

## Recording and Reporting Guidelines for Hosts

Erasmus+ participants who have been awarded a traineeship mobility in the United Kingdom (UK) through the Erasmus+ 2014-2020 programme will require a **Temporary Worker (GAE) visa** through the UK **Government and Authorised Exchange Category (GAE)**.

The British Council supports participants by sponsoring them to take part in the scheme.

UK Visas and Immigration (UKVI) issue the visa which will enable the participant to come and work at your organisation.

As the host organisation accepting the participant you are confirming that the role they are working in is in addition to your normal staffing requirements.

The role is also a skilled position contained within Table 1 and Table 2 of the [Immigration Rules Appendix Skilled Occupations](#).

As the host organisation receiving the participant you must, along with the British Council, **comply** with several recording and reporting responsibilities set by UKVI.

Please note you **must** inform us when:

- the participant **arrives** to start work at your organisation
- the participant **completes** their placement at your organisation
- there are any **changes** to the placement e.g. change of residential address or if the participant leaves the country for any holidays.

Further details on what you must report to us can be found in the Reporting Duties section of this document.

Please complete and email the **UKVI Reporting Form** to us when you need to report information to us.

### **Arrival:**

We require the following documents to be submitted to us via email once the participant has **arrived** at your organisation:

- 1) You should complete the relevant section on the **UKVI Reporting Form** and email this to us confirming that the participant has arrived at the placement. It's very important that you complete the section informing us of the **participant's UK residential address and contact details**.
- 2) Conduct a **Right to Work (RTW) check** before the participant starts work with you. For participants who have used the '**UK Immigration: ID Check**' service, **we require you to**

**send us a copy of the RTW profile.** For participants who have **not** used the **‘UK Immigration: ID Check’ service** and their placement is **less** than six months, you must complete a **manual check** of the original documents and email us **evidence** of this. This can be a **dated declaration** on the **copy** or a **separate record**. The date may be written on the document copy as follows: ‘the date on which this right to work check was made: [insert date]’ or a manual or digital record may be made at the time it is conducted and documents copied which includes this information. For participants who have **not** used the **‘UK Immigration: ID Check’ service** and their placement is **more** than six months you must send us a copy of the **RTW profile**. If there is a delay in receiving the **Biometric Residency Permit (BRP)** then you must complete a **manual** check and send us evidence of this. You must then follow up and do an **online** check, a copy of the profile must be emailed to us. Please refer to the guidance [‘Right to work checks: an employer’s guide’](#) on GOV.UK for advice on how to complete this. By signing and ticking the boxes on the **UKVI Reporting Form** you are confirming to us that you have checked the participant has the legal right to work in the UK and do the work in question for you.

- 3) A copy of the participants biometric/ID (photo) page in their current passport.
- 4) Proof of the participant’s visa:
  - Copy of the visa sticker (vignette) and BRP (if placement more than six months) or
  - RTW profile (details the visa validity dates and a photo of the participant).
- 5) Confirmation of the participants arrival date to the UK:
  - Copy of the border stamp on their visa sticker (vignette) or
  - Copy of the participants travel ticket or boarding pass which includes the date of travel to the UK.

In addition to the above you may also need to submit the following documentation if they are applicable. If they are applicable, please send them to us as soon as you receive them:

- 6) A copy of the participant’s [Academic Technology Approval Scheme \(ATAS\)](#) **certificate** for the role they are undertaking (if applicable).
- 7) A copy of their **National Insurance number** unless they are exempt from requiring one <https://www.gov.uk/tax-come-to-uk> . This could be a copy of one of the following:
  - NI Card or
  - NI number notification letter from HM Revenue and Customs (HMRC) or the Department for Work and Pensions (DWP) or
  - A wage slip.
- 8) A copy of the participants **Disclosure and Barring Service (DBS) check (England and Wales)** or other **UK criminal record check certificates (Scotland and Northern Ireland)** where required for the role undertaken.

