|  |  |  |
| --- | --- | --- |
|  | The Westwood Organisation Clear and concise immigration advice |  |

**Tier 2 Audit Grab Pack**

We recommend Tier 2 sponsors have something we refer to as a ‘grab pack’. This is essentially a file containing everything UKVI auditors will wish to see when they arrive on site.

Inspections can be, and often are, unannounced. Should UKVI appear at your workplace, the ability to ‘grab’ the information they need will buy you some time, as you can provide them with the file to read through and get a good understanding before reviewing records, whilst you assemble relevant individuals and retrieve files etc. Enabling auditors to sit and read through your compliance systems will also set a positive tone for the audit, the file will demonstrate your knowledge and commitment towards compliance.

We have put together an editable front cover for your grab pack, with suggestions of what could be included. Naturally, each workplace will have slightly different policies/ procedures, so this can be edited as required. However, the compliance components are all the same, so do ensure each of the elements are considered and included within the information pack for auditors.

**Tier 2 Sponsorship Compliance**

This file contains information on all our processes that support Tier 2 sponsorship compliance. It contains the following information:

**POLICIES**

* Preventing Illegal Working Policy

**PROCEDURES**

**Checklists**

* International recruitment process
* Required records for each Tier 2 sponsored employee
* List of reporting requirements

**Communication to migrant workers & line managers**

* Information for visa applicant (prior to visa application)
* Information for line manager at start migrant worker’s employment
* Information for Tier 2 employee at start of their employment

**Sponsorship Management System Work Instructions**

* Assigning certificates of sponsorship
* Applying for restricted certificates of sponsorship
* Visa extensions
* Reporting migrant activity

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Job Title** |
| **Authorising Officer** |  |  |
| **Key Contact** |  |  |
| **Level 1 User/s** |  |  |
| **Level 2 User/s** |  |  |