

## Level 1 Immigration Syllabus

<b>Immigration law</b>	<b>Detailed Learning Objective</b>
<b>Detailed knowledge of the structure and sources of immigration law, including the framework of the immigration legislation</b>	<ul style="list-style-type: none"> <li>• the key principles of immigration control - the right of abode, entry clearance and the relevance of being a visa national, leave to enter and leave to remain</li> </ul>
<b>Detailed knowledge of the procedure for making applications under the immigration rules</b>	<ul style="list-style-type: none"> <li>• effective navigation of the rules to enable determination of which immigration rule is applicable to a client's case</li> </ul>
<b>Knowledge of the structure and operation of the immigration rules</b>	<ul style="list-style-type: none"> <li>• the main categories of entry under the immigration rules – Visitors, Students, Tiers 1- 5 PBS – with particular emphasis on Tiers 2 and 4, Spouses, Fiancé(e)s, Unmarried partners, Children, Parents, Grandparents and other Dependent Relatives, and the operation of Appendix FM.</li> <li>• the key concepts within the immigration rules –financial requirements, maintenance, accommodation, the definition of public funds, intention to leave the country at the end of a period of leave, intention to live together permanently, and the Points Based System and their relevant Appendices</li> <li>• how to identify whether a particular category of entry can lead to settlement, whether switching is permitted, and what period of leave an applicant under a particular rule can anticipate receiving</li> <li>• the mandatory and discretionary general grounds for refusal within Part 9 of the Immigration Rules</li> </ul>
<b>Awareness of the scope for applications outside the rules</b>	<ul style="list-style-type: none"> <li>• the concept of leave to remain outside the immigration rules</li> <li>• where to locate policies operating outside the immigration rules</li> </ul>

<p><b>Detailed knowledge of the appropriate application forms, fees and supporting documentation</b></p>	<ul style="list-style-type: none"> <li>• the appropriate application form for each category of entry, fees for immigration applications, and what documentation should be obtained to ensure that a criteria of the immigration rules is satisfied</li> <li>• the consequences of failure to make an application within time or on the appropriate prescribed form</li> <li>• the procedures that people who are subject to immigration control who wish to marry in the United Kingdom must follow</li> <li>• the operation of the statutory extension of leave to remain when an application is made</li> </ul>
<p><b>Detailed knowledge of the personnel and terminology relating to immigration law</b></p>	<ul style="list-style-type: none"> <li>• the common terms encountered in immigration as appear from time to time in the Glossary of the Immigration, Nationality and Refugee Law Handbook of the Joint Council for the Welfare of Immigrants</li> </ul>
<p><b>Detailed Knowledge of the types of immigration decision that may be made in an individual's case dependant upon the stage of the entry or expulsion process that they have reached</b></p>	<ul style="list-style-type: none"> <li>• extensions, variations and curtailments of leave</li> <li>• indefinite leave to remain and the grant of citizenship</li> <li>• awareness of illegal entry, overstaying, administrative removal and removal directions, and deportation orders</li> </ul>

Asylum and protection	Detailed Learning Objective
<b>Awareness of the requirements of the Refugee Convention and the principle Articles of the ECHR</b>	<ul style="list-style-type: none"> <li>• the Refugee Convention and the Qualification Directive</li> <li>• the definition of a Refugee</li> <li>• awareness of the potential relevance of Articles 2, 3 and 8 of the ECHR</li> </ul>
<b>Awareness of the procedure for making an asylum application and managing those within the system</b>	<ul style="list-style-type: none"> <li>• the procedure for claiming</li> <li>• availability of NASS support</li> <li>• notifying change of address</li> <li>•</li> </ul>
<b>Awareness of consequences of grant of refugee status or Humanitarian Protection</b>	<ul style="list-style-type: none"> <li>• awareness of the provisions on family reunion for refugees</li> <li>• awareness of leave to remain granted as a result of humanitarian protection and discretionary leave to remain</li> <li>• travel document provisions for refugees and HP/DL cases</li> </ul>

European economic area (EEA) free movement law	Detailed Learning Objective
<b>Knowledge of basic applications for EEA nationals and their dependants</b>	<ul style="list-style-type: none"> <li>• the membership of the EEA</li> <li>• the principles of free movement</li> <li>• the definition of qualified person</li> <li>• the initial right to reside</li> <li>• those admissible as dependants of qualified persons</li> <li>• the definition of extended family member</li> </ul>

