

Australia-United Kingdom Free Trade Agreement

Innovation and Early Careers Skills Exchange Pilot (IECSEP)

Guidebook

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1. IECSEP Process

IECSEP

IECSEP is a new mobility pathway for eligible UK citizens established alongside the Australia-UK Free Trade Agreement. IECSEP recognises the value of creating mobility pathways between the UK and Australia for individuals in the early stages of their careers, and highly skilled and highly experienced individuals with a demonstrated contribution to innovation.



Application round opens

IECSEP is available across two streams for eligible UK citizens. The Early Careers stream offers stays in Australia for up to one year for tertiary-qualified applicants aged 21-45, who have already worked for a minimum three months in an organisation. The Innovation stream offers stays in Australia for up to three years for highly experienced and highly skilled applicants who have a demonstrated contribution to innovation. The application process is managed by the Department of Foreign Affairs and Trade (DFAT).



Where to apply

IECSEP applications can only be submitted online through the IECSEP online application portal, which is accessed via the DFAT website. Applications can only be submitted when an application round is open.



Applications are assessed

All IECSEP applications will be assessed against the eligibility criteria that apply to the relevant stream. Applications for the Innovation stream will also be assessed and ranked against specified merit criteria.



Innovation applications assessed by IECSEP Innovation Panel

The IECSEP Innovation Panel will review the ranking completed for the Innovation stream by DFAT.



Notification of outcomes

Approved IECSEP applicants will receive a letter of support from DFAT. Unsuccessful applicants will receive a letter of outcome. Letters will be sent by DFAT via email.



Approved IECSEP applicants apply for a visa

IECSEP applications and visa applications are separate processes. IECSEP applicants must submit their letter of support issued by DFAT as part of visa applications to the Department of Home Affairs when applying for a Temporary Work (International Relations) subclass 403 visa Government Agreement stream visa. The Department of Home Affairs will assess the visa application against other applicable criteria for the grant of the visa (which are not assessed by DFAT).



Approved IECSEP applicants commence work

If an applicant is granted the visa the IECSEP participant can travel to Australia (or remain in Australia, if they were already in the country on a different visa) and commence working for the Australian employer identified in their IECSEP application and specified in the letter of support from DFAT. All IECSEP participants must comply with relevant visa conditions while they hold the visa.

1.1 Introduction

This document provides information and guidance about the **Innovation and Early Careers Skills Pilot** (hereafter IECSEP or the Pilot) for participants and employers.

This Guidebook sets out:

- what IECSEP is
- how to apply
- when to apply
- eligibility criteria
- merit criteria
- the applicant selection process
- how outcomes are notified
- administration

IECSEP is a **pilot initiative** that will be implemented from June 2023 to June 2025. As such, this Guidebook may be updated from time to time to meet the operational requirements of the Department of Foreign Affairs and Trade (DFAT) and other Commonwealth agencies, to better support the delivery of IECSEP.

2. About IECSEP

2.1 Outline

IECSEP is a mobility pathway for eligible UK citizens established through a side-letter to **the Australia-United Kingdom Free Trade Agreement (A-UKFTA)**. Launched on 8 June 2023, IECSEP provides a new opportunity for UK citizens to build their skills and careers by working in Australia, additional to other visa pathways already available to UK citizens.

IECSEP recognises the value of mobility between the UK and Australia for individuals in the early stages of their careers, and skilled and experienced individuals with demonstrated track records of innovation. The program offers an opportunity for UK organisations to develop staff and build networks through temporary staff placements in Australia and is an opportunity for Australian organisations to access qualified and innovative talent from the UK.

There are two streams under IECSEP available to UK citizens. The **Early Careers stream** offers an opportunity to live and work in Australia for **up to 12 months**, while the **Innovation stream** provides an opportunity to live and work in Australia for **up to 3 years**. Opportunities in Australia can include graduate rotations, short-term placements, secondments, intra-corporate transfers, or be a role with a new employer.

Under the **Early Careers stream**, applicants must:

- be aged between 21 to 45 inclusive at the time of application;
- be tertiary qualified;
- have worked for at least 3 months in their current role, and the applicant's prospective employment in Australia must be relevant to the applicant's field of work in their current role; and

- have prospective employment in Australia in an occupation defined at the ANZSCO¹ Skill Levels 1, 2 or 3.