**If you are paying a salary to the participant, then you will need to keep copies of the following documents which may be subject to an inspection at a UKVI audit:**

- 1) Copies of the participants payslips, clearly showing the name, NI number, tax code, any allowances paid, and deductions made.
- 2) Evidence of the amount and frequency of all salary payments made to the participant, showing the transfer of each payment into their bank account or onto their pre-paid card, for example, a FOREX card.
- 3) A copy of any contract of employment or for services, or a written statement of employment particulars, between the host and the participant.
- 4) Where the worker receives any allowances as part of their salary package, evidence of the value of those allowances must be kept, unless they are clearly shown in a contract of employment or contract for services, or on the participants payslips.

#### **Departure:**

We require the following documents to be submitted once the participant has **completed** their traineeship at your organisation:

- 1) You should complete the relevant section on the **UKVI Reporting Form** and email this to us confirming that they have completed the placement.

#### **Reporting duties**

All hosts **must report** the following information or events to us **within 5 working days**. This will enable us to report to **the UKVI within 10 working days**:

1. If they fail to turn up on the first day of work. Please include any known reasons given for their non-attendance (e.g., missed flight, Covid-related situation, illness, or bereavement).
2. If they are absent for work for more than 10 consecutive working days without you reasonably granting them permission.
3. If they travel in and out of the UK for business or holidays, you must inform us by email of the dates they leave the UK and then by email again on their return so that we can keep up to date records of their entry to and from the UK should UKVI require this information.
4. If their placement is terminated earlier than was indicated on their visa for example where they complete the placement early or are dismissed. You must include the name and address of any new employer that they have moved to if you know it.
5. If you stop hosting them or they move into another visa category.
6. If you stop hosting them for any other reason for example if;
  - they move into an immigration route that does not require a sponsor; or they take a period of unpaid leave.

7. If there are any significant changes in their circumstances, for example:
  - a promotion or change in job title/core duties, other than those which require change of employment application.
  - a change of salary from the level stated on their CoS, other than changes due to annual increments, bonuses or a change of employment application being made.
  - a change of salary from the level stated on their CoS due to a period of maternity, paternity or adoption leave, or a period of long-term sick leave that lasted for one month or longer.
8. If the location they are employed at changes, or if the duration of their placement is shortened.
9. Details of any third party or intermediary, in the UK or overseas, who has assisted either of the sponsors in recruiting them.
10. Any suspicions you may have that they are breaching the conditions of their leave.

Both the host and the British Council must also give the police any information they may have that suggests that any participant may be engaging in terrorism or other criminal activity.

### **Compliance duties**

**The British Council and host organisation must ensure that they:**

1. Comply with immigration law (must not employ anyone if they do not have permission to undertake the work in question) as we can only issue certificates to those who we believe meet the requirements and who will comply with the conditions of their leave.
2. Co-operate with the UKVI (allow UKVI staff access to any premises on demand, including unannounced visits; adhere to any UKVI action plan, and comply with any good practice guidance produced for the sponsors).

### **Document retention**

All documents relating to a participant you host must be kept throughout the period that you host them, and until whichever is the earlier of:

- one year has passed from the date on which you ended your placement with the participant; or
- the date on which a compliance officer has examined and approved them, if this is less than one year after the placement ended with the participant.

### **Other information regarding Temporary Worker Government Authorised Scheme**

Erasmus+ participants are also able to undertake other work which is supplementary to that for what their Certificate of Sponsorship was assigned but must meet all of the following requirements:

- in the same profession and at the same professional level as the work for which the worker's CoS was assigned or be a job which is in an occupation listed in [Appendix Shortage Occupation List](#) – if the occupation is later removed from the list of shortage occupations, the worker must finish that employment
- it must be for no more than 20 hours a week; and
- it must take place outside of the normal working hours for which the worker's CoS was assigned.

Where supplementary employment is permitted, it does not have to be with a licensed sponsor. Sponsored workers do not need to advise the UKVI of any supplementary employment they undertake if it meets these criteria, but the host organisation needs to be aware.

Please note that the information contained within the '**Recording and Reporting Guidelines for Hosts**' is correct at the time of writing. We would advise you to regularly consult [Appendix D: guidance for sponsors on keeping documents](#) to keep up to date with the latest requirements.