	<ul style="list-style-type: none"> <li>retained rights of residence</li> </ul>
<b>Knowledge of the criteria for admission of accession state nationals</b>	<ul style="list-style-type: none"> <li>the A8 and A2 Accession scheme</li> </ul>
<b>Awareness of the circumstances in which EEA nationals can be denied entry or removed</b>	<ul style="list-style-type: none"> <li>the general grounds for exclusion or expulsion</li> </ul>
<b>Knowledge of the rights available to Turkish nationals as workers or persons offering services</b>	<ul style="list-style-type: none"> <li>the criteria for applications to be made for workers and the self employed who are Turkish nationals</li> <li>the means of making an application relying on European Community law for a Turkish national exercising Association Agreement rights</li> </ul>
<b>Detailed knowledge of the procedures for making applications for those exercising EEA treaty rights and their family members</b>	<ul style="list-style-type: none"> <li>the appropriate application forms for applying for residence documents, residence permits, and family permits for EEA nationals and their family members</li> <li>the fees and supporting documentation for such applications</li> <li>the registration requirements for workers for A8 nationals</li> </ul>

<b>Nationality</b>	<b>Detailed Learning Objective</b>
<b>Detailed Knowledge of the processes for naturalisation/registration</b>	<ul style="list-style-type: none"> <li>the modes of obtaining nationality – by operation of law, by registration, and naturalisation</li> <li>the procedure for making an application for naturalisation and registration as a British citizen</li> <li>the procedure for making an application for registration as a British citizen for children born in the United Kingdom</li> </ul>

<b>Business immigration</b>	<b>Detailed Learning Objective</b>
<b>Knowledge of the</b>	<ul style="list-style-type: none"> <li>skilled and unskilled categories of managed migrant</li> </ul>

<b>structure and operation of the programmes that manage business related entry to the UK</b>	<ul style="list-style-type: none"> <li>• work permits and the requirements for leave to enter or remain for holders of work permits</li> <li>• knowledge of Tier 1 of PBS</li> <li>• knowledge of Tier 2 of PBS</li> <li>• Tier 5 of PBS for Temporary Workers and others</li> </ul>
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<b>Appeals</b>	<b>Detailed Learning Objective</b>
<b>Awareness of the structure and remedies available in the Asylum and Immigration Tribunal</b>	<ul style="list-style-type: none"> <li>• Immigration decisions capable of generating a right of appeal under section 82 Nationality Immigration and Asylum Act 2002</li> </ul>

<b>Ethics</b>	<b>Detailed Learning Objective</b>
<b>Knowledge of professional and ethical practices in the provision of immigration advice and services.</b>	<p>The duty of care owed by a legal representative to clients and to upholding UK law, including issues around conflict of interest and confidentiality, acting in the clients best interests and appropriately and professionally in their dealings with the Home Office and other legal representatives, as laid down in the Commissioner's Rules and Code of Standards</p>

<b>Essential skills and abilities</b>	<b>Detailed Learning Objective</b>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• ability to communicate effectively in written English with the client, Home Office and other agencies so as to be able to; <ul style="list-style-type: none"> <li>- identify to whom an enquiry relates to, establish their wishes and intentions and the relevant facts of the case</li> <li>- communicate advice clearly, giving reasons and explaining options</li> <li>- draft letters and complete application forms clearly and accurately in plain English</li> <li>- use correct terminology and enclose the appropriate evidence, or provide a clear explanation why</li> </ul> </li> </ul>

	<p>it has not been provided</p> <ul style="list-style-type: none"> <li>• ability to identify the need for, and use of interpreters</li> </ul>
<b>Casework Skills</b>	<ul style="list-style-type: none"> <li>• ability to identify if it is appropriate for an application to be made and if so, the appropriate application to be made according to the client's circumstances</li> <li>• ability to identify vulnerable clients and to make appropriate provisions (including referral)</li> <li>• ability to identify the range of evidence needed to support an application</li> <li>• ability to identify appropriate resources (e.g. textbooks, internet) and use them effectively</li> <li>• awareness of and a commitment to follow established good practice</li> <li>• ability to act with an appropriate sense of urgency</li> <li>• awareness of the limitations of the adviser's own competence and when to refer cases to a suitably qualified adviser</li> </ul>

**Detailed knowledge**

An adviser will be familiar with and understand specific information and have the skills, training and experience to know and apply its fullest implication, to a client's case.

**Knowledge**

An adviser will be familiar with and understand information and have the skills to apply it directly to a problem or case.

**Understanding**

An adviser will be able to identify and comprehend information and be able to summarise and apply it to a problem or a case.

**Awareness**

Knowing general concepts, topics, procedures and methods without needing to be able to apply the information directly. An adviser should be able to identify the limits of their awareness. They should also be able to identify and refer to relevant sources of information for more in-depth knowledge.

