UKVI POLICY

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language.   Please note that the College may charge for this. Please contact Student Services

- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version Number:	Date Reviewed:	Next Review Date:	Revised by:
Executive Group	8	December 2024	December 2027	Principal, South Shields Marine School

Impact assessed: Yes

POLICY NUMBER 69

UKVI POLICY

1. Policy Statement

The College will undertake its duties to sponsor, monitor attendance, and report student activities in full compliance with current United Kingdom Visa and Immigration (UKVI) guidance.

2. Scope

This policy relates to the admission of non-uk students, for the purpose of academic study, assessment and professional development. It also relates to the employment of overseas nationals under the skilled worker sponsorship process (Formerly Tier 2).

3. Legislation

The current UKVI Sponsor Guidance for Tier 4 (General), can be found on the UK Government website using the following link:

Student sponsor guidance - GOV.UK

The current UKVI Sponsor Guidance for sponsoring a skilled worker can be found here:

Sponsor a Skilled Worker - GOV.UK

4. Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring:

4.1   the policy is known understood and implemented.
4.2   all non-UK residents are correctly enrolled using established MIS procedures

5. Actions to Implement and Develop Policy

5.1   Admissions and Sponsorship. All non-UK admissions and / or sponsorship must be carried out using the College UKVI procedures and working practices.

5.2   Student attendance. Lecturing staff must maintain attendance records to ensure attendance levels can be monitored in compliance with the Student Attendance Policy

5.3   Course teams should use the induction period, or other appropriate time, to introduce learners to this policy and to reinforce the need for compliance with the College Student Attendance Policy to ensure the students meet the requirements from UKVI.

5.4   Sponsoring a skilled worker: The HR Department must maintain records of employment and remuneration for inspection by UKVI. Confirmation of Sponsorship (CoS) is limited and will only be granted when all reasonable steps to recruit staff who do not require a CoS have been exhausted.

6.   Definitions and Examples

6.1   **Non-UK student:** This is any student who does not hold a passport issued by the UK or Irish Republic. The student may have residency permission within the UK, but must be recorded as overseas until their citizenship status changes

6.2   **Asylum seeker**. Any enrolling student who claims asylum will have the UKVI appropriate documentation.

6.3   **Skilled Worker:** an overseas national who is required to work in the UK in a specific job in an eligible skilled occupation.

7.   Monitoring and Evaluation

7.1   Internal monitoring of the UKVI processes will be undertaken each term to ensure internal processes are correctly followed.

   7.1a   Each week, student absence reports will be generated. From these reports Heads of School and Curriculum Managers will be informed where student absence does not meet the limits within the Student Attendance Policy.

   7.1b   Each term the Marine Customer Service Manager will produce a report to be presented to the Executive Group on the current compliance levels within UKVI rules; for CAS rejection, enrolments and completions.

   7.1c   Every 3 years, the college will engage an auditor to undertake an external audit of the UKVI processes and they will report to the Governing Board.

7.2   On demand from the UKVI, the college will provide full information on any data request. Where the college can not provide this information, an internal report will be made to the Executive Group

8. UKVI nominated personnel

8.1 The Authorising Officer must be a member of the College's Executive Group. The current person assigned to this role is the Principal, South Shields Marine School. The Key Contact is assigned as the Marine Customer Service Manager. The nominated persons will be recorded within Executive Group minutes should this change.

8.2 The Authorising Officer will nominate a number of Level 1 users who will undertake the UKVI procedures. The lead level 1 user will be the Marine Customer Services Manager, who will fulfil the role of primary reporting to UKVI.

9. Related Policies/Procedures

- Student Attendance Policy
- UKVI internal working procedures