



# Immigration training services

At a glance

2019



## Welcome

Welcome to our training service, which specialises in running immigration law courses for HR, in-house legal, managers and others. We facilitate events which are based on real legal expertise and are fun, interactive, accessible and engaging.

Effective training is essential for every business. Whether you want to keep your HR team fully up to date or run practical training for managers to increase confidence and avoid costly mistakes, we can help. Our immigration law training enables you to invest in your people, building their skills and knowledge at the same time as reducing the risk of legal claims.

This brochure gives details of all our courses. We provide:

- Core courses at a fixed cost
- Modular courses at a fixed cost that can be mixed and matched
- Tailored courses, based around our modular course topics or any other immigration law topic you wish
- E-learning
- Immigration handbooks

If you're simply not sure where to start with your training needs, please contact Emma Richardson [emma.richardson@lewissilkin.com](mailto:emma.richardson@lewissilkin.com) and she will be delighted to have a conversation or meeting with you.

## Employment training

Our employment team runs courses specifically on employment law issues. As with our immigration law training, we provide both core courses and modular courses which can be mixed and matched, all at a fixed cost. For more information or a copy of our employment training brochure please contact Emma Richardson [emma.richardson@lewissilkin.com](mailto:emma.richardson@lewissilkin.com).

## Your immigration team

We have a team of specialist immigration lawyers who run our training courses. We are dedicated immigration lawyers, so you know you are getting a legal expert as well as an experienced trainer.

Please feel free to contact us if you would like to discuss your training needs. You can get in touch with your regular contact on the immigration team, or with Andrew, Joanna or Emma on the details below.



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# Core courses for anyone with operational responsibilities for immigration



## Core courses

The core courses combine modular sessions to deliver a comprehensive learning opportunity for anyone whose role is to coordinate or manage immigration matters for their organisation.

Key features of the course:

- Presented by immigration specialists from our market-leading team
- Real-life practical examples and filmed case studies
- Group exercises and discussions
- An opportunity to meet and discuss your issues with lawyers from our team
- Comprehensive training materials to take away, plus additional immigration law guides

## Sponsorship

HR professionals, in-house counsel and company officers responsible for sponsored skilled workers will find this course invaluable. The course focusses on key day-to-day issues that sponsors deal with. It is highly recommended for sponsors who are expecting a visit from the Home Office or are dealing with compliance issues. New sponsors and businesses where there has been a change in personnel handling sponsorship duties also benefit greatly from this comprehensive sponsorship course.

## Prevention of illegal working

The Government's prevention of illegal working scheme presents a host of challenges for employers to negotiate: How can you mitigate your corporate exposure to civil penalties and your corporate and even personal exposure to criminal liability? How can you minimise the scope for claims of discrimination whilst ensuring that all your employees have appropriate documentation of their right to work in the UK?

This course empowers you to ensure that you and your organisation avoid the pitfalls and penalties of illegal working. It incorporates our modular sessions "Right to work checks" and "Prevention of Illegal working: hiring and dismissal".

*"Great summary of updates, clear, concise and gave me all the information I needed in a pocket summary. Speakers were great!"*

## **Modular courses for**

- **HR**
- **In-house legal**
- **Managers**
- **Anyone with operational responsibilities for immigration**
- **Staff**
- **High net worth individuals**



## Modular courses

We offer a set of modular courses that explore key immigration topics in depth.

Each course can be run as a single session. Alternatively, two or more courses can be combined to create a training programme to your specifications.

These are all standard courses, but we can include references to your own policies and procedures to ensure that they are fully relevant to your business – just send us the applicable policies in advance.

Each course is priced individually. If you choose to combine courses together we can agree a discounted price, and the total cost for one full day of training (delivered on the same day) will not exceed our standard price for a one-day course of £2,850 plus VAT.

## Brexit and immigration

Our Brexit session is popular with UK employers trying to understand the potential effects of Brexit on their businesses. We can provide training for large or small groups on the Government's Brexit plans. We can tailor this for HR staff who need to understand how they will be able to lawfully employ EU staff in the future and for employees who are directly affected by the new arrangements.

