**Self-Assessment Template for Care Providers with Sponsorship Licences Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Measurement descriptions:**

|  |  |
| --- | --- |
| Requirement not met: | If you cannot evidence that you are undertaking **any** of the criteria detailed, you will have not met this area.  |
| Requirement fully met: | To fully meet this criterion you must have evidence that you are undertaking **all** the criteria detailed.  |
| **Any criterion that has not been met can be added to the action plan below.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Self-Assessment Areas | Requirement not met | Requirement fully met | Notes |
| Evidence that all sponsored workers meet the minimum English-speaking requirements through 3 ways: * Passing a Secure English Language Test (SELT) from an approved provider
* Having a degree-level academic qualification that was taught in English - if the worker studied abroad, they’ll need to apply through Ecctis (formerly UK NARIC) for confirmation that their qualification is equivalent to a UK bachelor’s degree, master’s degree, or PhD.

The worker must prove they can read, write, speak and understand English to at least level B1 on the [Common European Framework of Reference for Languages (CEFR) scale](https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale).Skilled Worker visa: Knowledge of English - GOV.UK (www.gov.uk) |  |  |  |
| Evidence that you have checked that each of your sponsored workers has the legal right to work in the UK, such as the following documents: * Photo ID e.g., passport; verified, signed, and dated.
* National Insurance number
* Visa details, gov.uk- check right to work documents.

Note: right to work applies to all workers.[Right to work checks: an employer's guide - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide) |  |  |  |
| Evidence of valid DBS and references: * DBS disclosure form
* Reference 1 – professional reference from most recent employer.
* Any additional references (if applicable)
 |  |  |  |
| Evidence of Certificate of Good Conduct (criminal record certificate) from home country.[Guidance on the application process for criminal records checks overseas - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants/guidance-on-the-application-process-for-criminal-records-checks-overseas) |  |  |  |
| Evidence of genuine vacancies and how each sponsored worker was recruited:The Home Office defines ‘genuine vacancy’ as: * requires the jobholder to perform the specific duties and responsibilities for the job and meets all the requirements of the relevant route.
* Does not include dissimilar and/or predominantly lower-skilled duties.
* Is appropriate to the business considering its business model, business plan and scale.

Evidence of genuine vacancies could include: * Details of any advertisements placed including copy of the advert, or a record of the text of the advert and information about when and where the job was advertised and for how long.
* A record of the number of job applicants and the number of people shortlisted for interview or for other stages of the recruitment process.
* Evidence showing the process used to identify the successful job applicant, such as a copy or summary of the interview notes for the successful job applicant or brief notes on why the successful job applicant was selected.

N.B. The job being offered must be eligible under the Skilled Worker visa. [Workers and Temporary Workers: guidance for sponsors part 3: Sponsor duties and compliance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/65e8835a62ff48001187b293/Sponsor-guidance-Part-3-compliance-03-24_v1.0.pdf)[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) |  |  |  |
| Information is kept in a personnel file for each sponsored including documents such as: * Personal details (address, mobile, email)
* CV and job application
* Job description (duties, meets the shortage occupation code job requirements)
* Evidence of date worker enter UK (stamp in passport), if applicable
* Documents outlining existing permissions, if applicable
* Copy of passport
* Evidence of English-speaking requirements
* Appropriate employment clearances- DBS check.
* NI number
* Copy of contract; this must be provided in advance of starting work- outlining terms and conditions, including hours, pay, and work-base location, supports genuine vacancy.
* Evidence of genuine vacancy and recruitment process.
* Copies of payslips- Displays you are meeting the min. salary requirements of sponsorship (shows name, NI number, tax code, allowances, deductions)
* Certificates of sponsorship (CoS) for each sponsored worker.

[Sponsor guidance appendix D: keeping records for sponsorship - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d) |  |  |  |
| Record Keeping: * Sponsorship application documents are held for each sponsored worker.
* All documents relating to sponsored workers are kept throughout the period of sponsorship, and 6 years after, in line with wider legislation.
* Sponsorship application and documents used.

[Sponsor guidance appendix D: keeping records for sponsorship - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d) |  |  |  |
| Evidence of following up on sponsored workers who no longer work for your organisation (last known contact details). Suggestion: Screenshot any updates on contact details made through gov. portal and save to file as evidence.  |  |  |  |
| Evidence of following up on sponsored workers who are absent without leave- must notify Home Office within 10 days of event. [Workers and Temporary Workers: guidance for sponsors part 3: Sponsor duties and compliance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/65e8835a62ff48001187b293/Sponsor-guidance-Part-3-compliance-03-24_v1.0.pdf) |  |  |  |
| Evidence of reporting any changes to a sponsored worker’s circumstances through the UKVI Sponsorship Management System (SMS) such as: * Workplace
* Salary
* Organisational changes

[Workers and Temporary Workers: guidance for sponsors part 3: Sponsor duties and compliance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/65e8835a62ff48001187b293/Sponsor-guidance-Part-3-compliance-03-24_v1.0.pdf)[UK visa sponsorship management system - GOV.UK (www.gov.uk)](https://www.gov.uk/sponsor-management-system) |  |  |  |
| Evidence of internal recording of absences for each worker such as: * Periods of annual leave.
* Sickness and return to work documents.
* Letters of concern or disciplinary records.
 |  |  |  |
| Evidence that workers are paid the minimum amount for sponsorship requirements and national minimum wage.  |  |  |  |
| Accommodation (if applicable): * All accommodation provided is safe, with access to electricity, heating, and water.
* Accommodation charges do not result in paying the worker below minimum wage.

[A decent home: definition and guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance)[Employer Guide; Sponsoring and supporting migrant workers in the care sector > NY Resourcing](https://nyresourcing.co.uk/yorkshire-and-humber-regional-international-recruitment-hub/help-for-adult-social-care-employers-sponsoring-workers/employer-guide-sponsoring-and-supporting-migrant-workers-in-the-care-sector/?cn-reloaded=1) |  |  |  |
| Check sponsored workers’ restrictions on working additional hours: * Sponsored workers working an additional 20 hours per week are working in the same profession as their sponsored role and the role is in an eligible occupation code.
* If, at any point during employment, you believe that the sponsored worker may have ceased working for their sponsor, or that their contractual hours have changed, you have requested further information to confirm whether they are still eligible to carry out the supplementary employment.
* If you identify that the sponsored worker is working in breach, you have taken the required appropriate action e.g., contacting the Home Office for support and/or taking steps to terminate employment.

[Skilled Worker visa: Taking on additional work - GOV.UK (www.gov.uk)](https://www.gov.uk/skilled-worker-visa/second-job#:~:text=You%20can%20also%20work%20up%20to%2020%20hours%20a%20week) |  |  |  |

**N.B. It is important that as a care provider, you are aware of the ratio of sponsored workers to domestic workers.**

**ACTION PLAN**

For each criteria not fully met capture the requirement and the corrective action

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria not met | Action  | Who | When | Progress |
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Have you corrected historic requirements in addition having a solution for new sponsorships?

Do you have a communication and training plan for this action plan to ensure that the organisations requirements are well known and understood?