

Skilled Worker (Tier 2 Visa Sponsorship For New GPs

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Introductions



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NHS England

What is a Skilled Worker Visa

- Skilled Worker visa -immigration route for a non-EEA doctors to work in the UK
- Employment route practices struggling to recruit GPs

Practice Benefits

- Allows you to recruit any GP from the pool following their CCT including your trainee
- License for 4 years
- Access to an expanded GP workforce
- Investment for long term planning of your workforce as you may wish to recruit other clinical specialties from overseas
- Avoid costly locum and finder fees

Trainee Benefits

- Employer verified by the HMRC
- Visa valid for maximum of 5 years
- Can then apply for Indefinite Leave to Remain
- Time to relocate and bring family members
- Reimbursement

Becoming a sponsor

To become a sponsor a practice will need to:

- Complete an online application which usually takes 8 weeks to process
- Preparation is key so invest time reading the guidance to prepare before hand
- Pay a fee (£536 for small practices or £1,476 for medium/large organisations).

Immigration Skills Charge

To be paid when you assign a certificate of sponsorship to the worker e.g:

For more info visit:

[UK visa sponsorship for employers:
Immigration skills charge - GOV.UK
\(www.gov.uk\)](https://www.gov.uk/guidance/uk-visa-sponsorship-for-employers-immigration-skills-charge)

Period	Small or charitable sponsors	Medium or large sponsors
First 12 months	£364	£1,000
Each additional 6 months	£182	£500

Certificate of Sponsorship

You must assign a certificate of sponsorship to each foreign worker you employ

- Electronic record
- Worker requires this to apply for their visa within 3 months
- £199 per worker

[UK visa sponsorship for employers: Certificates of sponsorship - GOV.UK \(www.gov.uk\)](https://www.gov.uk/uk-visa-sponsorship-for-employers-certificates-of-sponsorship)

Advice for trainees

- Plan ahead to enable moving into job without delay.
- Think about this early in their ST3 year and talk to local NHS England links.
- Remember - no automatic extension to the visa.
- Check CCT date is accurate with the deanery to ensure the correct timing of their application.



What you need before you start

- DOCUMENTS

- You will need to send the Home Office a minimum of 4 supporting documents to prove you are a legitimate employer within 5 working days of submitting your application. These are set out in full in the [sponsor guidance appendix a](#). You can send these electronically. A simplified list of example documents which may be most relevant for a GP Practice is below.

Recommended documents

1. Corporate/Business Bank Statement (mandatory for start-ups operating for less than 18 months) or supporting letter from your bank manager
2. Employers Liability Insurance Certificate; and
3. CQC registration document.
4. HMRC Registration – PAYE Reference Number/Account Office Reference Number
5. Proof of ownership or lease of your business premises. If you send a copy of your lease agreement, it must be signed by all parties concerned.
6. [HMRC VAT registration certificate](#)
7. Latest acknowledgement of a Company Tax Return CT620, or the completed CT600 tax return and the CT603 notice.
8. You will also need the GMC registration details of the senior partner of the GP practice (mandatory).

- KEY PEOPLE

- In order to complete an application, you will need to assign three key personnel to manage your sponsorship process. These roles can all be filled by the same person. These roles are:
 1. Authorising officer (AO) – this will be your most senior person responsible for the recruitment of all migrant workers and ensuring that all of your sponsor duties are met.
 2. Key contact – this person will act as the main contact between the Home Office and the practice.
 3. Level 1 user – this person will carry out your day-to-day sponsorship activities.
 4. Level 2 user – this is an optional role and you do not need to initially assign it (typically used by very large employers).
- For a full description of each role, please see Section L4 in Part 1 of the [Sponsor Guidance](#)

- COST

1. The cost depends on the size of your practice. For small or charitable sponsors the fee is £536. For a medium or large sponsor the fee is £1,476. You're usually considered a small business if you meet two of the following conditions: annual turnover is £10.2 million or less, balance sheet is £5.1 million or less or you have 50 employees or fewer.
2. The fee is non-refundable if your application is refused (i.e. doesn't meet the requirements). If your application is rejected because it is invalid (i.e. full fee not paid or mandatory documents not submitted) the fee is refundable.



