



**Points Based Immigration System**

**Employing Non EEA Workers**

**Guidance for Managers**

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**1. The Points Based System**

**1.1.** In November 2008, the UK Border Agency introduced a points based immigration system to replace the work permit arrangements in place prior to this date.

**1.2.** The system is designed to allow British employers to recruit the skills they need from abroad whilst providing assurances to the public that only those migrants the country needs will be able to come to the UK.

**2. Who Does The System Apply To?**

**2.1.** The points based system only covers migrants from outside the EEA.

**2.2.** An EEA National is a citizen of one of the following countries:

Austria	Germany	Luxembourg	Spain
Belgium	Greece	Malta	Sweden
Bulgaria <sup>ø</sup>	Hungary <sup>‡</sup>	Netherlands	Switzerland <sup>‡</sup>
Cyprus	Iceland <sup>*</sup>	Norway <sup>*</sup>	United Kingdom
Czech Republic <sup>‡</sup>	Irish Republic	Poland <sup>‡</sup>	
Denmark	Italy	Portugal	
Estonia <sup>‡</sup>	Latvia <sup>‡</sup>	Romania <sup>ø</sup>	
Finland	Liechtenstein <sup>*</sup>	Slovakia <sup>‡</sup>	
France	Lithuania <sup>‡</sup>	Slovenia <sup>‡</sup>	

The unmarked countries in this list belong to the European Union (EU).

<sup>\*</sup> These countries do not belong to the EU but citizens of these countries have the same rights to enter, live in and work in the United Kingdom as EU citizens.

<sup>‡</sup> Switzerland does not belong to the EU or EEA but Swiss citizens have the same rights to enter, live in and work in the United Kingdom as EU and EEA members.

<sup>‡</sup> The Worker Registration Scheme (See Appendix A) applies to these countries.

<sup>ø</sup> The Accession Worker Scheme (See Appendix B) applies to these countries.

**3. How Does The System Work?**

**3.1** Migrants will need to pass a points based assessment before they are given permission to enter or remain in the UK. The system consists of five tiers, each with a different points requirement.

**3.2.** The number of points the migrant will need and the way the points are awarded will depend on the tier they are applying under. Points will be awarded to reflect the migrant's ability, experience, and age and, when appropriate, the level of need within the sector the migrant will be working.

**4. What Are The Tiers?**

- **Tier 1** Highly skilled workers, for example scientists and entrepreneurs;
- **Tier 2** Skilled workers with a job offer, for example researchers, lecturers or engineers;
- **Tier 3** Low skilled workers filling specific temporary labour shortages, for example construction workers for a particular project;
- **Tier 4** Students
- **Tier 5** Specified temporary workers

**5. The Role of The University**

**5.1.** The University must act as a "sponsor" for migrant workers it wishes to employ. In order to do this the University has applied for, and been successful in gaining sponsor licenses for Tier 2 (skilled workers.) and Tier 5 (Temporary Workers – Government Authorised Exchange – Sponsored Research).

**5.2.** The University also has obligations to inform the UK Border Agency of the occurrence of a number of specified actions or omissions relating to each migrant worker sponsored by the University. Further details of these obligations can be found in Section 13.

**5.3.** If the University wishes to employ an individual requiring clearance to work in the UK it will need to issue a Certificate of Sponsorship before the applicant can apply for leave under Tiers 2 or 5. The certificate effectively acts as an assurance that the individual is able to undertake a particular job and intends to.

**5.4.** The UKBA has authorised the University to issue a limited number of Tier 2 and Tier 5 certificates. Certificates must be used within 12 months of their allocation to the University.