We offer a presentation or a roundtable discussion depending on your preference. We are flexible regarding length, but we recommend a session of two hours to give employees a comprehensive understanding of their rights, the available documentation and an opportunity to take questions from the group.

## Immigration update

UK immigration requirements change on a daily basis. Based on our popular "What's happening in immigration law" sessions, we can run an immigration update course for you at your premises. At these information-packed sessions you will learn how your organisation is affected by the latest changes and what you can do to ensure fitness for the future.

This course is delivered as an interactive session. As always, relevant guides are provided to take away, along with a copy of the slides.

*"Well tailored and a good balance of technical information with business considerations"*

## **Overview of sponsorship**

Immigration requirements are increasingly onerous for all UK employers, and for sponsors of migrant workers. At the same time, potential penalties for non-compliance are multiplying. Help safeguard your organisation's fitness for the future with a review of the sponsorship system.

We can tailor the level of detail covered in this course to meet your needs. Select the one-hour option for a quick introduction to sponsorship. The two-hour version will be more useful to those with day-to-day sponsorship responsibilities and includes filmed case studies to bring issues to life. For an even more comprehensive knowledge of sponsorship duties, processes and pitfalls, we recommend our core course on sponsorship (see page 5).

## **Right to work checks**

All UK employers are at risk of incurring criminal and civil penalties for employing illegal workers. The Immigration Act 2016 extended criminal liability to the employing organisation, putting directors at risk. Illegal workers themselves are also subject to criminal liability. Your organisation needs robust document checking practices in place to minimise its exposure to these risks. This course will ensure that your managers and/or HR staff know what documentation to look for and what to do with it!

We will use filmed case studies during this course to illustrate specific points and generate plenty of discussion.

## **Prevention of illegal working: hiring and dismissal**

The Home Office has employers negotiating the fine line between complying with immigration policies and exposing themselves to liability in relation to employees. This course examines the immigration compliance challenges faced by an employer when hiring or terminating someone's employment.

We will use filmed case studies during this course to illustrate specific points and generate plenty of discussion.

## **Fulfilling sponsor duties**

The revocation or suspension of a sponsor licence can devastate a business. Unfortunately, losing a sponsor licence is a common occurrence, as the Home Office tries to reduce the number of sponsors. This course reviews the compliance, recordkeeping and reporting responsibilities of sponsors of migrant workers in the UK. It will help you ensure that your organisation maintains the ability to sponsor migrant workers, now and in the future.

We will use a mixture of written and filmed case studies to bring issues to life and generate plenty of discussion. The "Fulfilling sponsor duties" course includes the content of the course "Reporting duties relating to Tier 2 workers" (see below), but also addresses sponsors' wider responsibilities.



## Reporting duties relating to Tier 2 workers

Sponsoring migrants to work in the UK comes with the responsibility to report to the Home Office on changes to their role and circumstances. If reporting is not undertaken correctly, it can jeopardise the ongoing employment of the individual and the business's ability to continue to employ migrant workers. The company and its directors even risk criminal prosecution for failure to report changes. This course will help users of the sponsor management system understand what needs to be reported in relation to each Tier 2 worker, as well as when and how to escalate.

We will use a mixture of written and filmed case studies to bring issues to life and generate plenty of discussion.

For a more comprehensive review of sponsors' duties to the Home Office, including compliance and recordkeeping duties as well as the reporting duties relating to Tier 2 workers, consider our course "Fulfilling sponsor duties" (see above).

## Fulfilling the Resident Labour Market Test

The Resident Labour Market Test is designed to give workers who are already settled in the UK the opportunity to fill a vacancy before the job is made available to a migrant. Sponsors of skilled workers fulfil the Resident Labour Market Test by following strict processes to vet roles, advertise vacancies and assess candidates. Detailed documentation is required. This is one area we are seeing the Home Office focus on during audits, and failing to conduct the Resident Labour Market Test can lead to losing your sponsor licence. This course takes you through each step of a compliant Resident Labour Market Test.

We will use practical, interactive case studies to bring issues to life and generate plenty of discussion.

