

## Home Office Monitoring Requirements - Guidance for Skilled Worker Visa and Temporary Worker – Government Authorised Exchange Visa (T5) – Staff & Visitors

### General Overview

- The University is required to ensure all those undertaking paid work with us have eligibility to work within the UK. This requirement applies regardless of whether the individual is an employee, worker or is paid via the undertaken duties or student payments system.
- The University holds an A-rated licence to sponsor employees under the Skilled Worker visa and Temporary Worker – Government Authorised Exchange visa (T5) of the Points Based System of Immigration. We also engage student workers under a Student visa.

### Individual Responsibilities

- You must maintain up-to-date contact details either through updating the HR information system (HRIS), or through direct communication of any changes to Human Resources. The Home Office required that the following details are kept up to date at all times: UK residential address, UK telephone number and mobile telephone number.
- You must check your University email account regularly to ensure that they are informed of any updates with respect to their employment/visit with the University, including those related to their visa, and that they can respond promptly to any requests for information or action the University has in this regard.
- You must make appropriate contact with your department/school in circumstances of illness or emergencies to clarify the nature of the absence and seek permission as required by normal University procedures. Failure to attend work without such contact/permission will be reported to the Home Office.
- You must advise the department/school of any intention to resign from their post and/or take up employment elsewhere in a timely manner, providing details of any future UK employers where applicable.
- You must advise the department/school immediately (and at the latest, within 5 days of the change) and HR that they have moved into an immigration category which does not require a sponsor.
- Applying promptly for further leave to remain where the University has been granted a further certificate to extend the sponsorship period.
- If a migrant worker is travelling outwith the UK, Channel Islands, Isle of Man and Republic of Ireland (the common travel area) they must ensure that they have sufficient clearance to re-enter the UK. Where the leave to remain has been granted for a period of more than six months, this will mean that your leave to remain cannot expire whilst out with the UK. Where leave to remain has been granted for a period of less than six months, your leave will lapse if you leave the common travel area.

### Skilled Worker visa

The Skilled Worker visa, allows an individual to come to or stay in the UK to do an eligible job with an approved employer.

In all cases you must have a confirmed job offer before you can apply for your visa and you must:

- work for a UK employer that's been approved by the Home Office.
- have a 'certificate of sponsorship' from your employer with information about the role you've been offered in the UK
- do a job that's on the list of eligible occupations (see below)
- be paid a minimum salary - how much depends on the type of work you do
- be able to speak, read, write and understand English at a minimum level of B1. You'll usually need to prove your knowledge of English when you apply.

Individuals are sponsored by the University to work in a specific job of a medium to high skill nature. Jobs are categorised by a 4-digit Standard Occupational Classification (SOC) Code. The SOC code most relevant to your role will be selected by HR and will be detailed within your Certificate of Sponsorship.

It will be necessary to ensure all individuals being offered a position score the 70 mandatory points under the new system. Guidance on this new requirement of the Points Based System of Immigration will be provided by your HR Team.

### Government Authorised Exchange visa (T5)

Individuals are sponsored by the University to come to the UK for a period of up to 24 months via approved Government Authorised Exchange schemes to share knowledge, experiences and best practices and to experience the social and cultural life in the UK. This category cannot be used to fill job vacancies or to bring unskilled labour to the UK.

Further information on these matters is available on the [HR website](#) or from your HR team contact.