**Sponsorship Guidance**

There are two types of Certificates of Sponsorship

**Undefined CoS**

Applies to:

• In-country recruitment

• Switching into skilled worker from student

• Skilled worker extensions.

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| **Please ensure that each step of the process is followed for an undefined COS** |
| Immigration lead | Trust applies online to Home Office UK Visas and Immigration (UKVI) for yearly allocation of CoS. <https://www.points.homeoffice.gov.uk/gui-sms-jsf/home/SMS-003-Home.faces> |
| Immigration lead  | CoS allocation granted and added to the sponsorship management system (SMS) on 5 April each year. <https://www.points.homeoffice.gov.uk/gui-sms-jsf/home/SMS-003-Home.faces> |
| Hiring Manager  | Recruitment to take place and manager to put available role onto trac [| trac.jobs admin system](https://admin.trac.jobs/admin/dashboard), advertised, shortlisted and Interviews to take place. UK visa sponsorship for employers: Job suitability - GOV.UK (www.gov.uk) |
| Hiring Manager  | International recruit identified, and sponsorship offered based on eligibility and requirements. Hiring manager to have budget approved for recruitment of international candidate. This then needs to be added onto Oracle and signed by finance. Fees below link[UK visa sponsorship for employers: Immigration skills charge - GOV.UK (www.gov.uk)](https://www.gov.uk/uk-visa-sponsorship-employers/immigration-skills-charge)* CoS Processing Details form to be completed by the hiring manager and sent to the recruitment team
* Hiring manager to put fee on Oracle for budget approval based on offer. A requisition number will be given and should be shared with the Resourcing Advisor.
 |
| Recruitment Team  | Recruitment to undertake pre-employment checks and send conditional offer *\*\*Please note that in accordance with the Home Office regulations, the CoS cannot be applied for until all pre-employment checks are complete.*  |
| Immigration lead  | CoS certificate is assigned by the Trust to the individual. At this stage the Trust is charged for the CoS, currently at £199, plus Immigration Skills Charge if applicable which is £1000 per year, see below link to check what role is payable.  [UK visa sponsorship for employers: Immigration skills charge - GOV.UK (www.gov.uk)](https://www.gov.uk/uk-visa-sponsorship-employers/immigration-skills-charge) |
| Candidate  | Individual applies for skilled worker visa within three months of receiving CoS. |
| Recruitment  | Application successful. Entry clearance/leave to remain granted, candidate to send to recruitment to complete recruitment checks  |
| **Recruitment Actions** |
|  | Recruitment checks to take place based on NHS compliance guidelines [Right to work checks | NHS Employers](https://www.nhsemployers.org/publications/right-work-checks) |
|  | DBS can take place as this is an in country sponsor so is applicable  |

**Defined CoS**

Applies to:

• All new other out of country applications

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| **Please ensure that each step of the process is followed for an undefined COS** |
| Hiring Manager  | Recruitment to be put onto trac [| trac.jobs admin system](https://admin.trac.jobs/admin/dashboard) advertised, shortlisted and Interviews to take place for normal recruitment. |
| Hiring Manager  | International recruit appointed, and sponsorship offered based on eligibility and requirements reviewed and approved. [UK visa sponsorship for employers: Job suitability - GOV.UK (www.gov.uk)](https://www.gov.uk/uk-visa-sponsorship-employers/job-suitability)* CoS Processing Details form to be completed by the hiring manager and sent to the recruitment team
* Hiring manager to put fee on Oracle for budget approval based on offer. A requisition number will be given and should be shared with the Resourcing Advisor.
 |
| Immigration lead  | Trust applies online to Home Office UK Visas and Immigration (UKVI) for a defined COS completing all requirements needed for the role *see appendix 2* <https://www.points.homeoffice.gov.uk/gui-sms-jsf/home/SMS-003-Home.faces> |
| Immigration lead  | Defined COS takes 48 hours to be approved by immigration and the Trust is then notified via email and on the immigration site to advise whether approved or denied. <https://www.points.homeoffice.gov.uk/gui-sms-jsf/home/SMS-003-Home.faces> |
| Recruitment lead  | Recruitment to undertake pre-employment checks and send conditional offer  |
|  Immigration lead / Manager  | CoS is assigned by the Trust to the individual. This is the point when the employer is charged for the CoS, currently at £199, plus Immigration skills charge if applicable at £1000 per year . See below link to check which role is payable. UK visa sponsorship for employers: Immigration skills charge - GOV.UK (www.gov.uk) |
| Candidate | Individual applies for skilled worker visa within three months of receiving CoS |
| Recruitment  | Application successful. Entry clearance/leave to remain granted, candidate to send to recruitment to complete recruitment checks  |
| **Recruitment Actions** |
|  | Recruitment checks to take place based on NHS compliance guidelines [Right to work checks | NHS Employers](https://www.nhsemployers.org/publications/right-work-checks) |
|  | DBS is not needed as outside the UK. Police clearance check must be completed by the candidate and provided to Recruitment team that covers each country lived in. Candidate then to be added to the DBS rolling programme for DBS to be completed at 6 months of employment.  |

