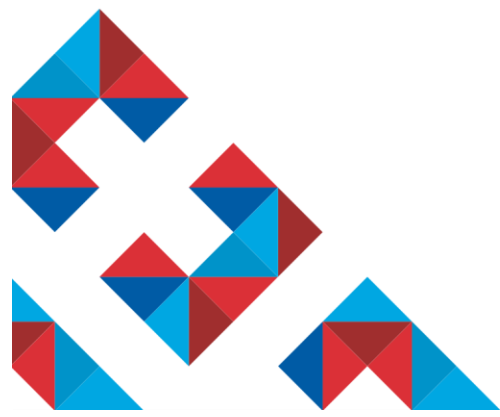


T5 Certificate of Sponsorship

How to apply for a Certificate of Sponsorship for Adult Education (AE) and Vocational Education and Training (VET)

Version 1.0 – 25 March 2021



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COVID-19



Before you apply for your certificate of sponsorship, please be aware of all UK Covid 19 entry, testing and quarantine rules <https://www.gov.uk/uk-border-control> and the UK roadmap for re-opening which may impact on your placement start date: <https://www.gov.uk/government/publications/covid-19-response-spring-2021>.

Do I need a T5 visa?

Key Action 1

Erasmus + Key Action	Activity Type	Duration	T5 Visa Required ?	Advice if T5 Visa not required	Contact details
Adult Education Staff Mobility	Teaching/ training assignments	2 days - 2 months		N/A	<p>t5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?
Adult Education Staff Mobility	Structured courses or training events abroad	2 days - 2 months		<p>Standard Visa route: https://www.gov.uk/standard-visitor-visa to be taken for meetings, conferences, seminars and/or study for up to 6 months.</p>	<p>https://www.gov.uk/contact-ukvi-inside-outside-uk</p>

Erasmus + Key Action	Activity Type	Duration	T5 Visa Required ?	Advice if T5 Visa not required	Contact details
Adult Education Staff Mobility	Job shadowing	2 days - 2 months		N/A	<p>t5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?
VET Learner Mobility	Work placement	2 weeks - 12 months		N/A	<p>t5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?

Erasmus + Key Action	Activity Type	Duration	T5 Visa Required ?	Advice if T5 Visa not required	Contact details
VET Staff Mobility	Teaching / training assignments	2 days - 2 months		N/A	<p>t5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?
VET Staff Mobility	Staff training (incl. work placement, job shadowing, observation period)	2 days - 2 months		N/A	<p>t5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?

Key Action 2

Erasmus + Key Action	Activity Type	Duration	T5 Visa Required ?	Advice if T5 Visa not required	Contact details
VET & Adult Education Learner Mobility	Blended mobility of learners (incl. teaching, workshops, seminars)	5 days – 2 months	!	<p>Standard Visa route: https://www.gov.uk/standard-visitor-visa to be taken where activity only consists of meetings, conferences, seminars and / or study for up to 6 months.</p> <p>Tier 5 Visa route: to be taken when activity includes teaching, training, job shadowing, work placement</p>	<p>https://www.gov.uk/contact-ukvi-inside-outside-uk</p> <p>or t5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?
VET & Adult Education Staff Mobility	Long-term teaching or training assignments	2 days – 12 months	!	<p>Standard Visa route: https://www.gov.uk/standard-visitor-visa to be taken where activity only consists of meetings, conferences, seminars and/ or study for up to 6 months.</p> <p>Tier 5 Visa route: to be taken when activity includes teaching, training, job shadowing, work placement</p>	<p>https://www.gov.uk/contact-ukvi-inside-outside-uk</p> <p>or t5@ecorys.com</p> <p>When requesting Participant Information Form and templates, please email us with:</p> <ol style="list-style-type: none"> 1. Which Programme, Key Action and Sector is your project is funded under? 2. How many participants are you requesting certificates of sponsorships for? 3. What is the expected placement start dates? 4. When can we expect to receive your completed participant information form?

Summary of steps - Adult Education and VET

Please note that it can take up to **eight weeks** to receive a Certificate of Sponsorship (CoS) number from the date that Ecorys receive all complete and correct documentation. Incomplete or incorrect documentation may cause delays in issuing a CoS.

Ecorys can grant certificates for:

- KA1 VET learners and some staff projects (the project code in your grant agreement will show KA102 or KA116),
- Some KA1 Adult Education staff (the project code in your grant agreement will show KA104)
- Some KA2 VET and Adult Education mobilities (the project code in your grant agreement will show KA202 or KA204 respectively)

Please refer to the table above to determine whether your participant requires a T5 visa.

To apply for a T5 Certificate of Sponsorship, the project coordinator must submit the following documents:

- Completed Participant Information Form
- Photocopy of the participant's passport pages (including the front and back cover)
- Completed Letter of Support from the Sending Organisation
- Completed Letter of Support from Host Organisation
- Copy of the final contract between the local National Agency and the Sending Organisation including annex 1, showing mobilities
- Evidence of a Criminal Record Check (only for learners and/ or staff undertaking a work placement with [regulated activity](#) in relation to children)

Please Note:

The Home Office require us to keep evidence that the appropriate criminal record checks have been conducted where learners are undertaking a work placement with regulated activity in relation to children.

This means that **prior** to issuing the Certificate of Sponsorship (CoS) for participants undertaking a work placement with regulated activity in relation to children, you will need to provide evidence of a criminal record check for the participants. Further information on what type of criminal records check is appropriate can be obtained [here](#).