The Online Application

Visa Route: Step 1 of 1

Application for a sponsor licence

Licence routes - Step 1 of 1

Before making your application you should read the separate guidance notes for completing this form. These are available by selecting the link from the right hand side of this page.

Who should apply using this form?

Only prospective sponsors based in the UK who want to apply for a sponsor licence under worker, temporary worker, and the student route of the points-based system should complete this application form.

About this form

In accordance with paragraph 34 of the immigration rules, this form is specified for applications made on or after 27 November 2008. You can only make applications using this online application form.

You must complete all fields as you proceed through the application, unless stated otherwise.

Under which routes is your organisation applying to become a sponsor?

Choose the routes in which you wish to register (you can choose more than one).

Workers

Skilled Worker

Intra-company Routes

Sports people

Ministers of Religion

Student Route

Student

1. Having logged onto the application system, click 'Apply for a sponsor licence'.
2. This will take you to your first questions, about the kind of licence you require. Choose Skilled Worker
3. Where it asks if you are already on the register of sponsors, select: No



The Online Application – Organisation

Organisation: Step 3 of 4

Select the option that best describes your type of organisation.

Limited Liability Partnership

1. What type of organisation is the practice. It is likely that the practice will be a Partnership, Limited Liability Partnership (LLP) or a limited company. **If you are unsure, check the practice's incorporation documents.**

Is your organisation registered with Her Majesty's Revenue & Customs (HMRC) to pay PAYE, National Insurance or VAT?

Yes
 No

If 'Yes', provide details of at least one registration.

PAYE reference number:

Accounts office reference number:

VAT registration number:

[Help on this question \(opens in a new window\)](#)

2. The practice will likely pay both PAYE tax and National Insurance, because the practice has employees. The practice may also have a VAT registration number.
3. It is important to provide this information because your HMRC registration will help the Home Office to confirm the authenticity of the practice and who the people working at the practice are, and that you are paying the worker in line with the Immigration Rules and sponsor guidance.

Select the sector in which your organisation operates.

Choose the sector that corresponds to your organisation's main economic activity.

Human Health and Social Work Activities

[Help on this question \(opens in a new window\)](#)

4. When asked what sector your organisation operates in, you should select 'Human Health and Social Work Activities'.

Is your organisation required to be registered with or accredited by a governing body to operate legally in the UK?

Yes
 No

If 'Yes', you must add your accreditation or registration details to the table by choosing **Add**.

Once details have been recorded in the table, you can edit them by choosing **Edit**.

You can delete details by choosing **Select** and then **Delete**.

Name	Number	Expiry date	Select
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[Delete](#) [Edit](#) [Add](#)

5. Next you will need to provide details of any memberships or accreditations that the practice is legally required to have with a governing body. We recommend that you use your CQC registration documents. Your CQC registration is legally required and so this satisfies the Home Office criteria for this option. These details will include the governing bodies name, your registration number and when your membership expires.
6. You will also need to provide details of any non-legally required memberships or accreditation. Specifically, this the GMC membership details of the senior partner at the GP practice.



The Online Application – CoS

CoS and CAS: Step 1 of 1

1. You'll now need to enter how many Certificates of Sponsorship (CoS) you need and explain why. There is no restriction on the number of CoS that can be granted (however it should be proportionate to the size of your organisation).
2. Undefined (previously unrestricted) CoS are for individuals already in the UK.
3. Defined (previously restricted) CoS are for individuals applying from overseas.
4. The allocation of undefined CoS is valid for a 12 month period.

We have provided the below example text to use when explaining why you need your CoS. This can be tailored to reflect your individual practice circumstances (limited to 2000 characters):

- *The UK has a national shortage of qualified General Practitioners to meet the growing demands of the population. Typical recruitment efforts have not provided us with the suitable candidates required to fulfill General Practitioner roles within our practice. The impact of this is extended waiting times for patients and greater pressure on our current workforce to meet the needs of our patients.*
- *The role of a General Practitioner is one that requires many years of specialist training including: a full medical degree, two years of foundation medical training and at least three years of specialist GP training. While there are concerted national efforts to increase the numbers of available GPs in the UK, this does not address the immediate pressure in our service and, for this reason, we anticipate needing to recruit from overseas.*
- *The role of a General Practitioner has been included on the UK Shortage Occupation list as of 6 October 2019.*

Application for a sponsor licence

CoS and CAS - Step 1 of 1

Number of undefined certificates of sponsorship for Skilled Worker

Enter the estimated number of CoS required in this route during your first year as a sponsor, providing detailed reasons for this requirement.

