



# OISC

# Application Notes For Registered Organisation Raising Levels

**This form may also be used as the application form for continued registration where an organisation wishes to increase its level of work.**

September 2024

## 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 at your chosen level. You will need to demonstrate this in detail on your Competence Statement. The Competence Statement states the extent of training and experience required.
- You will need to satisfy the OISC that you have the resources, management structures and procedures needed to support operating at a higher level

## How will you assess my competence?

- We will assess the information you supply in your Competence Statement.
- 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.

## How do I apply to raise my organisation's levels?

Organisations seeking registration at Level 2 or 3 must complete the attached Raising Level Application Form. You are asked to provide the following information:

- Organisation Details
- Documents that **must** be attached with the application form when it is submitted to the OISC
- **Raising Level Competence Statement** for **each** adviser who wishes to provide immigration advice and/or services at the higher level. Please note if you are a new applicant you should complete a New Adviser Competence Statement
- **Application Fee** - see below

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

## Submitting Your Application

Application forms should be completed electronically and submitted to the OISC OneDrive folder via the OISC website. The process is simple and secure and full instructions on how to do this are provided online.

If you experience any problems completing or uploading your electronic application form please email [info@oisc.gov.uk](mailto:info@oisc.gov.uk) or telephone 0345 000 0046 for further assistance.

# OISC Application Fees

- The relevant application fee must accompany all applications.
- The scale of fees below is set by the Immigration and Nationality and Immigration Services Commissioner (Fees) (Amendment) Regulations 2022 No. 296
- If you are a Level 1 organisation you must pay the full fee stated below.
- If you are a level 2 organisation you must pay the full fee stated below.

Current Level	Higher Level applying for	Number of Advisers	Raising levels Fee
1	2 or 3	1 to 4	£1,646
		5 to 9	£2,041
		10 and over	£2,698
2	3	1 to 4	£1,646
		5 to 9	£2,041
		10 and over	£2,698

Successful applications by organisations to raise levels will normally result in a new registration year being granted at the organisations new Level. Organisations that are unsuccessful in their application to raise Levels will normally be granted 12 months approval from the date of decision (if applying outside their normal registration period) or 12 months from the date of the expiry of their last registration period (if applying at the continued registration point).

When making payment, please send your application fee by BACS or online transfer to the account detailed below:

Sort code: 60-70-80  
Account no: 10014934  
Account Name: OISC No2 Account  
Bank: NatWest

Please quote your organisation's name as the reference when sending BACS payments.

## The OISC competence assessments

### Level 2 or 3 Assessment

- The assessment is a written scenario-based assessment and is conducted through an online assessment event. The Level 2 assessments take 2 and a quarter hours and the Level 3 assessments take 3 hours.
- The OISC's Competence Assessment provider will mark your assessment and provide your result

# Adding New Applicant Advisers after the submission of your Application for Registration

The OISC will consider your application for raising levels on the applicant advisers included with the original documentation and upon which an applicable fee has been paid. Should you wish to add an applicant adviser not included in your original application, you may do so, but we will consider and decide the original application first. Once that decision has been made, we will consider separately, any applications from additional advisers that you wish to add to your original application.

## Applying for the correct level

When completing this application you should consider the level (complexity of work to be undertaken) and categories of advice (areas of knowledge) that you wish to work at.

Details of the work covered at each level and category can be found in the Guidance on Competence on the OISC's website.

The levels are as follows:

Level 2: More complex casework including applications outside the Immigration Rules and initial appeal work.

Level 3: Substantive appeals work and representation before First-tier Tribunal (Immigration and Asylum Chamber)