## Secondments

Everything you ever wanted to know about immigration and secondments, in one quick session! Businesses needs routinely dictate secondment arrangements, but immigration requirements need to be taken into account, to ensure the business is compliant and to maintain migrants' immigration status. This course covers immigration routes relevant to secondments. It also explores issues that crop up when seconding a sponsored skilled worker.

We will use a mixture of written and filmed case studies to bring issues to life and generate plenty of discussion.

*"Good, clear and to the point with the right amount of coverage"*

## **Visa options for business and investment**

If you support organisations or individuals who are starting businesses or seeking to invest in the UK, allow us to explain their options to them.

This course is delivered via a dynamic presentation software application. We offer two versions of the course. One is for entrepreneurs, businesses establishing a presence in the UK and investors generally. The other is designed for universities seeking to support their business or entrepreneurship students. As always, guidance materials are provided to take away and refer to later.

# Tailored Training

## Tailored training

If none of our standard courses meet your needs, we can design a course for you on any immigration topic of your choice. This can be a more tailored version of one of our existing modular courses or a completely new course – it is entirely up to you.

Whether you want an in-depth look at a specific issue or an overview of a more obscure topic, we can create a course to meet your exact requirements. We can build courses around the immigration issues for your particular sector. Our tailored courses can be of any length, from one hour to a full day. Your course can be for any type of workplace audience – all staff, managers, employee representatives, HR or in-house legal.

Our tailored courses can be based around your own policies and practices, and designed to have an “in-house” look and feel. We can also provide a blended approach, using a combination of pre-course exercises and live training to fully engage participants.

Examples of some of our recent tailored courses for clients include:

- Senior recruitment and Tier 2 sponsorship
- Sponsorship and compliance issues for law firms
- Sponsoring non-EU football players
- Immigration update for fashion model agents

### Cost

The cost for a tailored training session will depend on your requirements, the length of the course and the amount of preparation work involved, but we will always discuss and agree the cost with you in advance.

As a guide, our standard charge for presenting a course at your premises ranges from £950 plus VAT for a one-hour course to £2,850 plus VAT for a full-day course. We will agree a preparation fee in addition to our standard presentation fee, giving you a total cost for preparing and running the course. The preparation fee will be fixed based on the topic and the amount of tailoring involved.

### Want to know more?

To discuss designing a course or find out more please contact Joanna Hunt [joanna.hunt@lewissilkin.com](mailto:joanna.hunt@lewissilkin.com) or Emma Richardson [emma.richardson@lewissilkin.com](mailto:emma.richardson@lewissilkin.com) or your usual immigration team contact.



## E-Learning

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## E-learning

Live face-to-face training may often be a good way to learn, but there are times when you need a different training solution. Our e-learning courses and videos are designed to give you a flexible training option which doesn't compromise on quality. Whether you want a standard course for compliance purposes or a bespoke course or video to address a particular need, we can design online training around your requirements.

All of our e-learning courses are practical and fully interactive, in the same way as our live training. We use case studies, film clips and quizzes to engage the participants and bring the subject to life.

We can also let you know which participants have successfully completed each course, and provide you with a document showing this information so you can track completion for compliance purposes.

### Standard Course

We have a standard e-learning course on conducting right to work checks, based on our live training session.

You can buy this course at a fixed price, giving you unlimited access to the course for an unlimited number of participants. We do not charge an additional licencing fee or vary the price depending on the number of employees to be trained.

### How to conduct Right to Work checks

This modular e-learning course is available as a complement or alternative to our classroom modular session, "Right to work checks" (see details on page 8). It can be offered to your managers and/or HR staff to introduce the key concepts to be aware of in relation to carrying out right to work checks, or to reinforce previous learning. We can include references to your own policies and procedures to ensure that the session is fully relevant to your business.

Although this is a standard course, as with our live training we can include references to your own policies and procedures to ensure that they are fully relevant to your business – just send us the applicable policies in advance. We can incorporate your own logo into the design of the course. If you wish, we can also include a filmed clip of someone from your own business which introduces or endorses the messages in the course.

