



# Guide to Sponsorship



# Introduction

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You're probably reading this guide because you are a great employee or job applicant who has all the skills and experience we need and have asked or intend to ask 1st Grade Care to sponsor you for a visa.

In 2022 1st Grade Care Ltd applied to become a licensed sponsor under the Skilled Worker immigration route. This application was granted to 1st Grade Care, and we were given an A rating by UK Visa and Immigration, meaning 1st Grade Care now holds a valid company sponsorship licence, and can apply to assign Certificate of Sponsorship (COS).

From February 2022 the Shortage Occupation List expanded to include social care worker, care assistant, and home care worker roles, these roles have also become eligible for the Health and Care Worker visa.

This guide provides an overview of;

- The steps to sponsorship
- Information to consider

# Steps to Sponsorship

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## Social Care Wales Registration

For us to consider a sponsorship for any individual we require you to be registered or have an application pending with social care wales - Your manager can help with this.

2

## National Insurance Number

You will need to have had a permanent national insurance number issued to you by HM Revenue and customs (HMRC).

3

## Complete a Sponsorship Request

This provides us with some of the information required to consider you for sponsorship, and can be found in the staff portal we also consider your attendance, performance and conduct.

4

## Pay Licence Fee

The home office charge a fee for each COS licence, this fee is £199 and will be chargeable to the individual and is non-refundable, 1st Grade Care will cover this initial cost & arrange a suitable payment term with you.

5

## Receive COS number

Pending all sponsorship criteria being met, 1st Grade Care will assign a COS licence number to you. Licence numbers can take up to 15 working days to be assigned. You can then apply for a visa or grant of immigration status.

# The Do's and Dont's

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## Working Hours

Any individual seeking sponsorship must be willing to work a guaranteed, 37.5 hours per week, should the sponsored visa permit.

## Additional Employment

Should you wish to take a supplementary "second" employment, certain rules apply;

It must be for no more than 20 hours a week, and it must take place outside of the normal working hours for which we have assigned your COS licence number. You must remain employed by us. If you carry out additional employment that does not meet the supplementary employment criteria & you have not been granted permission for such employment, you may be in breach of your conditions of stay.

## Attendance

As a sponsor we MUST report within 10 working days to UK Visa Immigration if the sponsored individual:

- Does not turn up for work
- Has a change in salary
- Are absent without permission (unless an exception applies)
- Has the employment contract terminated earlier than expected.

UK Visa Immigration may cancel a workers permission if they are not satisfied there is a valid reason for continuing to sponsor the worker.

All absences need to be authorised, including sickness, annual leave, study leave and overseas travel.

## Right to Work Checks

During the process of your recruitment we will undertake a number of checks to ensure you have permission to enter or stay in the UK and can do the work in question before you start employment with us.

## Unpaid Leave

Should you be absent from work without pay, (unless exception applies), for more than 4 weeks in total in any calendar year, this applies whether you are absent for a single period of more than 4 weeks, or if you have a number of individual absences that total 4 weeks, we are required to notify UK Visa immigration of this, you should be aware that UK Visa Immigration may cancel your permission to work. Should this happen we must stop sponsoring you.

# Information to Consider

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## Your Availability

As part of our conditions of sponsorship and on-going criteria being met, we require set availability and shift patterns of all individuals who require consideration for sponsorship, due to the nature of the role and the services we operate this will include weekend working. Set availability must be agreed with your branch and you must stick to this availability each week, failure to do so may put you in breach of your visa.

## Understanding

Whilst being a care worker can be an extremely satisfying vocation, care work can come with unique challenges and may not be for everyone. Therefore we ask for you to perform your due diligence when considering the care sector as a career.

In our opinion, no question is a silly question and we encourage open and honest communication.

## Commitment

Are you willing to get stuck into the role?

Attending the needs of vulnerable individuals who may be unable to wash, dress or to go to the toilet alone requires a special kind of person who regards care as a vocation.

Should you work in a retail role, and do not turn up for work, someone may go without a sandwich, however in care if you do not turn up for work it could have a fatal impact.

Our care workers tend to be of a caring and helpful nature, and also understand the rules and regulations surrounding delivering care.

[WWW.1STGRADECARE.CO.UK](http://WWW.1STGRADECARE.CO.UK)