

# OISC

## **Application for Registration in additional categories - for NCS registered organisations**

## Guidance and Requirements

### The Code of Standards

All regulated individuals should be aware of the requirements of the Code of Standards. The Codes and guidance notes explaining how to meet those requirements can be found here:  
Code of Standards <https://www.gov.uk/government/publications/oisc-code-of-standards-commissioners-rules-2012#>  
Guidance Notes for the Code of Standards: <https://www.gov.uk/government/publications/the-commissioners-code-of-standards-oisc-guidance-note>

### Guidance on Competence

This document sets out the requirements that all immigration advisers need to meet to be considered competent. All advisers must ensure they have read it and are able to demonstrate how they are competent:  
<https://www.gov.uk/government/publications/competence-oisc-guidance-2012>

### Demonstrating the fitness of the organisation

#### Supporting Documents

You are required to supply some or all of the following organisational documents in support of your application. Further information about the requirements can be found in the general application for regulation document on the OISC website at:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/695220/Application\\_for\\_Registration\\_-\\_Guidance\\_Notes\\_March\\_2018\\_final\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/695220/Application_for_Registration_-_Guidance_Notes_March_2018_final_.pdf)

You may also find the following guidance document related to the Codes helpful:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/616122/Revised\\_Guidance\\_on\\_CoS\\_2016.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/616122/Revised_Guidance_on_CoS_2016.pdf)

**Please indicate which documents you have supplied by placing a tick in the box next to it.** It is important to bear in mind that although we are only asking for the documents below, we do expect that you have documents that meet the requirements of all the applicable Code of Standards. We will check that you have these when we come to audit you.

Code 51 – Business Plan

This should explain what immigration advice and services your local authority now intends to provide, how the advice service will be resourced, how it will operate on a day to day basis and how it will be managed.

Code 52 - Professional Indemnity Insurance Certificate (Must clearly state that it covers the provision of immigration advice and services)

Code 59 – Fee Scale

This should set out the new fees you intend to charge clients for the new areas of work you intend to provide.

Code 64 - Client Account details and procedure setting out how it will operate (if applicable - see note below)

Code 67 - Financial Control Document

This should explain how fees will be collected and who has overall responsibility for managing the costs and profits of the service.

Code 79 - Complaint Procedure

The document should explain the process that will be followed when a complaint is received by the organisation. It should include information on the timeframes, responsibilities and possible outcomes.

Code 26 – Client Care letter (ongoing advice only - see note below)

Code 46 – Client Closure Letter (ongoing advice only - see note below)

A draft copy of a Client care letter and Client closure letter should be submitted with the application where the advice and services provided are not going to be 'one off' services.

Please confirm whether or not you will be operating with a client account:

My organisation will be operating a client account and I have included details of the account, as well as procedure setting out how it will operate:

My organisation will not be taking money in advance and we will not be operating with a client account:

### **One off advice or ongoing casework**

If you are only going to give one off advice to your clients, then you will not need to issue your clients with a client care letter, keep a file with attendance notes or issue a closing letter.

One off advice requires less record keeping, you will only need to keep a record of the client's background details, name and address etc, the details of the enquiry and the advice given to them.

Please confirm whether or not you are giving one off or ongoing advice:

My organisation will be giving one off advice:

My organisation will giving ongoing advice:

## **Client Account**

Some organisations charge clients in advance of the work that is to be done on their behalf. This money remains the clients until the work has been completed, usually when the application is submitted on the client's behalf. Once the work has been completed, the fee can be transferred from the client account to the business account. If you are going to take client money in advance, you must supply details of the account as well as a procedure setting out how it will operate, including details of how and when money will be moved from the client to the business account.

If you are giving one off advice, you will not need to operate a client account. Guidance on the client account can be found on the OISC website.

Further information about the requirements can be found in the general application for regulation document on the OISC website at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/695220/Application\\_for\\_Registration\\_-\\_Guidance\\_Notes\\_March\\_2018\\_final\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/695220/Application_for_Registration_-_Guidance_Notes_March_2018_final_.pdf)

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## **Registering New Advisers**

Any adviser not previously registered with your organisation, will need to make a full application to us. They will have to complete the new adviser guidance competence statement, undergo a DBS Service check and pass the competence assessment. The Competence Statement can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/711423/New\\_Adviser\\_Application\\_Form\\_2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/711423/New_Adviser_Application_Form_2.pdf)

Guidance on DBS requirements can be found at paragraph 5 here:

<https://www.gov.uk/government/publications/how-to-become-a-regulated-immigration-adviser/how-to-become-a-regulated-immigration-adviser>

Please complete the table below with the details of the individuals you now wish to seek authorisation for. This only applies to new advisers not existing advisers.

Name of adviser	Level and Category applied for	DBS check completed and included? Y/N	New Adviser Competence statement with ID completed and included? Y/N



**Existing Advisers**

Advisers already registered with your organisation will not need to supply DBS checks, but they will need to supply a competence statement, setting out the training and experience they have had which shows that they will be competent in all areas applied for. If these advisers are applying to give advice in areas other than nationality and settlement, they will need to successfully pass the OISC competence assessment.

Please include details of all existing advisers and the level and category of registration you are applying for here:

Name of Adviser	Level and Category



## **Competence Assessments:**

Information on the assessment process can be found here:

<https://www.gov.uk/government/collections/competence-assessments-immigration-and-asylum-advisers>

Please check the dates in the link above and ensure your applicant advisers are available and ready to attend upon submission of your application.

By making an application to us, you are confirming that each adviser who needs to be assessed is ready to sit the assessment at the next available date. Postponements and deferments will only be granted in exceptional circumstances and will require the provision of supporting evidence. Please note that failure to successfully complete the competence assessment could result in the failure of that adviser's application.

## **Submitting your application**

Please complete this form and submit it with the required documents as listed above to the OISC. It is preferable and more secure to submit your scanned application and supporting documents through the OISC file sharing platform Dropbox via the OISC website, or alternatively via email to [info@oisc.gov.uk](mailto:info@oisc.gov.uk).

Alternatively you may submit your application via post to the OISC First Contact Team, 5<sup>th</sup> Floor, 21 Bloomsbury Street, London, WC1B 3HF.

We will then contact you regarding competence assessments and any further information that we require from you. If you have any queries, please call 0207 211 1561.