



## Attachment A

### DECISION RECORD

#### Request Details

FOI Request FA 17/03/00539  
File Number ADF2017/29142

#### Original scope of request

- 1) On 14 March 2017 you requested;

*In relation to the Department of Immigration processing visa officers:  
[1] - the position requirements in order to qualify as a processing visa officer (case officer), including qualifications, work experience, proficiency of English;  
[2] - the Departmental specific training program for the case officer role;  
[3] - the Departmental specific training program for case officers assessing 457 nominations.*

#### Documents in scope

- 2) I have identified one document relevant to your request, as detailed in Attachment B – Schedule of Documents.

#### Authority to make decision

- 3) I am an officer authorised under section 23 of the FOI Act to make decisions in respect of requests to access documents or to amend or annotate Departmental records.

#### Information considered

- 4) In reaching my decision, I have considered the following:
  - The *Freedom of Information Act 1982*;
  - The document as listed in the Schedule of Documents;
  - Consultations with relevant business areas; and
  - The Australian Information Commissioner's guidelines relating to access to documents held by government.

## **Decision**

5) I have decided to release one document to you in full.

### **Part 1 and 2 of your request**

- 6) One document, totalling four pages, relevant to Part 1 and 2 of your request, has been located and is released to you in full with irrelevant material deleted under s.22(1)(a)(ii) of the FOI Act.
- 7) The material deleted under s.22(1)(a)(ii) comprises an internal email address.

### **Part 3 of your request**

- 8) The relevant business area of the Department has stated that on-the-job training is provided to departmental case officers assessing subclass 457 applications, including on individual nomination requirements, through an as-needed basis. A formal subclass 457 training and assessment package is in the development phase and is expected to be available towards the end of 2017.
- 9) After consulting with the relevant business area I am satisfied that no documents (electronic or hard copy) are in possession of the Department that fall within the scope of Part 3 your request. Therefore, as no document exists, access to Part 3 your request is refused under s.24A(1) of the FOI Act.

*(signed electronically)*

  
Authorised decision maker  
Department of Immigration and Border Protection  
Email: [foi@border.gov.au](mailto:foi@border.gov.au)

12 April 2017



**Attachment B**

**SCHEDULE OF DOCUMENTS TO DECISION RECORD**

FOI Request FA 17/03/00539  
File Number ADF2017/29142

No.	Date of document	Folio	Description	Relevant legislation (FOI Act)	
1.	Undated	1-4	Job Role Profile – Client Services Vocational Stream	Irrelevant material deleted	s.22(a)(ii)