Immigration Advice Authority

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	• 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 • **Identify legal sources** — Accurately identify and distinguish between primary and secondary sources of UK immigration law, including Acts of Parliament, statutory instruments, Immigration Rules, and Home Office policy • **Interpret legislative framework** — Explain how the different components of the immigration legislative framework interact, including hierarchy, legal force, and the role of case law • **Apply legal sources** — Locate, interpret, and apply relevant statutory provisions, Immigration Rules, and policy guidance to a client's circumstances • **Navigate structural components** — Outline the structure of the UK immigration system, including routes, categories, and decision-making bodies, and use this understanding to guide clients appropriately • **Maintain legal currency** — Monitor and incorporate updates to legislation, Rules, and policy into their practice, demonstrating awareness of how changes affect client advice
Detailed knowledge of the procedure for making applications under the immigration rules	• The procedures and processes for making applications under the immigration rules • General provisions within part 1 and individual appendices of the immigration rules • Can identify which part/s of the Immigration Rules applies to a client's circumstances, including route-specific requirements, suitability criteria, and evidential rules

	• Can clearly explain the procedural steps for making an application under the Immigration Rules, including online forms, document submission, biometrics, and fee requirements • Can prepare and submit applications that meet the Rules' validity, eligibility, and suitability requirements, ensuring all mandatory evidence is included • Can interpret and apply evidential flexibility provisions, specified evidence rules, and Appendix FM-SE/Appendix documents as relevant • Can identify and address procedural risks such as invalid applications, missing evidence, incorrect fees, or timing issues affecting lawful residence • Can track and incorporate changes to the Immigration Rules and Home Office processes into their practice
Knowledge of the structure and operation of the immigration rules	• 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 • The mandatory and discretionary general grounds for refusal within Part Suitability of the immigration rules; identify which suitability grounds apply to the specific route and how they interact with eligibility requirements
Awareness of the scope for applications outside the rules	• 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	• 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 • Can ensure that all validity requirements are met (correct form, correct fee, biometrics, required documents), reducing the risk of invalid applications • Can clearly explain to clients what forms, fees, and documents are required, including deadlines, risks, and consequences of non-compliance
Detailed knowledge of the personnel and terminology relating to immigration law	• The common terms encountered in immigration practice as they appear in the interpretation section of the immigration rules or relevant statutory provisions • Can identify the roles and functions of key actors in the immigration system, including immigration officers, caseworkers, presenting officers, tribunal judges, and authorised representatives • Can explain the responsibilities of bodies such as the Home Office, Immigration Enforcement, the First-tier Tribunal, the Upper Tribunal, and oversight/regulatory authorities • Can correctly use core terminology (e.g., "leave to remain", "entry clearance", "suitability", "validity", "appealable decision", "administrative review") in both written and oral communication • Can interpret and explain technical legal terms and procedural language to clients in a clear, accessible way

	• Can distinguish between similar or commonly confused terms (e.g., “refusal” vs “rejection”, “inadmissibility” vs “ineligibility”, “statutory instrument” vs “policy guidance”) • Can translate specialist terminology into plain language to support client understanding and informed decision-making
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	• 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 • Can identify the full range of immigration decisions that may be made at each stage of the entry, stay, refusal, removal, and expulsion process (e.g., entry clearance decisions, leave to enter, leave to remain, refusal notices, curtailment, administrative removal decisions, deportation decisions) • Can explain which decision-making powers the Home Office or Tribunal may exercise at each stage, and how these powers differ between entry, in-country applications, refusal, and enforcement action • Can interpret the content, legal effect, and procedural consequences of different types of decision notices, including whether they generate a right of appeal, administrative review, or no remedy • Can assess the legal and practical consequences of each decision type, including effects on lawful residence, reporting conditions, removal windows, and eligibility for further applications • Can identify and explain the remedies available at each stage (appeal, administrative review, reconsideration, fresh claim) and advise clients on appropriate next steps • Can apply understanding of decision types and process stages to provide accurate, timely, and risk-aware advice tailored to the client’s current position in the entry or expulsion process

Nationality	Detailed learning objective
Detailed knowledge of the processes for naturalisation/ registration	• The modes of obtaining nationality – by operation of law, by registration, and naturalisation • The structure of UK nationality law: the key provisions under sections 1,2,3 and 6 of the British Nationality Act 1981 • Awareness of the provisions under sections 4-5 of the British Nationality Act 1981 • The procedure for making an application for naturalisation and registration as a British citizen • The procedure for making an application for registration as a British citizen for children born in the United Kingdom

Asylum and Protection	Detailed learning objective
Awareness of the requirements of the Refugee Convention and the principle Articles of the ECHR	• The Refugee Convention • The definition of a refugee • 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	• 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	• 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**	• 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 the relevant professional and ethical rules, including the requirements set out in the Code of Standards.	• 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 • Knowledge of core regulatory documents, – Code of Standards, Guidance on Competence and Complaints Scheme • Regulatory Compliance – Applies the Code of Standards practice–system requirements and organisational policies consistently • 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 and other legal representatives, as laid down in the IAA Code of Standards • Ability to apply core ethical principles – Demonstrates honesty, integrity, and transparency in all client interactions • Ability to follow client care duties – Provides clear information on the scope of work, fees, and responsibilities; ensures informed consent • Professional Boundaries – Maintains appropriate boundaries and avoids conduct that undermines trust or impartiality • Their duty to the courts and tribunals

	• Escalation of Ethical Concerns – Identifies unethical practice and follows appropriate reporting or escalation • The duty to remain fit, competent, and up to date • The duty to treat clients fairly and without discrimination • Duty not to withdraw arbitrarily • Ability to comply with marketing rules – Complies with prohibitions on touting, misleading behaviour and improper influence

Essential skills and abilities	**Detailed learning objective**

Communications skills	• 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:
	  ○ 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	• 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

	• Ability to ask relevant questions, employing different techniques to access necessary information • Ability to give clear, detailed advice based on relevant laws and policies • Ability to explain complex legislation and policies in simple, clear language • Ability to draft clear, detailed, structured and effective statements in English on behalf of clients • Ability to maintain clear, accurate records of UKVI interviews • Ability to maintain clear, accurate and comprehensive records of contacts with the client or third parties and of other relevant matters

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