Under the **Innovation stream**, applicants must:

- have a demonstrated contribution to innovation;
- be highly skilled;
- be highly experienced; and
- have prospective employment in Australia in an occupation defined at the ANZSCO Skill Level 1.

There is no age-cap for the Innovation stream.

All IECSEP applicants must be able to demonstrate UK citizenship, and that they have adequate financial means to support themselves for the duration of their stay in Australia. The full eligibility and merit criteria that apply to IECSEP are discussed in **Chapter 4 IECSEP application assessment process**.

There are no specifications regarding the relationship between the organisation that an IECSEP applicant currently works for and the prospective Australian employer, under either IECSEP stream. IECSEP may also be used to facilitate commercial opportunities, for example, by transferring an employee into a position with a prospective Australian employer for the purpose of building commercial networks or supporting the establishment of Australian operations.

2.2 The role of DFAT

DFAT is responsible for processing applications to participate in both streams of IECSEP. Applicants that meet IECSEP participation requirements will be provided a letter of support by DFAT. Applicants will then need to apply separately to the Department of Home Affairs for a visa and meet relevant visa requirements. The letter of support issued by DFAT will enable an applicant to make an application to the Department of Home Affairs for a Temporary Work (International Relations) subclass 403 visa Government Agreement stream.

2.3 Roles and responsibilities of Australian employers

Prospective Australian employers will need to provide IECSEP applicants with a letter of employment offer, or an employment contract, with respect of the offered role. Applicants must provide this to DFAT when applications are submitted. DFAT will contact prospective Australian employers to verify that the letter of employment offer, or the employment contract presented to DFAT is genuine.

The following information must be presented in such letters or contracts:

- the name of the IECSEP applicant
- the legal and trading name of the prospective Australian employer
- the prospective Australian employer's ABN (and ACN where applicable)
- the name of the occupation that the applicant will undertake for the prospective employer, and its accompanying 6-digit code, as referenced from

¹ Australia New Zealand Standard Classification of Occupations (ANZSCO). See [ANZSCO - Australian and New Zealand Standard Classification of Occupations, 2021 | Australian Bureau of Statistics \(abs.gov.au\)](https://www.abs.gov.au/anzsco)

the Australia New Zealand Standard Classification of Occupations ([ANZSCO](#)). Occupations must be defined at the ANZSCO Skill Levels 1-3 for the Early Careers stream and Level 1 for the Innovation stream

- a description or name of the role to be undertaken
- a list of duties to be undertaken in the role
- the location of the role
- confirmation that if the visa is granted, the role will commence from the date that the applicant enters Australia under the Temporary Work (International Relations) subclass 403 visa Government Agreement stream, or on a specified commencement date that is no later than 12 months from the date the IECSEP application is submitted to DFAT
- the duration of the role (no more than 12 months from arrival in Australia for the Early Careers stream and no more than 3 years from arrival for the Innovation stream)
- if the applicant is required to undertake any regulated occupation, or any duties associated with a regulated occupation, that require licensing, registration or certification to practice. If they are, the employer must confirm that the applicant is fully qualified to undertake the occupation or duties, and that the applicant holds the full and unconditional Australian licencing, registration or certification necessary to undertake the occupation or duties in the offer or contract.
- confirmation that the applicant will be employed or engaged in Australia in accordance with the standards for wages and working conditions provided for under relevant Australian legislation and awards
- the email and phone contact details of someone in the organisation that DFAT can contact in relation to the prospective employment.

To assist applicants and prospective Australian employers, a template letter of offer is available at [Annex A](#). This letter may also be used as a covering letter to a contract for employment, where a contract is provided to DFAT.

A regulated occupation is an occupation, including the duties associated with the occupation, requiring a licence, registration or certification to practice in Australia. Many trades in Australia meet this definition. IECSEP participants cannot undertake a regulated occupation, or undertake the duties associated with a regulated occupation, for a prospective Australian employer, unless they are fully qualified to undertake the occupation or duties, including holding the full and unconditional Australian licencing, registration or certification necessary to undertake the occupation or duties in the Australian jurisdiction concerned. Provisional licences, registrations or certifications do not satisfy this requirement.

IECSEP participants have the same workplace entitlements and protections as all other employees in Australia. The Fair Work Ombudsman and the Fair Work Commission offer a range of tools and resources that can assist prospective Australian employers understand their workplace obligations, and provide information about relevant industrial instruments. Safe Work Australia provides information about Australia's work, health and safety framework.

