

Level 1 Immigration Syllabus

Immigration law	Detailed learning objective
Detailed knowledge of the structure and sources of immigration law, including the framework of the immigration legislation	<ul style="list-style-type: none"> • 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
Detailed knowledge of the procedure for making applications under the immigration rules	<ul style="list-style-type: none"> • The procedures and processes for making applications under the immigration rules • General provisions within part 1 and individual appendices of the immigration rules
Knowledge of the structure and operation of the immigration rules	<ul style="list-style-type: none"> • Understanding how the immigration rules are amended • Effective navigation of the rules to enable determination of which immigration category and which rules are applicable to a client's case • The main categories of entry and stay under the Immigration rules – visitors, students, points-based immigration system and other work and business visas, partners, children, parents, adult dependent relatives, and the operation of Appendix FM, long residence, Appendix EU and Appendix EU (family permit) • The key concepts within the immigration rules – validity, eligibility, suitability, financial and English language requirements, accommodation, sponsorship • Key definitions in the introduction of the immigration rules, the definition of public funds, parent, adequately, leading an independent life • 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 • Conditions that will be imposed on grants of leave

	<ul style="list-style-type: none"> • The mandatory and discretionary general grounds for refusal within part 9 of the immigration rules, and the suitability criteria
Awareness of the scope for applications outside the rules	<ul style="list-style-type: none"> • The concept of leave to remain outside the immigration rules • Where to locate policies operating outside the immigration rules • The structure of the UKVI's operational guidance
Detailed knowledge of the appropriate application forms, fees and supporting documentation	<ul style="list-style-type: none"> • The appropriate application form for each category of entry and stay, fees for immigration applications, and what documentation should be obtained to ensure that the criteria of the immigration rules are satisfied • The consequences of failure to make an application within time or on the appropriate prescribed form • Where late applications related to the EU Settlement Scheme can be made by IAA Level 1 advisers • The procedures that people who are subject to immigration control who wish to marry in the United Kingdom must follow • The operation of the statutory extension of leave to remain when an application is made
Detailed knowledge of the personnel and terminology relating to immigration law	<ul style="list-style-type: none"> • The common terms encountered in immigration practice as they appear in the interpretation section of the immigration rules or relevant statutory provisions
Detailed knowledge of the types of immigration decision that may be made in an individual's case dependent upon the stage of the entry or expulsion process that they have reached	<ul style="list-style-type: none"> • Extensions, variations and cancellation of leave • Indefinite leave to remain and the grant of citizenship • Awareness of illegal entry, overstaying, administrative removal and removal directions, and deportation orders

Asylum and Protection	Detailed learning objective
Awareness of the requirements of the Refugee Convention and the	<ul style="list-style-type: none"> • The Refugee Convention • The definition of a refugee

principle Articles of the ECHR	<ul style="list-style-type: none"> • Awareness of the potential relevance of Articles 2, 3 and 8 of the ECHR
Awareness of the procedure for making an asylum application and managing those within the system	<ul style="list-style-type: none"> • The procedure for claiming • Availability of asylum support • Grants of bail • Notifying change of address
Awareness of consequences of grant of refugee status or humanitarian protection	<ul style="list-style-type: none"> • Awareness of the provisions on family reunion for refugees • Awareness of leave to remain granted as a result of humanitarian protection and discretionary leave to remain

Appeals	Detailed learning objective
Awareness of the structure and remedies available in the First tier Tribunal (IAC) Detailed knowledge of review and reconsideration processes	<ul style="list-style-type: none"> • Immigration decisions capable of generating a right of appeal under section 82 Nationality Immigration and Asylum Act 2002 • Processes for the challenge of decisions such as administrative review or reconsideration where such processes are permitted at Level 1 – see IAA Guidance on Competence

Ethics	Detailed learning objective
Knowledge of professional and ethical practices in the provision of immigration advice and services	<ul style="list-style-type: none"> • Knowledge of the principles which define IAA level 1 work and awareness of work that is restricted to advisers registered at a higher level which should be referred or signposted • 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 client's best interests and appropriately and professionally in their dealings with the Home Office, the courts and other legal representatives, as laid down in the IAA Code of Standards

Essential skills and abilities	Detailed learning objective
Communications skills	<ul style="list-style-type: none"> • Ability to identify the need for interpreters and the ability to use them • 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"> ○ Identify to whom an enquiry relates to, establish their wishes and intentions and the relevant facts of the case ○ Communicate advice clearly, giving reasons and explaining options ○ Draft letters and complete application forms clearly and accurately in plain English ○ Use correct terminology and enclose the appropriate evidence or provide a clear explanation why it has not been provided
Casework skills	<ul style="list-style-type: none"> • 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 • Ability to identify vulnerable clients and to make appropriate provisions (including referral) • Ability to identify the range of evidence needed to support an application • Ability to identify appropriate resources (e.g. textbooks, internet) and use them effectively • Awareness of and a commitment to follow established good practice • Ability to act with an appropriate sense of urgency • Awareness of the limitations of the adviser's own competence and when to refer cases to a suitably qualified adviser

Definitions:

- **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