
Post-accreditation guide

Employers make several commitments to Immigration New Zealand (INZ) when applying for accreditation. Compliance with these commitments is critical to accreditation being maintained and renewed. This guide summarises the key post-accreditation obligations.

Updating INZ

Updates to key persons, immigration/employment law compliance or business structure must be provided to INZ within 10 working days.

Settlement support activities

The below is to be completed within one month of an Accredited Employer Work Visa (AEWV) holder starting employment.

Employment New Zealand modules

Paid time must be provided for the visa holder to complete all online employee modules [here](#). This should be tracked, with completion certificates kept on file.

Community and work-related information

Information on the below must be provided to AEWV holders, for example in an induction document or welcome email:

- Accommodation and transport options
- Citizens Advice Bureau services
- Relevant community groups
- Access to healthcare
- Cost of living
- How to get an IRD number
- Job or industry hazards
- Industry training and qualification options

Employer modules

Everyone making recruitment decisions must complete Employment New Zealand's employer modules [here](#) once every accreditation period. This includes HR, hiring managers and other employees making hiring decisions.

Recruitment costs

Costs for the below cannot be passed on to AEWV holders:

- Trade testing
- Branded uniforms
- Health and safety equipment
- Advertising or recruitment agency fees
- Compulsory training and induction costs
- Tools, where ownership is retained by the company
- Accreditation and job check fees. AEWV fees can be passed on

No unlawful fees

Fees that would be unlawful in New Zealand cannot be charged to AEWV holders. This includes:

- Payment to secure a job
- Unlawful bonding agreements
- Unreasonable deductions from wages that have not been consented to in writing