## **6. Posts For Which A Certificate Of Sponsorship Can Be Issued**

**6.1.** The University will only be able to issue a Certificate of Sponsorship if the post in which the migrant worker is to be appointed meets the following criteria:

- Shortage Occupations
- Resident Labour Market Test
- Skill Levels
- Earnings Levels

### **6.2. Shortage Occupations**

- The Migration Advisory Committee recommend lists of shortage occupations which can be filled by migration. If a job is on this list it means there are not enough resident workers to fill the available jobs in that particular sector. Migrants who come to the United Kingdom to fill a skilled job, in tier 2 on the shortage occupation list, will get enough immigration points without proving their prospective earnings or qualifications.
- There is one list for the whole of the UK. These lists are reviewed on a regular basis. A copy of the latest list is available at:<http://www.ukba.homeoffice.gov.uk/employers/points/sponsoringmigrants/employingmigrants/shortageoccupationlist/>
- A certificate of sponsorship for a job on the shortage occupation list can only be issued if the migrant is going to work for a minimum of 30 hours a week.

### **6.3. Resident Labour Market Test**

- If the job being recruited to is not on the shortage occupations list, a migrant worker can only be recruited if the resident labour market test is met and it can be shown that no suitably qualified settled worker can fill the job. To do this the post must have been advertised according to the code of practice specific to the sector and job **and** must be advertised using Jobcentre plus.
- The Recruitment and Retention Team will advise on whether or not the post to be filled is covered by a Code of Practice and, if it is, where it needs to be advertised. For academic posts, Jobs.ac.uk, is appropriate.
- The job vacancy must be advertised to settled workers. If the salary for the vacancy is £40,000 or under it must be advertised for a minimum of two weeks. If the vacancy is over £40,000, it must be advertised for a minimum of one week. The period of advertising starts from the date the advertisement first appears.

- The advert must contain the following information as a minimum:
  - Job title
  - The main duties and responsibilities of the job
  - The location of the job
  - The location of the job
  - An indication of the salary package or range, and the terms on offer
  - Skills, qualifications and experience needed
  - The closing date for applications (unless it is part of a rolling recruitment programme)

#### **6.4. Skill Levels**

- Under tier 2, all posts must meet minimum skills criteria in order to satisfy the requirements of the points based system. All posts must require the applicant to hold qualifications or equivalent skills at a level of NVQ/SNQ level 3. The higher the level of qualification of the applicant, the more points that will be awarded under the points based system.

#### **6.5. Earnings Levels**

- Posts which fall into tier 2 applications must meet minimum levels of earnings. This not only reflects the skill level required to undertake the role, but ensures that organisations are not seeking to undercut the local labour market by bringing in non-EEA nationals at lower salaries. It is generally accepted that posts at grade 6 (currently £23, 449) and above would satisfy the earnings criteria of the points based system. As with the skills level, the higher the salary offered, the more points will be awarded to the migrant worker.

### **7. Migrant Requirements**

In addition to the requirements for the post to meet certain criteria, the Migrant worker must meet the following criteria:

#### **7.1. English Language Skills**

The criteria can be met by one of three ways:

- If the applicant is a national of a majority English speaking country (see list in the appendices) and therefore holds a valid passport or travel document from that country.
- If the applicant holds a degree that was taught in English and is equivalent to a UK Bachelors degree or higher (see note on list of majority English speaking countries in the appendices).

- Pass an English language test that has been recognised by the UK Border Agency and is delivered by an organisation that has been assessed as meeting their requirements. Details of the English language tests that meet these criteria can be found at: [http://www.ukba.homeoffice.gov.uk/sitecontent/newsarticles/pbs\\_approvedenglishlanguage](http://www.ukba.homeoffice.gov.uk/sitecontent/newsarticles/pbs_approvedenglishlanguage).

Applicants who rely on the final method to demonstrate their English language skills should be encouraged to undertake a test as soon as possible and to provide evidence that they have achieved the required result. This evidence must be given to HR prior to a certificate of sponsorship being issued.

## **7.2. Maintenance Funds**

- In order to demonstrate that the migrant is capable of supporting him or herself, and any dependents on arrival in the UK without recourse to public funds he/she is required to provide evidence that they have sufficient funds to live off until they are first paid in the UK.
- Currently sufficient funds are deemed to be £800 plus an additional £533 per dependent. These funds must have been held for a period of three months prior to the application for entry clearance.