The certificate must be translated into English. Please check [Home Office guidance](#) for further details on certifying a translation. Failure to provide evidence of a criminal record check for a participant undertaking an Erasmus+ activity with regulated activity in relation to children will result in the application for Sponsorship being rejected.

To obtain the Participant Information Form and templates for the host and sending organisation letters of support, or for any other queries regarding KA1 or KA2 VET or Adult Education T5 sponsorship, please contact the Ecorys T5 team on t5@ecorys.com. When contacting Ecorys UK to

request Participant Information Form and templates, please email us with the expected placement start date and number of participants.

As sponsors we are also required to inform the UKVI of any changes made to the participant's placement. You must inform the British Council or Ecorys immediately should any of the following occur:

- if your participant fails to turn up on their first day of work or is absent from work for more than 10 consecutive working days without permission.
- if a participant travels in and out of the UK for business or holidays, advise Ecorys UK by email of the dates they leave the UK and then by email again on their return.
- any significant changes to the participant's circumstances e.g., change of job, salary, location etc.
- any change to the duration of the participant's placement e.g., requested extensions.
- if employment is terminated for any other reason.
- any other information that you think may be of importance.

It is vital for you to inform the British Council or Ecorys when the participant has left your employment.

Please note that failure to comply with UKVI record keeping duties can lead to the revoking of a T5 license which will impact on our ability to sponsor Erasmus+ participants in the future.

Further Information on Criminal Record Checks

Please note that criminal record checks for overseas participants are only required for certain jobs or voluntary work, e.g., working with children or in healthcare. We would urge you to read Home Office guidance and consult with your receiving host organisation to confirm if one is required. Examples of job roles which would require evidence of a police check would be a teacher or unsupervised volunteer.

Criminal record check certificates are usually required from your country of residence. However, in some cases a criminal record check certificate may be required from your country of origin. Applications are assessed on a case-by-case basis. The criminal record check must be issued no longer than six months before the application date.

Further Information on the CoS Application Process

It is the responsibility of organisations to make sure they apply in plenty of time and provide all the necessary documents, completed and in the correct format. It can take up to four weeks to receive the CoS number from the date all complete and correct documentation has been forwarded to Tier5erasmus@britishcouncil.org.

The dates of the planned placement must allow sufficient time for a CoS to be issued prior to the start of the placement. This is in accordance with Home Office guidance. We recommend that no travel plans are made, or costs incurred until you have been advised of the decision regarding your CoS and a Visa has been approved by the Home Office.

Please check all documents carefully before applying.

Please note that visas may not allow multi-entry to the UK, for example for overseas holidays. It is recommended that participants travel with documents that show the reason for their stay in the UK and the contact details of their host organisation.

Participants will not need £1270 in savings if their [fully approved \('A-rated'\)](#) sponsor states on their CoS that they will certify their maintenance and that the participant will not claim benefits during their stay in the UK. The British Council is a fully approved category A rated sponsor and will certify maintenance for participants.

[Download the Tier 5 Online Visa Application Guidance](#) (136 KB) for traineeship participants.

Upon arrival in the UK

Information for Hosting Organisations

Under the UK Visas & Immigration (UKVI) Points Based System, the British Council is acting as licensed sponsor for Erasmus+ participants and must comply with UKVI record keeping duties.

Please read the information contained within [Annex E Host Tier 5 Guidelines and Sponsorship Duties](#) very carefully. It highlights the sponsorship duties that the host company and the British Council must comply with in order to continue to sponsor participants in the Erasmus+ programme.

Once the participant has arrived in the UK, we require you to complete the [T5 UKVI Requirement Reporting Form](#) (68KB) which is a **compulsory UKVI requirement**. Please return this form for each participant to the British Council as soon as they arrive at your organisation.

As sponsors we are also required to inform the UKVI of any changes made to the participant's placement. You must inform the British Council or Ecorys **immediately**, should any of the following occur:

- if your participant fails to turn up on their first day of work or is absent from work for more than 10 consecutive working days without permission;
- if a participant travels in and out of the UK for business or holidays, advise the British Council by email of the dates they leave the UK and then by email again on their return;
- any significant changes to the participant's circumstances e.g., change of job, salary, location etc;
- any change to the duration of the participant's placement e.g. requested extensions;
- if employment is terminated for any other reason;
- any other information that you think may be of importance.

It is vital for you to inform the British Council or Ecorys when the participant has left your employment.

Please note that failure to comply with UKVI record keeping duties can lead to the revoking of a T5 license which will impact on our ability to sponsor Erasmus+ participants in the future.

Information for Participants

Please read the information contained within [Annex E Participant Tier 5 Guidelines and Sponsorship Duties](#) (64 KB) very carefully. It highlights the sponsorship duties that the host company and the British Council must both comply with in order to continue to sponsor participants in the Erasmus+ programme.

[Safety First 2019-2020 – 'a personal safety guide for workers'](#) - (3.62 MB) is a British Council booklet designed to provide useful safety tips and information to help you prepare for your stay and offers practical advice on living and working which you can refer to throughout your placement in the UK. There is a QR code if you would like to access this guide on your mobile phone.

For further information please email the Erasmus+ Tier 5 Team at the British Council Tier5erasmus@britishcouncil.org.