

THE TWO ACADEMY

Student Sponsorship Portfolio: Audit Preparation

Course Workbook



Contents

Introduction.....	3
Course Notes.....	4
Reference Section.....	6
Record Keeping Checklist.....	6
Reporting Migrant Activity.....	7
Useful Resources.....	11

Introduction

Welcome!

This is the course companion workbook for our course: Student Sponsorship Audit Preparation

Download and save this workbook before filling in your answers. It is editable – all you need to do is click inside the boxes or above the solid lines to type your answers. You can also print the workbook and complete it by hand if you prefer.

In this course we will teach you about maintaining sponsor compliance. After learning everything we have to share with you, you will need to take action in order to ensure your processes and procedures support sponsor compliance. This workbook can then become your reference point; once downloaded and saved, it is yours to keep, print or save on your computer. Forever. Well, perhaps not forever, but for a while ...

The workbook is designed for you to use side by side with the learning. It follows the same structure as the course and has space for your notes; it contains useful tips and links to external websites and other useful reference material.

Don't Be Stuck

If you have difficulty with any element of the course, or in sponsor compliance, please do let us know. You can contact us by via email: info@twolimited.co.uk or telephone: 01293 889691.

Disclaimer

Immigration rules and regulations do change. We make every effort to keep our material up to date but cannot guarantee this. Please always double check before acting based on the information in this workbook and associated course.

Course Notes

Purpose of UKVI Audit	
What Happens	
Key Areas of Interest	

Common Errors	
After the Audit	
Compliance Breach	
Tips From TWO	

Reference Material

Record Keeping Checklist

As a licenced sponsor, you must keep the following on record either as paper or electronic copy:

Sponsor Licence	
All documents submitted as part of your application to become a sponsor.	
For Each Sponsored Student	
Copy of current passport pages showing personal identity details, leave stamps or immigration status document including their period of leave to remain in UK. Must show entitlement to study with you if entry clearance to UK.	
Copy of biometric residence permit card OR digital status.	
Evidence of student's date of entry into UK. <i>*See notes below</i>	
Consent letter (for children under age of 18) for arrangements for application, travel, reception and care in UK. <i>Details (name & address) of foster carer must be provided to local authority.</i>	
History of contact details (UK residential address, telephone no., mobile no. personal email). N.B. This must be kept up to date.	
Record of attendance/absence(s); kept either electronically or manually.	
Copies (or originals where possible) of any evidence assessed as part of the process of offering the student a place to study (e.g. references, exam certificates).	
Copy of ATAS (Academic Technology Approval Scheme) certificate, if required for course of study.	
Any other document specified in the sponsor guidance and relevant code of practice.	

**You now must check the student entered the UK during the validity period of their visa. This is not applicable to those already within the UK with a valid visa - it is for entry into UK only. Points to note:*

- If they entered before the 'valid from' date on their visa, they do not have permission to work.
- In most cases, the date of entry will be evidenced via an ink stamp on the visa within the passport. You must therefore make & retain a copy of the stamp.
- Re. nationals of AUS, CAN, JPN, NZ, SNG, SKR, USA. Nationals of these countries are eligible to use automated e-passport gates to enter the UK. In such cases you must check the date of entry coincides with the entry clearance validity date via other evidence. e.g., ticket, boarding pass.
- In these circumstances, you must make a record of the date the student entered the UK, but you do not need to retain the evidence. N.B. Consider your system requirements in order to keep a record of this date.

Monitoring and Reporting Migrant Activity

Consider your processes surrounding sponsored students. Do your student records contain the following information, and is there a way of flagging if any of these events or changes to detail (which must be reported to UKVI) occur:

- ✓ Correct leave
- ✓ Missed deadline for enrolment
- ✓ Changes to student circumstances
- ✓ Student leaves before expected end date
- ✓ Student moves to different type of visa
- ✓ Course dates (there is no need to report change to subjects, as long as course completion date remains the same)
- ✓ Student been withdrawn from course due to missing expected contacts/attendance hours
- ✓ Student is deferring, postponing or taking a break from studies for more than 2 months
- ✓ Student is leaving the UK
- ✓ Student is changing institution
- ✓ Student is suspected of breaching conditions of their immigration permission.

Reporting Duties

A sponsor is required to report information to the Home Office. We categorise this as general information, and changes to circumstances, for clarification.

A sponsor must report on all students that it is sponsoring, including when they are:

- On a course (including a pre-sessional course or a study abroad programme) at a partner institution or at another institution under an exceptional arrangement; or
- Doing a work placement that is part of their course.