## **8. Certificate of Sponsorship**

- 8.1.** The Certificate of Sponsorship is not an actual certificate but a virtual document similar to a data base record. Each certificate has a unique reference number and contains information about the job for which the certificate is being issued and the individuals personal details.
- 8.2.** The responsibility for the issuing of the Certificate of Sponsorship for staff recruited to the University is the designated Level 1 user in the Recruitment Team. This is the Recruitment and Retention Manager.
- 8.3.** An individual can only have one “live” certificate of sponsorship for a given period of leave to remain. Consequently if having allocated a Certificate to a prospective candidate and the individual subsequently decides not to take up employment the University will need to withdraw the Certificate.
- 8.4.** A certificate of sponsorship will expire if it is not used by the individual to apply to come to the UK to work within three months of it being assigned.
- 8.5.** The fact that the University has issued a Certificate of Sponsorship does not guarantee that the Applicant will succeed

in obtaining entry clearance or leave to remain. The applicant still has to meet the conditions for entry under Tier 2 and score sufficient points.

**8.6.** The UK Border Agency will charge £170 for each Tier 2 certificate of sponsorship (met by HR), and £10 for each Tier 5 certificate (met by the recruiting department).

**8.7.** The University must pay for a certificate of sponsorship even if the migrant does not use it. This is because the certificate must be issued to the migrant before they can apply to enter or remain in the United Kingdom. It is important, therefore, to make sure that the migrant is likely to apply and pass the points-based assessment.

## **9. Points Allocation**

**9.1.** Applicants to enter the UK under Tier 2 (skilled workers) General must score sufficient points (currently 70) as follows:

- At least 50 points for attributes which can include qualifications and prospective earnings
- 10 points for English Language
- 10 points for maintenance funds

**9.2.** The following table provides an indication of the how the points will be awarded. An individual can use the on line points calculation on the UK Border Agency web site to identify whether or not they will obtain sufficient points.

<b>Section</b>	<b>Sponsorship</b>		<b>Academic Qualifications</b>		<b>Prospective Earnings</b>	
Attributes	Jobs in shortage occupations	50	None or below sub degree	0	Under £17,000	0
	Offer of a job that passes resident labour market test	30	Sub degree level (1 or more GCSE at A level)	5	£17000 – £19,999.99	5
			Bachelors or Masters	10	£20,000 – £21,999.99	10
			PhD	15	£22,000 – £23,999.99	15
					£24,000 or more	20
English Language						10
Maintenance Funds						10

## **10. Process For Issuing A Certificate Of Sponsorship**

- 10.1.** Once the non-EEA applicant is identified as the most suitable for the role, and all of the above criteria have been met, the University will be in a position to sponsor the applicant. Due to the cost involved in issuing a certificate of sponsorship, it is important that the University is confident that the applicant will meet the minimum points required for the tier under which the sponsorship is issued. This includes a requirement that the applicant has an adequate command of the English language, and has the necessary funds available to support themselves and any dependents upon their arrival in the UK until they are paid (see Section 7).
- 10.2.** To ensure that this is the case the recruiting manager, at the point of offer of employment, must inform the Recruitment and Retention Manager that an offer of appointment has been made to a non-EEA candidate. The Recruitment Team will then undertake document checks to ensure the candidate meets the necessary requirements. Where possible this will be via a face to face interview.
- 10.3.** The Recruitment and Retention Manager will submit details of the applicant into the UK Border Agency's on-line Sponsorship Management System. This will generate a certificate of sponsorship for the applicant. The University will also produce a job offer/contract to issue to the applicant at this time.
- 10.4.** On receipt of the certificate of sponsorship and the job offer, the applicant will need to present themselves and other supporting documentation (relating to their skills in the English language and their available funds) to a UK embassy for out of country applications to obtain entry clearance to the UK or to a designated office in the UK if they are already in the country.
- 10.5.** If the migrant has not applied for leave to enter or remain in the UK within the three months validity period of the certificate, the certificate of sponsorship will be deemed to have expired and a new certificate (at a further cost to the University) will need to be issued.

