



OISC
Judicial Review Case
Management
Application
Notes
For Registered
Advisers

June 2017 Edition 1

What experience and training am I expected to have?

- You will need to satisfy the OISC that you have the knowledge, experience and skills to practice competently to undertake Judicial Review Case Management (**JRCM**) work. Only advisers currently registered at Level 3 are allowed to apply for authority to undertake this work. You will need to demonstrate this in detail on your Competence Statement. The Competence Statement provides evidence of the training and experience required.
- Your organisation will need to satisfy the OISC that you have the resources, management structures and procedures needed to support undertaking JRCM work.

How will you assess my competence?

- A JRCM Competence Statement must be provided for **each** adviser who wishes to undertake JRCM work. Please note if you are a new applicant you should complete a New Adviser Competence Statement
- We will assess the information you supply in your Competence Statement.
- As always, the higher the level you wish to work at, the greater the knowledge, experience and skills you will be expected to demonstrate. Please refer to the Commissioner's Guidance on Competence for further details.
- We will also take into account an adviser's and their organisations prior regulatory history in considering whether or not to authorise advisers to undertake JRCM work

Please note: Your application may be delayed/refused if incomplete

Submitting Your Application

Application forms should be completed and submitted to info@oisc.gov.uk.

The OISC will also accept a printed hard copy version of your application. The postal address to send it to is:

Applications and First Contact Team
The Office of the Immigration Services Commissioner
5th Floor
21 Bloomsbury Street
London
WC1B 3HF

OISC Application Fees

There are currently no fees required for those Level 3 advisers applying to undertake JRCM work if the application is made mid-year.

The OISC competence assessments

There are currently no competence assessments for JRCM applications

Completing the application form

- Go through each section of the application providing as much detail as possible and completing the tick boxes where appropriate.
- The more detail you can give us will assist the caseworker in assessing your application.
- Please attach additional sheets, if needed. Where the organisation's policies are not currently in place they may need to be produced for you to be authorised.
- You must tick your agreement to each **Declaration** in each section
- Please be aware that the answers, examples and documentation you provide must be an accurate reflection of the way you intend to work at the time of the application.
- Each adviser who is looking to undertake JRCM work must complete a Competence Statement and tick their agreement to the declaration.
- The Competence Statement is an opportunity for the adviser to provide evidence of the training and experience they have that prove that they are competent to give advice at the level and category for which they have applied.
- The more detail that is provided, the faster it will be for the statement to be assessed

What happens when I have completed and submitted the application form?

- We will acknowledge receipt and notify you as to whether your application is complete.
- If your application provides insufficient detail, further information may be requested.
- Staff may contact you for further information or documentation if necessary before making a final decision on your application.

Applicants are accordingly advised to ensure that they meet the OISC application criteria before submitting their application. If you have any questions, please consult the OISC before making a formal application.