You can view a sample of our e-learning course on our website here:

<http://www.lewissilkin.com/EIR/Services/HR-Services/Employment-Law-Training/E-Learning>



## **Tailored courses**

We can design an e-learning course for you on any immigration law topic of your choice. This can be a more tailored version of our standard course, or a completely new course.

The cost for this will depend on your requirements and the amount of preparation work involved, but we will always discuss and agree the price with you in advance.

## **Video presentations**

Our video presentations allow you to deliver training to specific employees such as managers and/or HR, or to your entire organisation, at a time and place that is convenient to them.

We are able to produce our face-to-face courses in video format, or to devise a video on a specific immigration law topic. We can tailor the content to suit your individual business or industry sector.

The cost for this is from £2,000 plus VAT but will depend on your requirements, the length of the video and the amount of preparation work involved. We will always discuss and agree the price with you in advance.

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# Immigration Handbooks





## Immigration handbooks

Our immigration handbooks provide you with information on specific topics that you can share with colleagues and use as a handy reference tool in your day-to-day work. They are designed to highlight the most important points about a topic and to give practical tips that can be used to help your staff work confidently and efficiently on immigration-related tasks. In addition to our standard handbooks, we are able to design bespoke documents tailored to your organisation and requirements.

Our handbooks are an ideal resource for sharing information widely within your organisation. They can also be used for training staff who are new to working with immigration processes, or who can benefit from having a framework to help them organise their tasks and ensure compliance with.

### **The EU Settlement Scheme – Frequently Asked Questions**

EU citizens and their family members are anxious to understand what the options and processes are to secure their stay in the UK after Brexit. This handbook answers the main questions most commonly asked about the Government's plans to bring EU citizens and their family members within UK immigration law. It is a 'live' document which we update as and when we receive additional information from Home Office contacts and when new developments are announced.

### **Tier 2 sponsor reference book**

Our Tier 2 sponsor reference book outlines the key concepts and obligations of sponsoring skilled employees to work in the UK under Tier 2 of the Points-Based System. It is written in a practical style and includes example spreadsheets, checklists, questionnaires and flowcharts designed to reduce the effort and guesswork involved in being a sponsor.

### **Tailored handbooks**

We can design a bespoke handbook for you on any immigration law topic of your choice. This can be a more tailored version of one of our standard handbooks, or a completely new one.

The cost for this will depend on your requirements and the length of the handbook, but we will always discuss and agree the price with you in advance.

## Our curriculum at a glance

Core course	Audience	Where	Duration	Page
Sponsorship	Anyone with operational responsibilities for immigration	Client	1 day	5
Prevention of illegal working	Anyone with operational responsibilities for immigration	Client	3 hours	5

Modular	Audience	Where	Duration	Page
Brexit and immigration	Staff Anyone with operational responsibilities for immigration	Client	2 hours	7
Immigration update	Anyone with operational responsibilities for immigration	Client	2 hours	7
Overview of sponsorship	Anyone with operational responsibilities for immigration	Client	1 - 2 hours	8
Right to work checks	Managers/HR/ Legal	Client	2 hours	8
Prevention of illegal working: hiring and dismissal	Managers/HR/ Legal	Client	1 hour	8
Fulfilling sponsor duties	Anyone with operational responsibilities for immigration	Client	2 hours	8
Reporting duties relating to Tier 2 workers	Managers/HR/ Legal	Client	1 hour	9

Fulfilling the Resident Labour Market Test	HR/Legal	Client	1 hour	9
Secondments	HR/Legal	Client	1 hour	9
Visa options for business and investment	High net worth individuals	Client	2 hours	10

<b>E-learning</b>	<b>Audience</b>	<b>Where</b>	<b>Duration</b>	<b>Page</b>
How to conduct Right to Work checks	HR/Legal	Online	N/A	14

<b>Immigration handbooks</b>	<b>Audience</b>	<b>Where</b>	<b>Duration</b>	<b>Page</b>
The EU Settlement Scheme—Frequently Asked Questions	HR/Legal	N/A	N/A	17
Tier 2 sponsor reference book	HR/Legal	N/A	N/A	17

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