2.4 Roles and responsibilities of IECSEP applicants and participants

IECSEP applicants must complete and submit the specified online application form to participate in the IECSEP. There are separate application forms for the Early Careers and Innovation streams. IECSEP applicants must answer all of the mandatory questions and provide documentary evidence where required.

Each applicant is responsible for ensuring their application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995 (Cth)*.

Applicants can apply to IECSEP if they are already in Australia on a valid visa, **except** for individuals who either currently hold, or have held as their last substantive temporary visa:

- a Temporary Work (International Relations) subclass 403 visa Domestic Worker (Diplomatic or Consular) stream, or
- a Transit visa (subclass 771), or
- a Special Purpose visa

IECSEP places are not available to any members of the applicant's family unit. IECSEP applicants cannot include family members in an IECSEP application to DFAT. However, family members can apply for an Australian visa separately, subject to visa eligibility criteria. Visa options for family members can be explored on the [Home Affairs website](#).

Visa holders and migrant workers have the same workplace entitlements and protections as all other employees in Australia. Information on applicable pay and conditions in Australian workplaces can be found by using the [Pay and Conditions Tool](#), available on the Australian Fair Work Ombudsman website. More information about Australian workplace rights and entitlements for visa holders and migrant workers, as well as information on relevant industrial instruments, can be found on the Australian Fair Work Ombudsman [website](#) and the Australian Fair Work Commission [website](#).

All Australian workers have a right to a safe workplace. The [Safe Work Australia website](#) provides more information about Australia's work, health and safety framework.

IECSEP participants cannot undertake a regulated occupation, or undertake the duties associated with a regulated occupation, for a prospective Australian employer, unless they are fully qualified to undertake the occupation or duties, including holding the full and unconditional Australian licencing, registration or certification necessary to undertake the occupation or duties in the Australian jurisdiction concerned. Provisional licences, registrations or certifications do not satisfy this requirement. If you do not meet these requirements, you can review other potential visa options on the [visa finder](#) available on the Home Affairs website.

An IECSEP applicant must ensure that their prospective Australian employer is aware that both the IECSEP application, and the subsequent visa application, need to be approved before the applicant can commence employment with the prospective Australian employer. An IECSEP applicant must also ensure that their prospective Australian employer is aware that visa durations are limited to 12 months

under the Early Careers stream, and 3 years under the Innovation stream. Consideration should be given to these issues when determining employment commencement and end dates.

An IECSEP applicant can arrange to start employment with a prospective employer from the date they arrive in Australia on the Temporary Work (International Relations) subclass 403 visa Government Agreement stream. Alternatively, if an applicant and their prospective employer wish to negotiate a specified start date, this date cannot be more than 12 months after the time the IECSEP application is submitted to DFAT.

IECSEP participants must observe all conditions of the visa. IECSEP participants can only work for the employer identified in the DFAT letter of support. It is a condition of the visa that IECSEP participants remain employed by the prospective Australian employer identified to DFAT and the Department of Home Affairs. IECSEP participants must not work in a position or occupation inconsistent with the position or occupation in relation to which the visa is granted, and must not engage in work for another person, or work on their own account.

If an IECSEP participant stops working for the employer, the IECSEP participant may be in breach of their visa conditions and may be required to leave Australia or apply for a new visa appropriate to the circumstances. IECSEP participants must advise the Department of Home Affairs in the event that they cease to work for the prospective Australian employer identified during the IECSEP application.

3. How to apply to IECSEP

Applications for either stream of IECSEP can only be submitted when an application round is open. All applications must be submitted using the IECSEP online application portal. The portal can be accessed from the [IECSEP webpage](#) on the [DFAT website](#). A user account needs to be established to access the IECSEP application forms. The portal will be closed for submissions between application rounds, but an applicant can access their account and review previous submissions or view the application forms in read-only mode at any time.

3.1 Application rounds and available places

A total of 1000 visas will be available under IECSEP in the first year of operation (8 June 2023 to 7 June 2024). A total of 2000 visas will be available under IECSEP in the second year of operation (8 June 2024 to 7 June 2025).

The allocation of places between the Early Careers and Innovation streams of IECSEP is at the discretion of DFAT and will reflect, among other considerations, the application demand for each stream.

The first application round for 2023-24 will open at **09:00 BST 25 September 2023** and close at **23:59 GMT 20 November 2023**. Both streams will be available for applications on this date. Additional application rounds may also be opened in 2023-24 at the discretion of DFAT. The timing of any subsequent application round will be advertised on the IECSEP webpage.