General Information to Report

A sponsor has a duty to notify UKVI if:

- it becomes aware that any of the students it is sponsoring has been granted leave with the **incorrect conditions of stay**, for instance if they have mistakenly been granted permission to work
- **anything it has reported through the SMS is incorrect**, explaining why it is incorrect
- if there are any changes to a **student's circumstances** (see below)
- if there are any changes that affect its student sponsor licence (see below)

A sponsor must also provide details of any third party, in the UK or another country, **which has helped it to recruit students**. To do this, email EducatorsHelpdesk@homeoffice.gov.uk.

You must retain records about any appeal which a student makes against refusal decisions. If a **student's appeal is successful and permission is granted**, you must tell UKVI if their start date is delayed and provide UKVI with a new enrolment date. To do this, use the free text field on the sponsor management system.

Changes to Report

The list below sets out all of the changes sponsors must report. Unless stated otherwise, reporting is done using the SMS, and should include the last recorded residential address and contact telephone number that the sponsor holds for the migrant. Sponsors should also include any email address they hold for the student, if they have one.

Changes to Report to UKVI:

- If a **student withdraws from their course before they travel to the UK**, you must report this within 10 working days of you knowing about it. If they are joining another institution, you must provide the name and address of that institution if you know it.
- If a **student's start date is delayed before they enter the UK** but after they have been granted entry clearance. You will need to agree with the student whether they can still complete the course within the dates given on their visa. If they can, you need not report anything. If they can't, you must assign a new CAS and advise the student to apply to vary their leave to include a later finish date
- If they **do not enrol within the enrolment period**, you must report this within 10 working days of the enrolment period ending. You must include the reason the migrant gives for non-enrolment (e.g., a missed flight/changed decision to study in UK/changed sponsor/visa refused).
- If a student **misses 10 consecutive expected contact points**. Examples of contact points include attending formal or pastoral care activities e.g., lesson; test; meeting with tutor; appointment with welfare adviser. You can either report the tenth missed contact (or the date the student stopped academically engaging if you are a higher education provider); OR set two checkpoints during any 12-month rolling period and report any students who

stopped missed 10 consecutive contacts/academically engaging without permission. You will be withdrawing sponsorship of the student.

- If a student **defers their studies after they have arrived in the UK**, you must report this within 10 days of agreeing the deferral. You can continue to sponsor a student who has deferred their studies for a maximum of 60 days, providing you continue to adhere to your sponsor duties, and they will be able to complete the course within their existing visa dates. In exceptional circumstances, you can extend past 60 days, providing the course will be completed within the visa dates.
- **You withdraw a student from their course**, you must report this within 10 working days of you knowing about the issue. You must include the reasons (e.g., the student has not met your requirements/ course stops running).
- You **stop sponsoring a student** because they commence studying abroad; move to a different sponsor; move to an immigration category which does not require sponsorship; or complete the course sooner than expected. You must report this within 10 working days of knowing about the issue.
- You **suspect that a student is not a genuine student**, you must report this to the Home Office ASAP - <https://www.gov.uk/report-immigration-crime>.
- You must notify the Home Office of any **changes to your details**, e.g., changing (or amending the details of) your key contact or authorising officer, replacing or amending the details (or adding) a Level 1 user: or a change of address. The Home Office may ask for more details and may ask for documentary evidence to support the change you are requesting.
- If you **appoint/remove/change a representative**, you must use the SMS to give the details.
- If there are any **significant changes in your circumstances** (e.g., appoint a new principal or change owners, have a criminal prosecution pending, have sold all or part of the business or become insolvent), you must report this within 20 working days.

USEFUL RESOURCES

Student Sponsor Guidance 1: Apply for a Licence:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939672/Student Sponsor Guidance - Doc 1 - Applying for a licence 2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939672/Student_Sponsor_Guidance_-_Doc_1_-_Applying_for_a_licence_2020.pdf)

Student Sponsor Guidance 2: Sponsor Duties:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1022004/Student Sponsor Guidance - Doc 2 - Sponsorship Duties 2021-09-29 FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1022004/Student_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2021-09-29_FINAL.pdf)

Student Sponsor Guidance 3: Sponsor Compliance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939470/Student Sponsor Guidance - Doc 3 - Compliance 2020-12.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939470/Student_Sponsor_Guidance_-_Doc_3_-_Compliance_2020-12.pdf)

Student Sponsor Guidance 4: Higher Education Regulatory Reform

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939469/Student Sponsor Guidance - Doc 4 - HE reform 2020-12 FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939469/Student_Sponsor_Guidance_-_Doc_4_-_HE_reform_2020-12_FINAL.pdf)

Appendix D:

<https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d>