**Appendix 1: Sponsorship process map**

1. Advert to be put onto Trac and must be live for 30 days.

*This enables the skills market to be tested although there are exemptions please check* [Tier 2 Visa Resident Labour Market Test | Workpermit.com](https://workpermit.com/immigration/united-kingdom/tier-2-resident-labour-market-test) for regular updates

5. Hiring manager to add approval onto oracle system for sponsorship relevant cost code.

Associated Fees

-£199 for Certificate of sponsorship

Other fees vary and can depend on the sponsorship given

£1000 per year for IMC charges

2. Hiring Manager to shortlist, interview and identify if they wish to offer sponsorship to suitably skilled candidate and the role is on the current shortage list

 [Skilled Worker visa: shortage occupations - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/skilled-worker-visa-shortage-occupations)

6. Recruitment to produce Certificate of Sponsorship and send PDF copy to the hiring a manger and candidate for the candidate to take to the Home Office for the visa to be produced

3. Manager updates the offer on Trac or adds manually onto Trac if through a Recruitment Agency

4. Hiring manager to inform Recruitment of sponsorship and send appendix 1 form, ***Certificate of Sponsorship*** completed in full to Recruitment, hnf-tr.recruitment@nhs.net

Please ensure and check which sponsorship will take place see link

[Skilled worker route | NHS Employers](https://www.nhsemployers.org/articles/skilled-worker-route)

**Appendix 2:**

**CoS Processing Details**

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| **Personal Information** |
| Surname/Family Name(s): |  |
| First Name: |  |
| Middle Name: |  |
| Nationality: |  |
| Place of Birth: |  |
| Country of Birth: |  |
| Date of Birth: |  |
| Gender: |  |
| Country of Residence: |  |

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| --- |
| **Passport Information** |
| Passport Number: |  |
| Issue Date: |  |
| Expiry Date: |  |
| Place of Issue Passport: |  |

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| --- |
| **Home Address:** |
| Address: |  |
| Town/City: |  |
| County/Province: |  |
| Postcode |  |
| Country |  |

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| --- |
| **Visa sponsorship code:** [Skilled Worker visa: eligible occupations and codes - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/skilled-worker-visa-eligible-occupations/skilled-worker-visa-eligible-occupations-and-codes) |
| **Salary:** |
| **Job title and duties:** |
| **1, 2 or 3 years sponsorship:**  |
| **Address of where they will be based at work:****Will maintenance be offered: Y / N**  |

**\*\*Please note maintenance covers the international recruit for their first month in the country.**

**Appendix 3: Visas**

**Tier 2 / Skilled worker visa**

A Skilled Worker visa allows a candidate to come to or stay in the UK to carry out an eligible job with an approved employer. Please check the skilled worker list for suitable eligible role.

Skilled Worker visa: eligible occupations and codes - GOV.UK (www.gov.uk)

Irish citizens do not need to apply for a visa or to the EU Settlement Scheme.

**Eligibility**

To qualify for a Skilled Worker visa,

* work for a UK employer that has been approved by the Home Office
* have a ‘certificate of sponsorship’ from our Trust with information about the role offered
* eligible occupations list only
* be paid a minimum salary

**Knowledge of English**

All applicants must be able to speak, read, write and understand English. They will need to [prove their knowledge of English](https://www.gov.uk/skilled-worker-visa/knowledge-of-english) when they apply via qualifications.

**How long can an applicant remain in the UK?**

The visa can last for up to 5 years before an extension is needed. There is also a 1,2 or 3 year route.

**Health and social care visa**

A Health and Care Worker visa allows medical professionals to come to or stay in the UK to carry out an eligible job with the NHS, an NHS supplier or in adult social care. It also applies to qualified doctors, nurses and allied professionals working in either health or social care. The minimum skill level is [RQF level 3](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) (A-level equivalent).

Irish citizens do not need to apply for a visa or to the EU Settlement Scheme.

## Eligibility

To qualify for a Health and Care Worker visa, you must:

* be a qualified doctor, nurse, health professional or adult social care professional
* work in an eligible health or social care job
* work for a UK employer that has been approved by the Home Office
* have a ‘certificate of sponsorship’ from your employer with information about the role you have been offered in the UK
* be paid a minimum salary
* The minimum skill level is [RQF level 3](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) (A-level equivalent).

**Knowledge of English**

All applicants must be able to speak, read, write and understand English. They will need to [prove their knowledge of English](https://www.gov.uk/skilled-worker-visa/knowledge-of-english) when they apply through qualifications.

**How long can an applicant remain in the UK?**

The visa can last for up to 5 years before an extension is needed. There is also a 1,2 or 3 year route.

Please check the link for the list of eligible roles <https://www.gov.uk/health-care-worker-visa/your-job>