

# Sponsor licence compliance

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Bevan Brittan 



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## Immigration audit services

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**As sponsor licence holders your organisation has various duties and legal obligations to fulfil. The Home Office, UK Visas and Immigration (UKVI) are conducting an increasing number of onsite compliance inspections so it is imperative you are prepared.**

Our team of immigration experts at Bevan Brittan will support your organisation to prepare, achieve and maintain compliance of your sponsor licence/s to avoid cumbersome penalties. Our wealth of experience and insight ensures we offer a range of audit services designed for you. We will review and assess HR processes/policies and provide a practical action plan to ensure compliance with your legal obligations.

# Audit service bundles

The duration of the audit will depend on the bundle you opt for and complexity of the project.

To get a quote today contact.



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## Basic

- Assessment of online portal and licence summary to identify any required updates
- Interviews with key personnel – Authorising Officer and Key Contact named on licence
- Inspection of up to five sponsored employee HR records
- Checklist report and basic action plan

## Standard

- Assessment of online portal and licence summary to identify any required updates
- Support Level 1 user with SMS updates
- Interviews with key personnel – Authorising Officer, Key Contact and one Level 1 user named on licence
- Inspection of up to ten sponsored employee HR records
- Review of pre-employment right to work checks on up to twenty employee files
- Checklist report and action plan with high-level practical recommendations

## Premium

- Assessment of online portal and licence summary to identify any required updates
- Support Level 1 user with SMS updates
- Interview with key personnel – Authorising Officer, Key Contact and up to two Level 1/2 users named on licence
- Interviews with up to two sponsored employees
- Inspection of up to twenty sponsored employee HR records
- Review of pre-employment right to work checks on up to thirty employee files.
- Checklist report and feedback on sponsored employee files and pre-employment checks identifying any compliance issues
- Comprehensive report identifying risk areas with expert advice and action plan/practical recommendations

# Additional services

**In addition to the compliance audit bundles, we offer a range of additional services that you can purchase as and when required**



## Policy review and drafting

Reviewing or drafting HR policies covering recruitment, management and record keeping related to your sponsored employees. These act as both guidance for staff and to ensure your processes are compliance with legal obligations. Our expert employment team can assist with standard or more bespoke policies to ensure your organisation needs are met.



## Sponsor licence management

Named as legal representative and level 1 user on your Sponsor Management System (SMS) to support with ongoing monitoring and compliance of your online portal. We can also support with drafting and assigning Certificate of Sponsorship, renewal of annual allocation and increases.



## Staff training

Our interactive and bespoke training outlines the law but also focuses on practical advice for HR and recruitment teams providing case studies and guidance for your organisation.

Our training programmes include:

- Hiring foreign workers: Overview of the sponsor licence system
- Skilled Workers: The law and practical considerations
- How to prepare for a sponsor licence audit
- Navigating the SMS for Key Personnel
- Pre-employment Right to work checks: Getting it right first time!
- Brexit & Beyond: Understanding right to Work for HR
- Practical tips for HR: Visa expiries and consequences for employers/employees



# Our experts



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