DFAT may extend the closing date of any open application round at its discretion. DFAT may close an application round (with respect of one or both IECSEP streams) on a date before the advertised time subject to application submission rates. DFAT

will provide 7 days' notice on the IECSEP webpage prior to closing the round before the advertised date.

It is anticipated that application round timings for 2024-25 will be advised from June 2024. These timings will be advised on the IECSEP webpage.

3.2 Application fees

Applying for IECSEP is free of charge. DFAT will not charge any fees to process applications, or charge for any letters of support issued by DFAT to approved IECSEP applicants. **Charges will apply to visa applications.** These charges are administered separately by the Department of Home Affairs. See [here](#) for more information.

3.3 Application system

DFAT uses an online application portal to support IECSEP. Paper or mailed submissions will not be accepted. There are separate application forms for the Early Careers stream and Innovation stream. Separate links will be provided for each application form on the IECSEP webpage in advance of an application round, enabling form preview, but applicants will not be able to submit an application until an application round is open.

Applicants will be asked to log-on using a previously established account, or will need to create a new IECSEP application account if they have not already done so.

Applicants must answer all mandatory questions in the application forms. Applications can be withdrawn anytime by following the instructions provided in the portal. Applicants are responsible for ensuring applications are complete when submitted (including that they contain all supporting documentation the applicant wishes to provide). Incomplete applications will not be processed.

The online application portal will automatically generate an email to acknowledge receipt of an application. Applicants should keep a copy of their submitted application and any documents provided in support of the application.

3.4 Questions during the application round

Questions can be emailed to DFAT at aukfta.iecsep@dfat.gov.au.

4. IECSEP application assessment process

4.1 Assessment of applications: overall

IECSEP applications are processed by a dedicated assessment team in DFAT. The selection of approved applications under the Innovation stream is overseen by the IECSEP Innovation Panel (see 4.6 The role and function of IECSEP Innovation Panel).

4.2 Assessment of applications: eligibility

Applications are first assessed for eligibility.

The eligibility criteria are mandatory and cannot be waived by DFAT. These eligibility criteria are common to **both streams**:

- **UK citizenship**

That you (the applicant) are a UK citizen, and can demonstrate this.

- **Your prospective employment in Australia**

That you have employment in Australia for the duration of your planned stay, and you can provide DFAT with a letter of employment offer or a contract for employment from an Australia employer that contains the terms specified for IECSEP, including the undertakings in relation to regulated occupations and standards for wages and conditions.

The occupation you will undertake for your prospective Australian employer must be defined at the specified ANZSCO Skill Level (between Skill Levels 1 to 3 for the Early Careers stream, or Skill Level 1 for the Innovation stream).

- **Financial means**

That you have adequate financial means to support yourself in Australia, and can demonstrate that you have a minimum A\$5000 in your bank account(s) plus enough to cover the fare for where you are going when you leave Australia.

The following eligibility criteria are specific to the **Early Careers** stream:

- **Your age**

That you are aged between 21 and 45 inclusive at the time of application, and can demonstrate this.

- **Your tertiary qualifications**

That you have tertiary qualifications, and you can provide copies. Tertiary qualifications are qualifications provided by UK higher and further educational institutions. These qualifications may also be from non-UK institutions, but DFAT may need to contact you to obtain more information about the qualification and the institution.

- **Time in current role and relevance to role in Australia**

That you have been working for 3 months or more in your current role, and can provide a supporting letter from your current employer describing your current role and how long you have been in that role. Your prospective employment in Australia must be relevant to your field of work in your current role.

4.3 Verification process: eligibility

DFAT may contact prospective Australian employers, current employers, and tertiary educational institutions, to verify information provided by applicants against the eligibility criteria. DFAT will not contact applicants before we make these enquiries.

DFAT may also contact applicants if clarification is required for any of the documents they submit (for example, if the document is uploaded incorrectly, or is illegible) or where we require more information about tertiary studies. These enquiries are separate to any checks undertaken by the Department of Home Affairs for the purposes of assessing subsequent visa applications.

4.4 Assessment of Early Careers stream applications

Eligible applications for the Early Careers stream will be processed according to the date of their submission. Interested applicants are encouraged to apply as soon as possible at the commencement of an application round.

