# AIESEC UK Initial Assessment Form

# Tier 5 Government Authorised Exchange – Certificate of Sponsorship Application Details

# Please complete all the necessary fields using the guidelines provided. This form is to be filled and signed by employers. Please do not handwrite, type only.

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| Section 1: MIGRANT INFORMATION |
| 1.1 Migrant name:  |
| 1.2 Passport Number: Migrant Nationality:  |
| 1.3 Does the migrant hold a current passport with at least 6 months validity?1.3a If you answered “No”, Will the intern be applying for a new passport? |
| 1.4 Does the migrant currently hold a degree?1.5 Name of the University:1.6 Name of Degree:1.7 Year of Graduation: |
| Section 2: COMPANY INFORMATION |
| **2.1** Registered Company Name Registered Company Number:  |
| **2.2** Registered Company Address:  Company Website: |
| **2.3** Company Representative Name: |
| **2.4** Representatives Telephone number: |
| **2.5** Representatives Email Address:  |
| Section 3: CHECKLIST – Please check the criteria that follows. You must meet the following criteria marked with a \* to qualify for the programme. |
| **3.1** **[ ]** Maximum placement duration of 12 months\* |
| **3.2** [ ]  Full time placement\* |
| **3.3** [ ]  The conditions of employment are in line with The National Minimum Wage Act and all other applicable legislation.\* |
| **3.4** [ ]  The Migrant must be aged above 18 years of age\* |
| **3.5** [ ]  The Employer is a UK Registered Company, Charity, Government Department\* |
| **3.6** [ ]  The internship described in the Training Plan is a skilled position of at least RQF/NQF Level 3 or above\*  |
| **3.7** [ ]  The role is supernumerary and will not affect the UK Resident Labour Market\* |
| **3.8** [ ]  The Company will send to AIESEC UK a scanned copy of the Migrants Visa Vignette with the first date of entry stamp and BRP. Further they will update AIESEC UK with the Migrants UK contact details **within 5 working days** of the Migrants arrival.\* |
| **3.9** [ ]  The Migrant will leave the country after the placement is finished and the Company will arrange to send a copy of the Migrants return flight details to AIESEC UK before the Migrant leaves the UK\* |
| **3.10** [ ]  The Company takes full responsibility to inform AIESEC UK of any significant changes to the Migrant’s employment **within 5 working days** this includes a change in start date, end date, employer, absence, change of address, salary, conditions of work. Please inform us **before** any changes  have been implemented.\* |
| **3.11** [ ]  The Company takes full responsibility of paying for any invoices such as Registration Fee & Certificate of Sponsorship Fee relating to the Migrant’s sponsorship. Please note that we do not accept payment from the Migrants we sponsor. |
| **3.12** [ ]  Is the Company is Licensed to sponsor under Tier 2? If yes, please provide your Sponsor License Number: If you do not hold a Tier 2 License, then please confirm the below points. **3.12 A** [ ]  You agree to provide 3 company documents. **3.12 B** [ ]  You agree to send the Migrant’s pay slips quarterly.  |
| **3.13** [ ]  The Company has the financial and personnel resources to support and supervise the Candidate throughout the period of their internship.  |
| **3.14** [ ]  I agree to facilitate and co-operate with a site visit by AIESEC UK or a third party auditor  engaged by AIESEC UK if required by AIESEC UK\* |
| **3.15** [ ]  You will report any issues with the Migrant directly to AIESEC UK\* |
| **3.16** [ ]  The compliance and reporting duties set out in the **Client Care letter** will be duly adhered to by  the Company\* |
| **Section 3B: For candidates currently in UK under Tier 4****Switching in Country (To be eligible, all the points below must be confirmed)****3B. 1** [ ]  The candidate is being sponsored in the government authorised exchange sub-category, and**3B. 2** [ ]  The candidate has lawfully obtained a UK recognised bachelor or postgraduate degree that is directly related to the training they will undertake (not a qualification of equivalent level which is not a degree) during his last grant of leave, or**3B. 3** [ ]  The candidate is being sponsored to undertake a period of postgraduate professional training or work experience which is required to obtain a professional qualification or professional registration in the same professional field as the qualification in Point 3B.2 above. **3B. 4** [ ]  The candidate will not be filling a permanent vacancy, such that the employer he is directed to work for by the Sponsor does not intend to employ him in the UK once the training or work experience for which he is being sponsored has concluded, and**3B. 5** [ ]  The candidate will provide an original degree certificate, academic transcript or an academic reference on official headed paper of the institution, which clearly shows his name, the course title/award, and the date of course completion and pass (or the date of award in the case of a degree certificate).**3B. 6** [ ]  The candidate will leave the country once the internship has been completed and relevant documents confirming this will be sent by the employer to AIESEC UK. **Section 3C: CRIMINAL CONVICTIONS – Please state in brief if the candidate has had any criminal convictions, the reason for the same and for how long they have stayed on the candidate’s record.** |
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| **Section 3D: OVERSTAYER/DEPORTED Has the candidate ever overstayed their stay or been deported from any country? If Yes, please give details.****Section 3E: DEPENDENTS – Is the candidate planning to bring any dependents under this application? If so, please provide the name and details of relationship.****Section 3F: CURTAILMENT/REFUSAL – Has the candidate ever been refused a UK Visa or had their leave curtailed? If yes, please provide details.****Section 3G: COMPANY INFORMATION – Please provide a brief of outline of the nature of business and the services offered and the number of employees.** |
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| **Section 4: JOB SUMMARY** |
| **4.1** Work start date: Work end date: **4.2** Will the Migrant be travelling outside the UK throughout the duration of the internship? |
| **4.3** Main Work Address:  |
| **4.4** Other regular work address:  |
| **4.5** Internship Title:  |
| **4.6** Job Description (Please include a minimum of **5 bullet points** that describe the Migrant’s role and responsibilities during the placement):1.2.3.4.5.6.**4.7** Total weekly hours of work:  |
| **4.8** Gross pay per year (£): |
| **4.9** Gross Allowances (Please specify if the allowance is guaranteed and to be included in the gross pay per year or in addition to the gross pay per year):  |
| **4.10** Summary of allowances: |

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| **Section 5: TRAINING PLAN** |
| **Dates/Phases** | **Content of Internship** |
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Please note that AIESEC UK Ltd. will use its absolute discretion whether to proceed with the proposed Tier 5 sponsorship application.

