



# **IMMIGRATION SPONSOR LICENCE**

## **COMPLIANCE AUDIT SERVICES**

With a number of duties to fulfil, sponsor licence holders can receive visits from the Home Office at any point to check whether they are meeting their obligations. Our experienced immigration lawyers can help you prepare, achieve and maintain full compliance.



# OUR EXPERTISE

Part of a full-service national law firm, our immigration experts offer depth and breadth in all matters relating to business immigration. The sponsor licence system can be difficult to understand for non-specialists, but we offer the know-how your organisation needs to achieve its aims.



Over 850 people in  
multiple offices across  
the UK



Proud members of the  
Immigration Law  
Practitioners' Association  
(ILPA)



UK 2022

Ranked as a leading law  
firm for Immigration and  
Employment

# SPONSOR LICENCE AUDIT PACKAGES

Our services	Basic	Premium
<b>Review of sponsor licence summary</b> To flag any potential compliance failings or licence deadlines.	<ul style="list-style-type: none"> <li>Review of licence summary and identification of any required updates</li> </ul>	<ul style="list-style-type: none"> <li>Review of licence summary</li> <li>Checklist report with action points for updating the licence</li> <li>Support with required SMS updates</li> </ul>
<b>Mock interview with appointed key personnel on sponsor licence</b> To assess the key personnel's understanding of their role and responsibilities as a sponsor licence holder.	<ul style="list-style-type: none"> <li>30 min video interview with Authorising Officer</li> </ul>	<ul style="list-style-type: none"> <li>30 min interview with Authorising Officer</li> <li>30 min interview with key contact of the licence</li> <li>Interview with level 1 and 2 users</li> </ul>
<b>Review of sponsored employees' HR files</b> To ensure compliance with record keeping obligations for sponsored workers.	<ul style="list-style-type: none"> <li>Inspect HR records for up to 5 sponsored workers*</li> <li>Pass or Fail assessment</li> </ul>	<ul style="list-style-type: none"> <li>Inspect HR records for up to 20 sponsored workers</li> <li>Checklist feedback for each employee with action points for identified failings</li> </ul>
<b>Interviews with sponsored employees</b> To determine whether sponsored workers are adhering to the terms and conditions of their UK visa.	-	<ul style="list-style-type: none"> <li>Short interview with up to 3 employees</li> <li>Feedback on risk/failings and recommendations</li> </ul>
<b>Right to work checks on employee profiles</b> To ensure compliance with obligations to prevent illegal working.	-	<ul style="list-style-type: none"> <li>Inspect a random selection of up to 20 employees pre-employment right to work documents</li> <li>Checklist report with findings and recommendations</li> </ul>
<b>Final report</b> To identify any compliance failings and provide recommendations to improve HR systems ready for UKVI audit.	<ul style="list-style-type: none"> <li>Basic checklist report with findings for action</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive report identifying risk areas and providing expert recommendations /action plan.</li> </ul>

\*Option to purchase inspection of additional sponsored employees' HR files

**Contact us  
for a quote**



# ADDITIONAL SERVICES

**In addition to our sponsor licence audit packages, we also offer additional services that you can purchase as and when you need them. Whether your organisation needs to review its immigration policies and procedures or your employees require bespoke training sessions, we're here to support you.**

## **Review of employee handbook, policies and manuals**

Reviewing HR policies ensure that your business is up to date with the changes in law and processes. Whether your policies are bespoke or standard, our expert employment team can help review these to ensure they best suit your business needs.

## **Bespoke compliance and right to work training**

We can support you with your ongoing legal duties to prevent illegal working in the UK, providing tailored training for HR professional and recruiting staff to help with compliance. Our interactive bespoke training not only focuses on the law but provides practical advice, guidance and case studies.

## **Drafting of new policies and guidance document**

Our immigration team can draft staff guidance or policies specific to your business relating to sponsorship compliance and right to work procedures to ensure you establish or retain a statutory excuse from civil penalties and protect your business.

# GET IN TOUCH WITH OUR EXPERTS

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*Tijen Ahmet is very knowledgeable and thorough when providing advice. Tijen supports practically with us to help us with unique challenges*

Legal 500 ”



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