## **11. How Long Can A Migrant Remain in The UK?**

- 11.1.** An individual who is given permission to enter the UK as a skilled worker (Tier 2 General), will be able to live and work in the United Kingdom for a maximum time of three years plus one month, or the time given in the Certificate of Sponsorship plus one month, which ever is shorter. At the end of the three years,

the individual will need to apply to extend his/her stay as a skilled worker (Tier 2 General).

**11.2.** If permission is given to extend the stay in the United Kingdom as a skilled worker (Tier 2 General), the individual will be given another two years, or the time given in the Certificate of Sponsorship plus 14 days, whichever is shorter.

**11.3.** Tier 5 temporary workers category will be given different lengths of permission to stay depending on the sub-category they apply under.

## **12. Extension Of Permission To Stay**

**12.1.** Migrants in the United Kingdom under tier 2 can apply to extend their permission to stay provided they meet the following requirements:

- They have a certificate of sponsorship for their continued employment before applying to extend their stay;
- The job is still at or above level S/NVQ3, and the salary is at or above the correct rate.

**12.2.** Another resident labour market test will not be needed because it will have been shown on the initial application that the job could not be filled from the resident labour market.

**12.3.** It will not be necessary to further demonstrate English language skills or maintenance funds for those wishing to extend their permission to stay under the points based system as this will have been demonstrated when the initial certificate of sponsorship was issued.

**12.4.** Migrants under the tier 5 temporary workers category will only be able to extend their stay up to the maximum period of time allowed under the category they are here under.

**12.5.** A Tier 5 migrant worker can leave the United Kingdom and reapply for permission to enter (known as 'entry clearance') on a new certificate of sponsorship after they have reached the end of their stay. There is no minimum time limit that they must spend abroad before they can reapply under the Tier 5 - temporary workers category.

**13. The University's Duties as a Sponsor**

- 13.1.** The University has been given an A rating as a sponsor. In order to maintain this status, the University needs to be able to demonstrate to a Visiting Officer from the Home Office that its HR Systems and process are sufficient and effective to enable the University to comply with its sponsor duties.
- 13.2.** As part of the responsibilities that come with being a sponsor the University is required to inform the UK Border Agency of a number of specified actions or omissions relating to each migrant worker to enable them to be tracked and monitored whilst in the UK.
- 13.3.** Relevant information must be passed to the UK Border Agency about any of the acts or omissions detailed below within 10 working days of their occurrence. Failure to do so may result in the University losing its licence to sponsor non-EEA nationals.
- 13.4.** The University must inform the UK Border Agency:
- If the migrant worker does not arrive for work on their expected first day of employment. If available, the reason given by the migrant worker for non-attendance must be provided (e.g. missed flight).
  - If the migrant worker is absent for an unauthorised reason (i.e. not annual leave, notified sickness, secondment etc) for a period of 10 working days.
  - If the migrant worker's employment with the University is terminated (for whatever reason) prior to the expiry of the certificate of sponsorship. Where possible the name and address of any subsequent employer or educational institution should be provided to the UK Border Agency.
  - If the University stops sponsoring the migrant worker for any other reason, for example, if they move into another immigration category, like the highly skilled tier of the points-based system, which does not need a sponsor.
  - If there are any significant changes in their circumstances, for example, change of job or salary (apart from annual or incremental pay increases within grade).
  - If there is reason to believe that the worker is breaching the conditions of their leave.
  - Of details of any third party or intermediary, in the United Kingdom or abroad, that helped recruit the migrant worker.