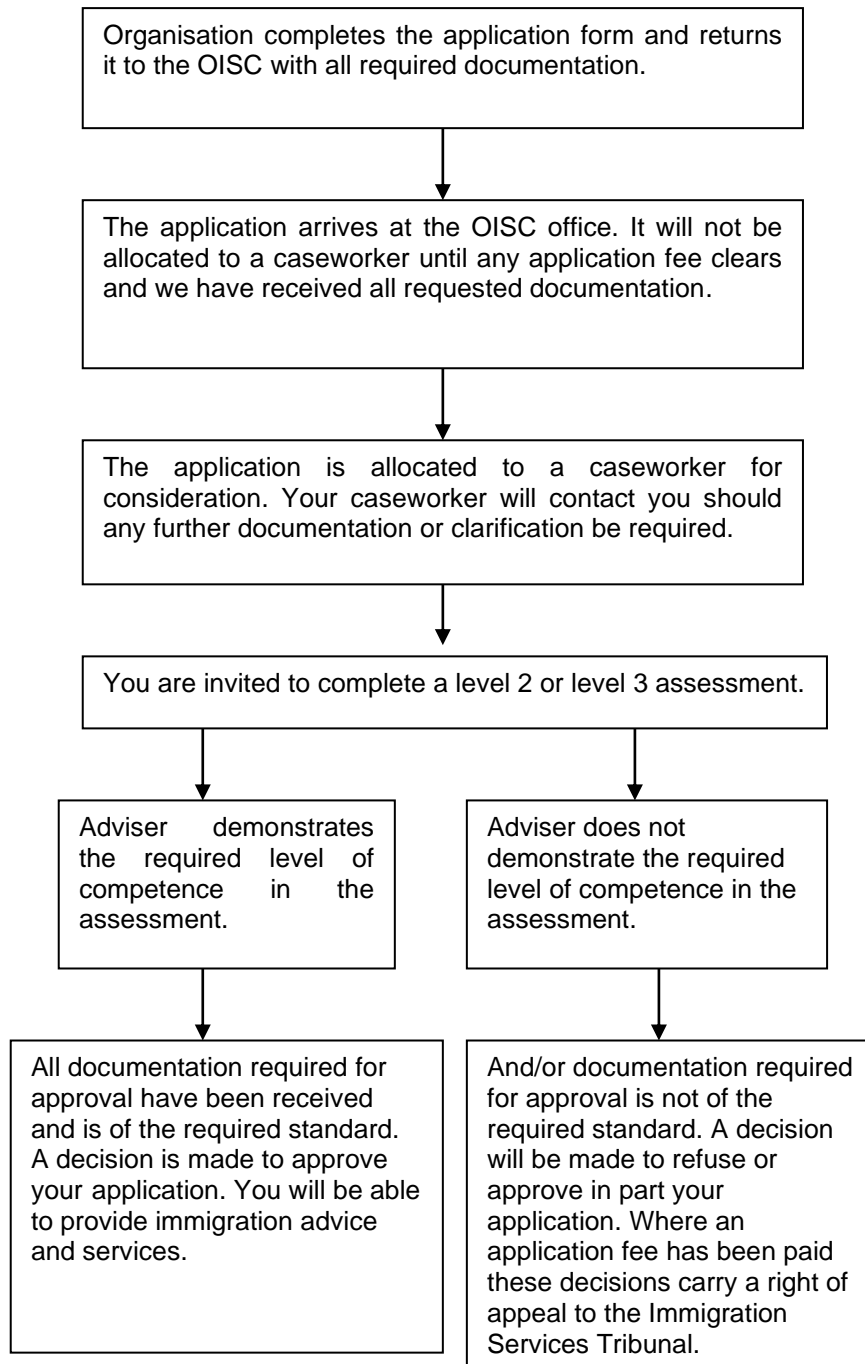
- You should apply for the level that reflects your competence and service.
- Advisers who wish to operate at different levels for different categories of advice should only complete a Competence Statement for the higher level in any specific category.
- You can apply at a different level or for a different category if your service changes in the future

If you are uncertain as to what is appropriate for you, please contact the OISC on 020 7211 1500.

## What if I want to provide immigration advice at level 2 in some categories and at level 3 in another?

- You may do so providing that you have been approved as competent in each category at each level.
- You must demonstrate that you meet the necessary requirements detailed in the Competence Statement.
- Each adviser should complete a Competence Statement if they wish to work at a higher level.

# The Application Process



## 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 sign each **Declaration** page 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 work at the higher level must complete a Competence Statement and sign 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.
- The OISC requires that you are available for contact for the full duration of your application and that you are able to provide any necessary information by the deadlines we request of you, including your availability to sit the OISC Competence Assessment when requested to do so

## If my application is refused or I decide to withdraw, are the fees refundable?

- The registration (application) fees collected by the OISC are determined by the Home Office under statutory powers and must accompany applications.
- There is **no** express power to refund fees in respect of withdrawn or unsuccessful applications and the Home Office advises that applications for refunds will only be made in exceptional circumstances.

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