4.5 Assessment of Innovation stream applications: merit criteria

Eligible Innovation stream applications will also be assessed on merit after the application round has been closed. Applicant responses to specified merit criteria in the application form will be reviewed and scored by DFAT. These scores will provide a basis for ranking eligible Innovation stream applications.

The tables below describe the test applied and the total potential score for each of the merit criteria.

The merit criteria for the Innovation stream:

| Criteria | Test | Score |
|---------------------------------|--|-----------|
| Your contribution to innovation | Demonstrate your contribution to innovation. | 50 points |

| Criteria | Test | Score |
|--------------------|--|-----------|
| Highly experienced | Demonstrate that you are highly experienced. | 25 points |

| Criteria | Test | Score |
|----------------|--|-----------|
| Highly skilled | Demonstrate that you are highly skilled. | 25 points |

4.6 The role and function of IECSEP Innovation Panel

The IECSEP Innovation Panel (the Panel) oversees the selection of Innovation stream applicants, based on recommendations from the dedicated assessment team in DFAT. The Panel's objective is to ensure the Innovation stream applicant selections are consistent with Australia's broader innovation policy objectives, the innovation priorities in the side-letter establishing the IECSEP, and other areas mutually identified through the Strategic Innovation Dialogue (established under Chapter 20 of the A-UKFTA).

5. Notification of application outcomes

DFAT will advise application outcomes to the email address provided by applicants in the application. It is important this email address is correct and regularly monitored, including any spam folders associated with the email account.

5.1 Approved IECSEP applications: the letter of support

DFAT will issue approved IECSEP applicants with a letter of support. The letter of support is addressed to the Department of Home Affairs and enables the approved IECSEP applicant to make an application for a Temporary work (International relations) visa (subclass 403) Government Agreement stream.

5.2 Unsuccessful IECSEP applications: the letter of outcome

DFAT will issue unsuccessful IECSEP applicants with a letter of outcome. The letter will outline any eligibility criteria the application failed to meet, or, in the case of the Innovation stream, if the applicant was not provided with a letter of support based on the assessment of the merit criteria.

5.3 Feedback

Individual feedback will not be provided to applicants beyond the information provided in the letter of support, or in the letter of outcome.

If an IECSEP application is unsuccessful, the application will not be subject to further consideration by DFAT. However, applicants may submit a new application for the same stream or a different stream in any subsequent IECSEP application round.

5.4 Applying for a visa

Successful IECSEP applicants need to apply to the Department of Home Affairs for a Temporary work (International relations) visa (subclass 403) Government Agreement stream to be able to work in Australia under the IECSEP. A DFAT letter of support must be presented to the Department of Home Affairs at the time of visa application.

The application processes for IECSEP and the subclass 403 visa are two separate processes. Specific eligibility questions apply to the visa application. More information about the visa conditions for the Temporary work (International relations) visa (subclass 403) Government Agreement stream can be found [here](#).

6. Follow up

6.1 Sharing your stories

DFAT will seek applicants' consent to using or publishing personal information for promotional, marketing or publicity purposes. This may include invitations for applicants to participate in case studies or other IECSEP advocacy and engagement activities. Providing consent for promotional, marketing or publicity purposes is voluntary. Withholding consent will not affect an application for participation in IECSEP.

6.2 Evaluation and review

IECSEP is a pilot initiative. The Australian and UK governments have undertaken to commence review IECSEP from 31 May 2025 (two years after the entry into force of the A-UKFTA). The results of the review will provide recommendations to Australia and the UK regarding future implementation.

DFAT may update this Guidebook from time to time. When this happens, revised documentation will be published on IECSEP webpage on the DFAT website.

6.3 Enquiries and feedback

Please send any questions, complaints or general feedback on the IECSEP application process to aukfta.iecsep@dfat.gov.au.

If you do not agree with the way the DFAT has handled your complaint, you may refer the matter to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with DFAT.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

6.4 Conflicts of interest

It is important to the integrity of the IECSEP that conflicts of interests are disclosed and managed appropriately.

There may be a conflict of interest, or perceived conflict of interest if an IECSEP applicant has, for example:

- a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer, including any staff temporarily contracted to DFAT or a member of IECSEP Innovation Panel, or
- a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicant from carrying out their role as an IECSEP applicant or participant fairly and independently.

IECSEP applicants will be asked to declare, as part of their application, any perceived or existing conflicts of interests or that, to the best of the applicant's knowledge, there is no conflict of interest.