- 13.5.** Submissions from the University must be made via the on-line Sponsor Management System by one of a number of nominated staff. There are strict timelines on when information relating to the above points must be reported to the UK Border Agency (within 10 working days of the event, action or omission).
- 13.6.** It is therefore imperative that the migrant worker's manager informs HR as soon as possible should any of the above events apply to a migrant worker within their area of responsibility.
- 13.7.** Failure to report such instances or to adhere to the timelines stated can adversely affect the University's status as a sponsor of migrant workers.
- 13.8.** The University must also demonstrate that it is checking the eligibility to work in the UK for all staff who have limitations or restrictions on their leave to remain in the UK and does so on an annual basis.
- 13.9** A table which set out the relevant duties and identifies the posts with responsibility for ensuring compliance is at Appendix C.
- 14. Position of Migrant Workers Currently Employed On A Work Permit Issued Prior To The Introduction Of The Points Based System.**
- 14.1.** Individuals already employed at MMU can apply under the Tier 2 Transitional arrangements for leave to remain if they are continuing in the same job that the original leave to remain was granted for. In these circumstances it is necessary for the University to:-
- Issue a Certificate of Sponsorship
  - Confirm that the job in which the individual is employed is at N/SVQ level 3
  - Confirm that the job is paid at or above the appropriate rate
- 14.2.** Generally speaking, anyone currently on a work permit at the University who is subsequently sponsored to remain in post once their leave to remain under the work permit expires will not have to meet the points based criteria for qualifications, prospective earnings, resident labour market test, English language skills or financial maintenance.
- 14.3.** Further leave to remain in the UK will be granted up to a maximum of five years (including the time in the UK on a work permit). To remain in the UK beyond five years the migrant will either have to apply for settlement or apply again under the full points based system criteria.

**14.4.** Any application to remain by the migrant worker must be made before the current leave to remain expires and preferably at least 3 months before that time.

**15. Highly Skilled Migrant Workers (Tier 1)**

**15.1.** Migrants entering the UK under this tier will not require a Certificate of Sponsorship. The highly skilled worker category is designed to allow highly skilled dynamic overseas workers to come to the UK to make a significant contribution to the UK economy. The individual does not need a job offer to apply under this category. When an application is made points will be awarded based on the individuals qualifications, previous earnings, United Kingdom experience, age, English language skills, and available maintenance funds.

**15.2.** Overseas workers who qualify under Tier 1 are, by definition highly skilled workers expected to make a significant and positive contribution to the University. There is no restriction on the type of employment the individual can undertake. As is the case with Tier 2 the visa is initially valid for 3 years with an option to extend for a further two years after which time the individual can apply for settlement in the UK.

**15.3.** The Tier 1 (post-study worker) category is designed to provide a bridge for international students who have studied in the UK to find highly skilled work. The individual would be expected to switch into another category of the points based system as soon as possible and permission to work under the category is only given for a maximum period of two years. An application can be made where the migrant is:

- In the UK with permission to stay under the Science and Engineering Graduates Scheme (SEGS), International Graduates Scheme (IGS) or Fresh Talent: Working in Scotland Scheme (FT:WISS);
- In the UK as a student, which includes student nurses, students resitting examinations and students writing up a thesis, and wants to switch into the post-study worker category

**16. Knowledge Transfer Partnerships (KTP's)**

**16.1.** The University operates a number of KTP's and it is possible that, depending upon the area, it will not be possible to appoint an associate from the UK labour market. In order to appoint an overseas Associate the same process will need to be followed as for a normal appointment and it will be necessary to meet the resident labour market test.

**16.2.** KTP's are appointed on a specific contract in which the University is the employer. Consequently the onus for maintaining records and reporting absence is the same as for any other employee. As part of the establishment of the KTP arrangement it will therefore be necessary for the relevant HR Advisor to ensure all parties to the KTP are fully briefed on the reporting responsibilities. The HR Advisor must obtain the name and contact details for all relevant individuals in the partnership and establish contact arrangements with the relevant supervisor.