*I understand that AIESEC UK is responsible for reporting compliance matters to the UK Home Office under the Tier 5 Government Authorised Exchange scheme and that AIESEC UK may withdraw the Certificate of Sponsorship or report to the UK Home Office at any time if the compliance requirement and the training is not being followed.*

*I certify that the above information is true and accurate to the best of my knowledge and that any false or misleading statements may lead to serious consequences and penalties. I also understand that should this assessment be successful the Company will pay any fees due.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

\*\*To be filled and signed by Employers

**Client Form & Training Plan Guidelines**

**Section 1: MIGRANT INFORMATION**

**1.1** Migrant Name – Name of Candidate applying for the Tier 5 Visa

**1.2** Passport Number & Nationality –Candidates current passport number and Nationality

**1.3/1.3a** Self-Explanatory

**1.4/1.5** Has the migrant completed University and has a successful Degree?

**1.6/1.7** Self-Explanatory

**Section 2: COMPANY DETAILS**

**2.1** Registered company Name & Number – Please confirm the UK Registered Name and Number of the company employing the Candidate

**2.2** Registered company address – Address of Registered Company (Refer to Companies House)

**2.3** Company Representatives Full Name – Full name of the responsible employee completing this assessment form on behalf of the company mentioned in 2.1

**2.4** Telephone Number – Contact number of the representative

**2.5** Email Address –Email Address of representative

**Section 3: Checklist**

**3.1** The Intern may only be placed for a maximum term of 12 months.

**3.2** The Placement must be a full time fixed term placement no less than 35 working hours per week and no more than 48 hours per week

**3.3** For more information on the National Minimum Wage Act and other working directives please refer to

<https://www.gov.uk/national-minimum-wage-rates>

 <https://www.gov.uk/maximum-weekly-working-hours/overview>

**3.4** The Candidate must be above 18 years of age to fit the requirements of the AIESEC Tier 5 scheme.

**3.5** The employer must be a UK registered entity in order that the intern may receive a salary in the UK and for the internship to be valid.

**3.6 RQF / NQF LEVEL 3:** This refers to either the Regulated Qualifications Framework (RQF) or the National Qualification Framework (NQF) at level 3. A qualification at this level is one that shows competence that involves the application of knowledge in a broad range of varied work activities performed in a wide variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required. The Training must be put in place to ensure the internship is at least at this level.

**3.7** **Supernumerary -** present in excess of the normal or requisite number of employees within a company, must not fill vacancies and must be over and above any normal staffing requirements. The Migrant must not belong to regular staffing but is only engaged for extra work (in excess of the current work force).

 **UK Resident Labour Market -** The supply of people in a particular country or area who are able and willing to work

The Internship must **not** fill a job that could otherwise be filled by the UK Labour Market.

**3.8 Refer to Client Care Letter**

**3.9 Refer to Client Care Letter**

**3.10 Refer to Client Care Letter**

**3.11 Self Explanatory**

**3.12** If the employer company is not a registered Tier 2 License Sponsor, then we require the employer to provide a copy of their latest audited accounts, employers liability certificate, PAYE reference and Migrant’s payslips.

**3.13 to 3.16 Self Explanatory**

**Section 3B: Switching in Country**

To check if a candidate qualifies to switch categories from Tier 4 to Tier 5 in country, the candidate must fulfill all points 3B.1 to 3B.6

**Section 3C-3D-3F-3G: Self Explanatory**

**Section 4: Job Summary**

Please note all the information requested in Section 4 will be used to assign the certificate of sponsorship. Therefore, please ensure the details you upload onto the form are correct and that the candidates Fixed Term contract is in alignment with these details.

**4.1** Please confirm the work start and finish dates of when you would like the Internship to begin and end to a maximum of 12 months (e.g. 25/11/2012 – 24/11/2013)

**4.2** Does the Migrant need to travel outside of UK during the period of the internship? Please note that the migrant cannot travel outside of UK should the internship be less than 6 months.

**4.3** The main address the Migrant will be employed at.

**4.4** Please confirm any other places of work the Migrant will be employed at, if applicable. Please note these premises must be owned or leased by the registered company.

**4.5** Please confirm the title/position of internship

**4.6** Please give a full detailed description of the Internship, setting outwhat the Migrant will be doing throughout the duration of employment.

**4.7** Please confirm the number of hours the Candidate will be working per week – Please refer to working hours directives.

**4.8** Gross annual salary per year (£). If the Internship is less than a year, please still confirm the expected Annual Salary

**4.9** Gross Allowances - Where the Migrant receives any allowances as part of their salary package, the value of these allowances must be inputted onto the form

**4.10** Please provide a breakdown of the Gross Allowances

**Section 5: Training Plan**

The training plan can either be split up into months or phases depending on the length of the Internship.

The content can be but not limited to the following:

* Induction in to internal company processes and procedures
* Induction to the company history, identity etc
* Meeting the staff
* Training on company software specific to the intern’s role
* Training on the company processes and what the expectations of the intern are
* Development within the role
* Implementing the content of the Job Description
* Attending conferences, meetings that may be of benefit to the Intern.