If an IECSEP applicant later identifies an actual, apparent, or perceived conflict of interest, the applicant must inform DFAT in writing immediately by email to aukfta.iecsep@dfat.gov.au.

If an Australian Government officer involved in the IECSEP application process has a conflict of interest, they must disclose the conflict to DFAT as soon as practicable at the time of becoming aware of the issue. Conflicts of interest for Australian Government staff are handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the Public Service Act 1999.

6.5 Privacy

DFAT and its contractors are bound by the provisions of the [Privacy Act 1988](#) (Privacy Act), including the Australian Privacy Principles (APPs) which prescribe rules for handling personal information.

DFAT's [Privacy Policy](#) contains information about DFAT's collection, use, disclosure and storage of personal information, including sensitive information, and how individuals may access and correct personal information that DFAT holds.

A copy of the IECSEP Privacy Notice is on the IECSEP webpage and at Annex B below. This Privacy Notice explains how DFAT manages personal information collected through the Innovation and Early Careers Skills Exchange Pilot (IECSEP) in accordance with the Privacy Act 1988 (Privacy Act).

6.6 Confidential information

DFAT will keep any confidential information in connection with ICESEP applications confidential, except for the purposes of administering the IECSEP or with consent.

DFAT may disclose confidential information:

- where required to do so by law
- in response to a request by a House or a Committee of the Australian Parliament for accountability or reporting purposes

6.7 Freedom of information

All documents in the possession of the Australian Government, including those about IECSEP, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All FOI requests must be referred to DFAT's FOI Coordinator in writing.

By mail: The Director
 Freedom of Information and Privacy Law Section
 Legal Division
 Department of Foreign Affairs and Trade
 R.G. Casey Building, John McEwen Crescent
 BARTON ACT 0221

By email: foi@dfat.gov.au

7. Glossary

| Term | Definition |
|---------------------------------|---|
| Application round | The period of time that the online application portal is open for application submission. Application rounds will be closed after a fixed period or may be closed before a fixed period, with respect of one or both IECSEP streams. |
| Approved IECSEP applicant | An IECSEP applicant that meets IECSEP eligibility criteria and has been assessed and approved to participate in IECSEP subject to a visa decision by the Department of Home Affairs. Approved applicants are issued a letter of support by DFAT to provide to the Department of Home Affairs at the time of visa application. |
| A-UKFTA | The Australia-United Kingdom Free Trade Agreement. The A-UKFTA entered into force on 31 May 2023. |
| DFAT | The Department of Foreign Affairs and Trade |
| DFAT letter of support | The letter issued by DFAT to approved IECSEP participants to support their application for a Temporary work (International relations) visa (subclass 403) Government Agreement stream. The letter confirms to the Department of Home Affairs that the participant will be engaged under the terms and conditions of the Innovation and Early Careers Skills Exchange Pilot, agreed between Australia and the UK in a side letter to the A-UKFTA dated 16 December 2021. |
| DFAT letter of outcome | The letter issued by DFAT to IECSEP applicants who are not issued a DFAT letter of support. |
| IECSEP applicant | An individual who has made an application for either stream of IECSEP. |
| IECSEP participant | An approved IECSEP applicant who has been subsequently granted a visa by the Department of Home Affairs to work and live in Australia. |
| Online application portal | The online system that DFAT uses to receive, process, assess and administer applications for IECSEP |
| Prospective Australian employer | An entity, with an active ABN (and an ACN where applicable) that provides employment to an IECSEP participant in Australia, as identified to DFAT at the time of an IECSEP application. |
| Unsuccessful IECSEP applicant | An IECSEP applicant who has been assessed but not has been issued a DFAT letter of support. |

Annex A: IECSEP template letter of employment offer

Letter of employment offer

Australia – UK Innovation and Early Careers Skills Exchange Pilot (IECSEP)

Dear [IECSEP applicant] or [Department of Foreign Affairs and Trade]

This letter confirms that [legal and trading name of organisation, ABN, and ACN if applicable] has offered [IECSEP applicant] employment in Australia for the purposes of an IECSEP application under the [insert stream]. The occupation is [name of occupation and 6-digit ANZSCO code] and the title of the role is [name of role]. The duties will include [provide a list of duties]. The position will be located at [insert main address where the employment will be located].