**17. Further Assistance**

**17.1.** Should you require any assistance in respect of the Points Based System, please contact your HR Adviser in the first instance. Alternatively, please contact Doug Hall, Recruitment and Retention Manager (ext.3313 or at [d.a.hall@mmu.ac.uk](mailto:d.a.hall@mmu.ac.uk)) or Stuart Wright, Assistant Recruitment Manager (ext. 3502 or at [s.x.wright@mmu.ac.uk](mailto:s.x.wright@mmu.ac.uk)).

### Worker Registration Scheme (WRS)

1. The Worker Registration Scheme was introduced in 2004 when 10 new countries (known as the Accession States) joined the European Union. The WRS was established in order to monitor the participation of workers from these countries in the UK (with the exception of Malta and Cyprus).
2. Nationals of **the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia & Slovenia**, which are referred to as the **A8 countries**, are required to register with the WRS **within one month of commencement of employment** with the University and obtain a registration certificate permitting them to work, unless they are exempt from doing so – see Exemptions\* section below.
3. A8 nationals should complete a WRS application form and provide a copy to HR before sending it to the UK Border Agency (UKBA).
4. The fee for registration is currently £90 (as at October 2008). A8 nationals are responsible for paying their own fees.
5. Failure to apply will result in their employment being illegal after the specified date.
6. The University may be committing a criminal offence, and face a fine of up to £5000, if they continue to employ a worker if:
  - the worker does not apply for a registration certificate within one month of starting work for the University; or
  - HR does not have a copy of a completed application form
7. The UKBA will send a copy of the worker's registration certificate to both the A8 national and HR, if they approve the application, or a copy of the refusal letter. If they refuse the individual's application, the University will no longer be authorised to employ them and must stop doing so immediately.

### Exemptions

8. Once A8 workers have been working in the United Kingdom legally for 12 months without a break in employment, they will no longer have to register on the WRS. They can then apply for and obtain an EEA residence permit confirming that they have full rights of free movement to live and work in the United Kingdom.
9. A8 nationals who are exempt from worker authorisation should provide an EEA residence permit, an exemption registration certificate or other document confirming they have unconditional access to the UK labour market. Worker Registration Scheme application forms and more comprehensive guidance, including details of possible exemptions, are available from the UKBA website.

### Accession Worker Scheme

1. With effect from 1 January 2007 Bulgarian and Romanian Nationals, as members of the European Economic Area (EEA), have been able to move and reside freely in any EU Member State. They do not require leave to enter or remain to reside legally in the UK. Bulgarian and Romanian nationals wanting to work in the UK do however require authorisation to work **before** starting any employment, unless they are exempt from doing so – see Exemptions\* section below.
2. The majority of individuals will therefore need to apply for a work permit\* and in addition, will require an **Accession Worker Card** prior to commencing employment.

***\*Please note that Tier 2 of the Points Based System does not apply to these nationals.***

3. HR will issue Bulgarian and Romanian nationals with a contract of employment which confirms their work permit\* details and is subject to them obtaining an Accession Worker Card and presenting the original document to HR.
4. After a work permit has been obtained, the individual will need to apply for an Accession Worker Card. Once the Accession Worker Card has been obtained, they will need to present the original document to HR.

### **\*Exemptions**

5. Once Bulgarian and Romanian workers have been working in the United Kingdom legally for 12 months without a break in employment, there will be no further restrictions on them taking up employment in the UK. They can then apply for and obtain an EEA residence permit confirming that they have full rights of free movement to live and work in the United Kingdom.
6. Bulgarian and Romanian nationals who are exempt from worker authorisation should provide an EEA residence permit, an exemption registration certificate or other document confirming they have unconditional access to the UK labour market.
7. Accession Worker Card application forms and more comprehensive guidance, including details of possible exemptions, are available from the UKBA website.

