



TyneCoastCollege

UKVI POLICY

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact Student Services

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version Number:	Date Reviewed:	Next Review Date:	Revised by:
SEG	3.1	March 2017	September 2018	Principal, South Shields Marine School

Impact assessed: Yes

POLICY NUMBER 69

UKVI POLICY

1. Policy Statement

The College will undertake its duties to sponsor, monitor attendance, and report student activities in full compliance with current United Kingdom Visa and Immigration (UKVI) guidance.

2. Scope

This policy and procedure relates to the admission of non-EU students for the purpose of academic study, assessment and professional development.

3. Legislation

The current UKVI Sponsor Guidance for Tier 4 (General), current version 24th November 2016

<https://www.gov.uk/government/publications/sponsor-a-tier-4-student-guidance-for-educators>

4. Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring:

- 4.1 the policy is known understood and implemented.
- 4.2 all non-EU residents are correctly enrolled using established MIS procedures

5. Actions to Implement and Develop Policy

- 5.1 Admissions. All non-EU admissions and / or sponsorship must be carried out within the College UKVI procedures and working practices.
- 5.2 Student attendance. Lecturing staff must maintain attendance records to ensure attendance levels can be monitored in compliance with the Student Attendance Policy
- 5.3 Course teams should use the induction period, or other appropriate time, to introduce learners to this policy and to reinforce the need for compliance with the College Student Attendance Policy to ensure the student meet the requirements from UKVI.

6. Definitions and Examples

- 6.1 **Non-EU student:** This is any student who does not hold a non-EU passport. The student may have residency permission within the UK/EU, but must be recorded as overseas until their citizenship status changes
- 6.2 **Asylum seeker.** Any enrolling student who claims asylum will have the UKVI appropriate documentation.

7. Monitoring and Evaluation

- 7.1 Internal monitoring of the UKVI processes will be undertaken each term to ensure internal processes are correctly followed.
- 7.1.a Each week, student absence reports will be generated. From these reports Heads of School and Curriculum Leaders will be informed where student absence does not meet the limits within the Student Attendance Policy.
- 7.1.b Each term the UKVI Administrator will report to SEG on the current compliance levels within UKVI rules; for CAS rejection, enrolments and completions.
- 7.1.c Each year the college will engage an auditor to undertake an external audit of the UKVI processes and they will report to the Governing Board.
- 7.2 On demand from the UKVI, the college will provide full information on any data request. Where the college can not provide this information, an internal report will be made to SEG.

8. UKVI nominated personnel

- 8.1 The Authorising Officer and Key Contact shall be the same person, and will be a member of the Senior Executive Group (SEG). The nominated person will be recorded within SEG minutes should this change. The current person assigned to this role is the Principal, South Shields Marine School.
- 8.2 The Authorising Officer will nominate a number of Level 1 users who will undertake the UKVI procedures. The lead level 1 user will be the UKVI Administrator, who will fulfil the role of primary reporting to UKVI.

9. Related Policies/Procedures

- Student Attendance Policy
- UKVI internal working procedures