The position is for [insert duration: maximum 12 months for Early Careers, 3 years for Innovation stream] and will commence on the date that [IECSEP applicant] arrives in Australia. [alternatively, you may specify a start and end date, but ensure the start date reflects the lead-time for DFAT to process the IECSEP application, and visa processing by Home Affairs. The start date can be no later than 12 months after the date the IECSEP application is submitted to DFAT. The end date must be no later than 12 months/3 years following the start date.]

CHOOSE WHICH APPLIES:

I confirm that [Name of applicant] will be required to undertake an occupation or duties that requires licencing, registration, or certification to practice. I confirm that [Name of applicant] is fully qualified to undertake the occupation or duties, and that [Name of applicant] holds full and unconditional Australian licencing, registration, or certification necessary to undertake the occupation or duties described in the offer or contract.

OR

[Name of applicant] will not be required to undertake an occupation or any duties that require licencing, registration, certification to practice.

This letter also confirms that [name] will be employed or engaged by [legal and trading name of Australian employer] in accordance with the standards for wages and working conditions provided for under relevant Australian legislation and awards.

I acknowledge that participation in the IECSEP is subject to a decision by the Department of Foreign Affairs and Trade to issue a letter of support, and the decision of the Department of Home Affairs to grant a Temporary work (International relations) visa (subclass 403) Government Agreement stream.

Yours sincerely

[signatory name]

[signatory contact details for verification of the letter of offer]

Annex B: IECSEP Privacy Notice

Australia-United Kingdom Free Trade Agreement (A-UKFTA) Innovation and Early Careers Skills Exchange Pilot - Privacy Notice

This Privacy Notice explains how DFAT manages personal information collected through the Innovation and Early Careers Skills Exchange Pilot (IECSEP) in accordance with the [Privacy Act 1988 \(Privacy Act\)](#).

Why DFAT collects your information

DFAT collects your personal information:

- to assess and manage your application for a letter of support for IECSEP;
- to evaluate, audit or assess the A-UKFTA and other DFAT programs; and
- for research and development of Australian Government policies or programs.

What types of information will DFAT collect

To manage IECSEP, DFAT will need to collect your personal information as well as information pertaining to your current employment and your proposed employment in Australia. This will include:

- the information requested in the online application form seeking a letter of support from DFAT; and
- any information contained in letters issued by your current employer and prospective Australian employer.

The categories of personal information collected may include your:

- name and contact details
- date of birth
- gender
- level of English
- educational qualifications
- citizenship and visa status
- biodata from your UK passport
- financial information including evidence of funds held in a bank account
- details about the occupation, and employment arrangements, that you will undertake for the prospective employer
- current employment details

How does DFAT collect information

DFAT will collect this information directly from you when you provide information with your application. DFAT will also collect your information from your current or prospective employer if it needs to confirm or verify information you provide.

It is your choice what personal information you provide to DFAT in relation to the application. However, if you do not complete the application form and provide the letters

issued by your current employer and the prospective Australian employer, DFAT may not be able to assess or manage your application.

How DFAT will use and share your information

DFAT will use and share any personal information to:

- to manage the IESCEP, including to assess and manage your application for a letter of support for the IESCEP (this may include sharing it with the Government of the United Kingdom);
- evaluate, audit or assess IECSEP, the A-UKFTA and other DFAT programs; or
- government administration, research or service delivery.

DFAT may share your information with contractors or consultants engaged to assist DFAT.

DFAT uses the hosted grant management application SmartyGrants to receive and manage applications and requests for a letter of acknowledgement. Any of your personal information stored in SmartyGrants is only accessible by DFAT and SmartyGrants. SmartyGrants will manage your personal information in accordance with their [Privacy Policy](#).

With your consent, DFAT may also use or disclose your personal information for promotional, marketing and publicity purposes in connection with IECSEP or the A-UKFTA .

Sharing my information outside Australia

DFAT may share any information you provide with the Government of the United Kingdom for the purposes of assessing or managing your application.

The UK General Data Protection Regulation (UK GDPR) applies to personal information disclosed to the UK Government. Information about the UK GDPR can be found on the website of the UK Information Commissioner's Office: <https://ico.org.uk/>.

With your consent, DFAT may also share your personal information for promotional, marketing and publicity purposes.

DFAT's Privacy Policy and contact details

DFAT's Privacy Policy (available at <https://dfat.gov.au/privacy.html>) contains important information including:

- how you can access and correct personal information DFAT holds about you; and
- how you can complain about a privacy breach.

