



# **OISC Application**

## **Adviser**

### **Raising Levels**

#### **Competence**

##### **Statement**

# Adviser Competence Statement

# Raising levels

All sections of this application must be completed and the declaration signed by the adviser. Each adviser in the organisation wishing to increase his or her level of operation should complete a new competence statement.

Advisers should refer to the Commissioner's Guidance on Competence and the Commissioner's Code of Standards when completing this statement.

Failure to provide sufficient detail required in this statement may result in a negative decision being made on your application. Advisers must satisfy the Commissioner that they have sufficient experience, training and qualification for us to consider further assessment of your competence.

Full name of adviser:

National Insurance number:

OISC adviser number:

Date of birth:

Nationality:

Individual email address:

Organisation name:

OISC organisation reference number:

# Adviser Competence Statement

# Raising levels

Please tick which Levels and Categories of advice as taken from our Guidance on Competence you wish to now provide.

Please note; you only need to tick the highest level in each category.

Category of advice	Level 2	Level 3
Asylum and Protection		
Immigration ( including: Applications for entry clearance, leave to enter or leave to remain, Nationality & Citizenship under UK law, EU and EEA immigration law, Detention, applications for temporary admission and bail		

Requirement	Please tick
I confirm that I am aware of the work permitted at all the Levels I have requested to provide immigration advice and services.	
I confirm that I have read and understand my obligations in relation to <b>all</b> the Commissioner's Codes	

# Competence Statement

# Experience

## Details of experience in the field of immigration advice and services

Please provide details of experience you have had in the box below in any of the following areas:

1. Providing immigration advice and services to clients either within the UK or abroad
2. Working for or with the Home Office or other immigration agencies
3. Working in any legal or advice giving capacity

Information related to the length of time you have worked in each capacity, as relevant, and the extent of work conducted is required.

**Level 2 advisers** should have at least 12 months full time or the equivalent part-time experience of providing UK immigration advice and services. This should include 6 months full time or the equivalent part-time experience of Level 2 work. You should state the extent of experience you have in appeal work or work related to the ECHR.

**Level 3 advisers** should have at least 18 months full time or the equivalent part-time experience of providing UK immigration advice and services. This should include 6 months full time or the equivalent part-time experience of Level 3 work. You should state the extent of experience you have in appeal work or work related to the ECHR. In addition, please provide details of the extent of your experience of making representations before a tribunal or court.

Details of Experience (use additional sheets, if necessary)

# Competence Statement

# Experience

Please provide details for every organisation with which you gained your experience

**1. Organisation name and contact details:**

**Dates from:**

**To:**

**Nature of the work undertaken, estimation of clients seen or caseload numbers, other relevant details:**

**Other relevant information:**

**2. Organisation name and contact details:**

**Dates from:**

**To:**

**Nature of the work undertaken, estimation of clients seen or caseload numbers, other relevant details:**

**Other relevant information:**

**3. Organisation name and contact details:**

**Dates from:**

**To:**

**Nature of the work undertaken, estimation of clients seen or caseload numbers, other relevant details:**

**Other relevant information:**

Please continue on a separate sheet if necessary

# Competence Statement Training and Qualifications

## Details of training

Advisers at level 2 and 3 should be able to demonstrate that they have attended up to date training in immigration law, covering each area of work they are applying for. The OISC would recommend that training be undertaken with a professional training organisation that has been accredited by a Designated Professional Body or a Designated Qualifying Regulator\*.

**Please note that advisers are expected to provide evidence of training within the last 12 months, in order to demonstrate that they have sufficient knowledge of any recent amendments to the Immigration Rules.**

Please note that if you do not have any relevant qualifications, the Commissioner will usually need to see other evidence of formal, structured immigration training. Advisers applying at Levels 2 and 3 would normally be expected to have some relevant qualifications (e.g. Solicitor, Barrister, CILEX Fellow, LIB, LIM).

Details of any in house training, mentoring or supervision undertaken must be provided.

Advisers who hold current certification with the Immigration and Asylum Accreditation Scheme (IAAS) should provide details of the level of their accreditation and a copy of their current and valid accreditation certificate.

**However, please note that the tests are just one of the ways in which the OISC assesses adviser competence and IAAS accreditation does not guarantee regulation at any level.**

*\*Designated Professional Bodies & Designated Qualifying Regulators include:*

- *The Law Society of England and Wales.*
- *The Law Society of Scotland.*
- *The Law Society of Northern Ireland.*
- *The Chartered Institute of Legal Executives (CILEX).*
- *The General Council of the Bar of England and Wales.*
- *The Faculty of Advocates and*
- *The General council of the Bar of Northern Ireland.*

## Competence Statement Training and Qualifications

Please provide specific details of all external immigration training you have undertaken within the last 5 years. Details must include when the course was taken, duration, course content and course provider. The course provider **should be** accredited by a designated professional body or designated qualifying regulator. Please provide copies of certificates for all training you have detailed within this form.

Course	Provider	Dates	Course Content

Please provide details of any in house training and/or supervision.  
Please submit copies of OISC approved supervision plans.

## Other Relevant Qualifications

Please provide details of any other qualifications held or training undertaken which you believe are relevant to your competence as an immigration adviser.  
Please provide copies of certificates of qualifications.

Qualification	Provider	Dates	Course Content

## Raising Levels Statement

## Declaration

In the last five years have you traded under a different name or been known by a different name?		If yes, give details:
Are you subject to any restrictions on your residence in or permission to work in the United Kingdom?		If yes, give details:
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? <b>and/or</b> Are you currently subject to any criminal proceedings in the UK or abroad?		If yes, give details:
Have you ever been a Barrister, Solicitor, Advocate or member of CILEX, or supervised by one of the above?		If yes, give details:
Have you ever been subject to disciplinary action or intervention by a Designated Professional Body, e.g. The Law Society or Bar Council or overseas body equivalent to the OISC?		If yes, give details:
Are you prohibited by The Law Society's Rules or equivalent from being employed as a solicitor's clerk?		If yes, give details:
Have you ever been declared bankrupt?		If yes, give details:
Have you ever been disqualified or banned from being a director of a company?		If yes, give details:
Have you been sued by a client or made a claim on your professional indemnity insurance in the last five years?		If yes, give details:
Have you ever been disqualified as acting as a charity trustee?		If yes, give details:



## Raising Levels Statement

## Declaration

I declare that the answers that I have given are true and correct to the best of my knowledge and belief. I have declared all information relevant to the consideration of my fitness as a person providing immigration advice.

I understand that the information given in this application form may need to be checked against the records of other agencies including professional bodies, regulatory agencies and the police in the UK and abroad.

I undertake to notify the OISC of any material changes to the information I have given in this application.

I understand that any false statement or deliberate omission in the information I have given could result in the application being refused.

I will supply the Commissioner with any additional information which is required to process my application.

Signature:.....

Date: