ballarat to take them to the new location.

## 9. Applicant will be completing the following during the process

- Anyone who has completed experience or qualifications outside of Australia, New Zealand, the United Kingdom, the United States of America, Canada or the Republic of Ireland will have to complete an English language test through [IELTS](#) (\$410).
- The candidate will provide their IELTS to [aitsl](#) where they will also provide their documents for the skills assessment (\$1,050).
- Once the candidate has been approved, they will also have to organise health insurance and police checks as part of their [visa application and visa costs](#) (costs vary depending on visa - \$4,850 for single).
- Once visa has been approved, candidate will then be able to being registration for [VIT](#) and completes the process when they have landed in Australia (\$170).

**Enquiries: [internationalemployment@dobcel.catholic.edu.au](mailto:internationalemployment@dobcel.catholic.edu.au)**

Sarah Hanley: Talent Acquisition Partner 0488 148 612

## 10. Costs involved

ITEM	DETAILS	COST	WHO PAYS	STRUCTURE
<b>Relocation Reimbursement for Small and remote rural schools</b>	As per DOBCEL Small and Remote Schools Incentive Policy and Procedures. FBT exemption for remote schools (except Murtoa)	\$10,000	School	30% reimbursement upon arrival, 30% after the first year, and a further reimbursement of 40% at the completion of the second year
<b>POL3</b>	As per DOBCEL Small and Remote Schools Incentive Policy and Procedures	\$9,346	School	Annual payment
<b>Recruitment agency costs</b>	DOBCEL partnered with a local recruitment agency in Ireland called NexVentur. Any teachers who we place who came through their channels incur a fee of 10% of their salary including super.	\$9,000-\$13,000	School	
<b>Portion of Visa costs</b>	In presentations, it has been communicated that schools classed as per Small and Remote Schools Incentive Policy and Procedures, there will be a contribution towards visa costs.	\$4,500 for single, \$7,000 for couple	DOBCEL	
<b>Employer Visa</b>	For international candidates with a teaching qualification and 2 years of experience working as a teacher (Primary) we can sponsor them under a Sub Class 482 temporary employer sponsored visa so that they can work as a Teacher in Australia. They must have met the minimum requirements for the qualifications for VIT registration and be offered a role as a teacher. Must offer salary greater than 70K plus super as per TSMIT requirements.	\$6000 for primary \$9692 Secondary	DOBCEL	
<b>Migration agent</b>	Migration agent works with applicants and DOBCEL to complete visa nomination and visa application	Up to \$2,000	DOBCEL	
<b>First 3 nights accommodation</b>	First 3 nights accommodation in Ballarat for the teacher can get to know the area, visit the office. Principal can then pick the applicant up from the office and take them to their new area	\$750	DOBCEL	
<b>Basic starter pack</b>	Starter pack which includes bread, milk, toilet paper, internet ect	\$150	School	
<b>Up to 2 weeks subsidised accommodation in a hotel/serviced apartment</b>	This will be a case by case basis, however the teacher may have secured a rental and may require furniture such as fridge, bed ect. This will allow the applicant to have accommodation in the local area while this is arranged.		DOBCEL, School, Applicant	Costs to be split; 1/3 DOBCEL contribution 1/3 School contribution 1/3 applicant contribution