Number of CoS:

Reasons required: please provide as much detail as possible about why you need the requested allocation. For example: business expansion; specialist skills required; extension of leave for existing migrant worker(s).

Please note, CoS granted in this allocation can only be used for undefined posts.

[Help on this question \(opens in a new window\)](#)

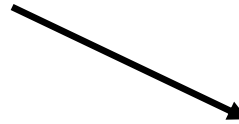
Save Exit Back Next



The Online Application – Documents

Supporting Documents : Step 1 of 1

1. Remember the documents you pulled together from the lists on [slide 3](#)? This next page asks you to tick-off the ones you have to support your application.
2. For the full Home Office guidance on supporting documents please click [here](#) and also see Section L7 Part 1 of the [sponsor guidance](#).
3. We recommend that, in providing ‘Governing Body Registration’ documents, you use your CQC registration documents.. Your CQC registration is legally required and so this satisfies the Home Office criteria for this option. The guidance states that you do not need to provide your registration documents because the Home Office can conduct its own checks. We recommend that you provide the registration documents with your application in order to avoid unnecessary delay.
4. You must choose 2 documents from the list in the section entitled ‘Other documents’. If you fail to provide at least two further documents, your application may be refused by the Home Office.
5. You should scan or take pictures of your supporting documents and send them to the email address given on the sponsor submission sheet.
6. If you are unable to provide the submission sheet and supporting evidence digitally, you can contact the Home Office using the contact details given on the submission sheet



Mandatory documents
The following documents are mandatory and you must send them with your application.

Documents	To be sent
Corporate/Business Bank Statement	<input checked="" type="radio"/>
Employers Liability Insurance Cert.	<input checked="" type="radio"/>

[Help on this question \(opens in a new window\)](#)

The following documents must be sent if they are applicable to your type of organisation.

Documents	To be sent	Not applicable to this application
Audited Annual Accounts	<input type="radio"/>	<input type="radio"/>
Governing Body Registration	<input checked="" type="radio"/>	<input type="radio"/>
Digitech declaration	<input type="radio"/>	<input type="radio"/>

[Help on this question \(opens in a new window\)](#)

Other documents
You may send any of the following documents in support of your application.

Documents	To be sent	Not applicable to this application
Supporting Letter from Bank Manager	<input type="radio"/>	<input type="radio"/>
Sup. let. UK Trade and Investments	<input type="radio"/>	<input type="radio"/>
HMRC - Self Asses. (SA300 or SA302)	<input type="radio"/>	<input type="radio"/>
HMRC Reg - VAT	<input type="radio"/>	<input type="radio"/>
HMRC Reg-PAYE Ref No/Acc Off Ref No	<input checked="" type="radio"/>	<input type="radio"/>
HMRC - Comp. Tax - CT603 AND CT600	<input type="radio"/>	<input type="radio"/>
Proof of Bus Prem/Fxd Assets/Lease	<input checked="" type="checkbox"/>	<input type="radio"/>
HMRC - Self Emp. - Uniq. Tax Ref.	<input type="radio"/>	<input type="radio"/>
Corp/Business Bank Statement OR Letter from bank	<input type="radio"/>	<input type="radio"/>

[Help on this question \(opens in a new window\)](#)

Restart Save Exit Back Next

Our Role

- To promote Skilled Workers Programme in the hope of signing up new practices and keep GPs in the Midlands
- Provide information and support to GP practices wishing to become Sponsor License holders (links to Home Office and information provided by the National Team)
- Collaborate with HEE/System Leads/NHS Digital to ensure support for trainees and improve the 'Skilled Worker Experience'
- Coordinate re-imbusement of visa costs back to GP's and their families

Useful Contacts -Home Office

- Telephone:
- 0300 123 4699
Monday to Thursday, 9am to 5pm
Friday, 9am to 4:30pm
- Or email
- businesshelpdesk@homeoffice.gov.uk

Useful Contacts -NHSE

- Workforce Team, NHS England:
- Generic email – england.tier2midlands@nhs.net
- Programme Manager f.donaghy@nhs.net
- Clinical Lead– Robert.cullum2@nhs.net

Any Questions