**Sponsor Duties and Responsibilities**

Duty	Responsible Officer
<p>Before issuing a certificate of sponsorship check that the job is on the shortage occupation list or is at S/NVQ3 skill level or above; and meets the resident labour market test.</p>	<p>Recruitment and Retention Manger</p>
<p>Original of individual's passport, I.D Card* or UK immigration status document checked by the Recruitment Team.</p> <p>Migrant's ability to meet the English Language Skills and Maintenance requirements checked and evidence copied.</p> <p>All documents copied and the copies endorsed "Copied from Original" and signed by the person checking.</p> <p>*From 2008 ID cards for foreign nationals were introduced. These are a new type of immigration status document containing details of the holder's immigration status, photograph and fingerprints.</p> <p>If the migrant has an ID card, we must keep a copy of it.</p>	<p>Recruitment Team</p>
<p>A copy of the individual's passport or United Kingdom immigration status document; ID Card (where appropriate); Qualifications; English Test details (Where appropriate); and contact details must be retained on personal files</p> <p>Contact details must be kept up to date on Empower</p>	<p>Assistant HR Advisor for the Campus in which the individual is to be employed.</p> <p>Individual to be advised by Assistant HR Advisor that any change of contact details must be reported to HR Assistant HR Advisor for the Campus in which the individual is to be employed.</p>
<p>A copy of the vacancy advertisement, and details of where advertised, copies of previous employment references and qualifications and professional accreditations where applicable must be kept on the personal file.</p>	<p>Recruitment team to ensure copies are obtained.</p> <p>Assistant HR Advisor responsible for ensuring copies are placed on</p>

	migrant workers' personal file.
Retention of documents from the recruitment process for the post to which the migrant was appointed for the period of the migrants employment, including: <ul style="list-style-type: none"> <li>• All applications short-listed for final interview, in the medium they were received. For example, emails, CV's, application form etc. This should include the applicants name, address, etc;</li> <li>• The names and number of applicants short-listed for final interview;</li> <li>• Notes from the final interviews conducted</li> <li>• For each EEA national who was rejected, the reasons why they have not been employed.</li> </ul>	Recruitment Team
Checking that the sponsored individual has turned up on his her first day of employment and if not reporting this to the relevant Business Partner	Assistant HR Advisor
Reporting the failure of a sponsored individual to turn up on the first day of employment	HR Business Partner(Level 1 User) using the sponsorship management system
Reporting to HR if a sponsored migrant is absent from work for more than 10 working days without permission.	HR Advisor to ensure line manager is aware of responsibility to inform HR.  Sickness records for the area in which the individual is employed to be submitted weekly and reviewed by HR Assistant for unauthorised absence.  HR Advisor to inform Business Partner if circumstances pertain.  HR Business Partner to inform UK Border Agency (Level 1 User) using the sponsorship management system
To report to the UK Border Agency if the sponsored workers period of employment ends either through resignation or dismissal prior to the expected termination date	HR Advisor to inform Business Partner.  HR Business Partner to inform UK Border Agency. (Level 1 User) using the sponsorship management system

<p>To report to the UK Border Agency if there is a significant change in the sponsored workers circumstances such as a change of job.</p>	<p>HR Advisor to inform Business Partner and HR Business Partner to inform UK Border Agency.</p>
<p>To report to the UK Border Agency if any information comes to light that the sponsored worker is breaching the conditions of his/her leave</p>	<p>HR Advisor to ensure line manager is aware of responsibility to inform HR.</p> <p>HR Advisor to inform Business Partner if circumstances pertain.  HR Business Partner to inform UK Border Agency (Level 1 User) using the sponsorship management system</p>
<p>Maintain a record of all migrant workers and records which clearly show dates of leave to remain</p>	<p>MIT to establish appropriate recording and reporting mechanisms on empower.</p> <p>Assistant HR Advisors to ensure data entered and recorded on empower.</p> <p>Monthly reporting and checking of migrant status. Assistant HR Advisor.</p>
<p>Annual check and dated copy of individual's documents demonstrating continued eligibility to remain and work in the UK</p>	<p>Asst. HR Advisor</p>