

Roles and Responsibilities Regarding the Employment of Migrants

Prospective employees will need to present a document or documents from one of two lists ([attached here](#)). Documents provided from List A establish that the person has an ongoing entitlement to work in the UK. Documents provided from List B establish that the person has restrictions on their entitlement to be in the UK. [A guide to verifying identity documentation can be found here.](#)

The HR Department will be available to advise and assist departments in applying the new rules, however all individuals must be aware of their own responsibility. Key points are detailed below:

HR Responsibilities

- To ensure that the Immigration, Asylum and Nationality Act 2006 is adhered to for all recruitment including ensuring that proof of eligibility to work in the UK is obtained and verified BEFORE commencement of employment.
- To ensure that a fair recruitment and selection process has been carried out for all positions.
- To liaise with recruiting managers to obtain all necessary documentation and to verify the documentation to ensure that migrants will meet the requirements for entry clearance or leave to remain.
- To make the electronic application for the Certificate of Sponsorship and liaise with the migrant to ensure that entry clearance or leave to remain is obtained.
- To report any non-attendance, non-compliance of migrants to the UKBA.
- To ensure that documentation is verified on an annual basis for migrant workers.

Recruiting Managers/Managers of Migrants

- To ensure that a fair recruitment and selection process has been carried out for all positions.
- To ensure that proof of eligibility to work in the UK has been obtained. For further guidance [please see here](#).
- To liaise with Human Resources when a Certificate of Sponsorship needs to be obtained.
- To assist with the application and liaison with the migrant to ensure relevant information is accurate.
- To ensure that all non-attendance, unauthorised absences, or disappearances of migrants are reported to HR immediately.
- To ensure that resignations or retirements of migrants are reported to HR immediately.

Migrants

- To ensure that they have provided accurate information in respect of their status to work in the UK and to assist with the provision of documents to the College to ensure that they will meet the requirements for entry clearance or leave to remain.
- To ensure that all absence is authorised, including sickness absence

- To ensure that their line manager/Human Resources are informed immediately of their resignation or retirement.
- To ensure that any change in personal circumstances is reported to Human Resources immediately.
- To ensure that any other changes in circumstances relating to their role which may have an impact on their sponsorship status is reported to Human Resources BEFORE any changes are carried out.

It will not be acceptable for departments to allow staff to work for them without applying these regulations.