

# ISA Group

Providing a complete immigration and overseas recruitment service.



ISA Group  
immigration &  
recruitment solutions



**ISA Group** is one of Australia's leading immigration and overseas recruitment specialists.



The attention to detail of our experienced team of registered migration agents and strong track record have made us a provider of choice for individuals and businesses that need immigration advice and overseas recruitment solutions.

### **Our Background**

ISA Group was established by Noelene and Brett Merrey in 2001 and is recognised as a quality provider of visa and overseas recruitment services.

The Directors have a combined 30 years' of experience in the areas of visa processing, recruitment and human resources management.

Over the years the company has built up a strong reputation in the oil & gas, mining & resource, hospitality and construction sectors.

They are supported by a large and highly experienced team of registered migration agents and an equally strong group of administrators and recruitment professionals.

### **Our People**

Our team of 30 professionals includes some of Australia's most experienced registered migration agents, including solicitors, and HR and recruitment practitioners.

**Our people are dedicated to providing the best advice and support to our clients at all times.**

Our migration agents are registered with the Migration Agents Regulation Authority and are members of the Migration Institute of Australia. They stay abreast of legislative changes that affect Australia's migration policies to provide clients with accurate and timely advice.

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We have helped thousands of people and businesses move to Australia to work, study and set up business.



## Immigration Services

ISA Group's Immigration Services helps individuals and businesses of all sizes navigate Australia's complex immigration process.

People move to Australia for a wide range of reasons from short-term working assignments through to joining family members on a permanent basis. Whatever the reason, ISA Group immigration staff have the experience and expertise to make the process as smooth as possible.

Our people are sensitive to the needs of different cultures and several members of our immigration team are multi-lingual.

### For Business

To meet the demand for skilled labour in some industries, many Australian businesses need to look overseas to find the people they need to service existing contracts and secure new projects.

ISA Group helps these businesses to engage the staff they need for short to long term work assignments by providing cost-effective and tailored visa and immigration solutions.

ISA Group can:

- Establish and manage business sponsorship agreements.
- Prepare, lodge and monitor employer-nominated applications.
- Help overseas-based personnel and their families gain temporary and/or permanent residency.
- Provide advice and assistance to ensure businesses meet sponsorship and compliance obligations.

We also provide visa solutions to overseas businesses relocating to or establishing a business in Australia, and to people looking to acquire a business in Australia.

### For Individuals

ISA Group helps individuals to live, work and study in Australia either on a temporary or permanent basis.

Our services include:

- Skilled visa applications.
- Student visa applications.
- Spouse and prospective marriage visas.
- Parent and other family visas.





## Recruitment

ISA Group's Recruitment service helps businesses recruit suitably qualified personnel from overseas.

Using ISA Group's experience and expertise, clients can avoid the pitfalls of overseas recruitment that can catch out even the most experienced HR recruitment teams.

**By working with our immigration arm, ISA Group can ensure there are no surprises with the visa process to deliver a comprehensive overseas recruitment solution.**

We offer modular services so that clients only select the services they need. We can manage the entire recruitment process, including travelling overseas to screen candidates and conduct interviews (with or without client representatives), or provide selected services.

We cater for one-off placements or multiple appointments, and have managed the overseas recruitment effort for a number of large resource projects.

ISA Group has its own recruitment office in the Philippines and also works with agents in countries around the world including the United Kingdom, South Africa, India and the Middle East to identify and recruit suitable candidates.

Depending on a client's needs, ISA Group Recruitment can provide the following services:

- Overseas advertising.
- Short-listing candidates.
- Initial briefings and interviews.
- Verify work experience/references.
- Select candidates/job offers.
- Coordinate travel arrangements to Australia.

We can also assist successful candidates settle into their new environment by opening bank accounts, obtaining tax file numbers and arranging private health cover.

ISA Group is a licenced recruitment agency (WA Employment Agent Licence no. 1776).



## Special Projects

ISA Group helps large projects meet their labour needs by creating skilled labour pools of international candidates.

**We pull our combined immigration, recruitment and HR expertise together to create a proven, cost-effective solution to large-scale recruitment campaigns.**

We work with project operators to obtain a labour agreement approved by the Federal Government to cover the international recruitment needs of a project, including its sub-contractors, from design stages through to construction and operation.

The key to creating a skilled and proven labour pool is the thorough approach ISA Group uses in all stages of the process, which involves:

- Advertising and searching existing databases through our own office and affiliated overseas recruitment agents.
- Screening and short-listing applicants.
- Undertaking English testing and skills assessment using Australian registered training organisations to AQF standards.

- Arranging training to Australian licensing standards for particular trades, as well as safety and other inductions, at overseas locations.
- Conducting medical examinations.
- Upon selection of suitable candidates, organising safety, cultural and workplace orientation, and induction offshore.

**By skills testing and training candidates offshore to Australian standards, clients can be confident their recruits will be 'work ready' when they arrive in Australia.**

As part of our package of services, we can provide relocation assistance such as taking care of travel arrangements and helping recruits settle in Australia.

# Adding Value

The years of experience and depth of expertise of the people at ISA Group means we are able to provide value-added services to our clients.

## HR Management

ISA Group provides a full range of HR consulting services to help our clients adopt effective HR practices.

We provide specialist HR consulting services in a number of ways. We can act as the 'HR department' for small companies by providing the full range of HR services or help businesses establish their own HR teams. Our specialists can also provide high-level consultancy advice regarding all HR matters.

Our range of HR services includes:

- HR policy development.
- Position descriptions and selection techniques.
- Developing employment contracts.
- Performance management and organisational development.
- Remuneration, salary packaging and payroll procedures.
- Workplace reform information.

Our HR experts also assist new businesses setting up in Australia to implement HR policies and procedures to comply with Australian legislation and industry norms.

## Monitoring and Compliance

We offer a comprehensive monitoring and compliance service to help businesses that sponsor workers meet their obligations. ISA Group ensures that business sponsors are aware of any changes to immigration policies and the impact of such changes to the conditions of visa holders.

We can help clients avoid the high cost of penalties—both financial and time—of failing to comply with their immigration responsibilities.

## Overseas Skills Testing and Training Centre

With two joint venture partners, ISA Group operates a training centre in Manila. Clients can use the centre to skills test and train overseas applicants in light and heavy construction and engineering trades and hospitality roles.

## Contact us

For more information about any of our services, or to discuss your business needs, please contact one of our offices:

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