



University of  
**Salford**  
MANCHESTER

# **Tier 4 work placement policy**

**Version Number 4.0**

**Effective from 01 August 2018**

**Author: Head of Home Office Compliance**

**Home Office Compliance Team**

**Document Control Information**

<b>Revision History incl. Authorisation: (most recent first)</b>			
<b>Author</b>	<b>Summary of changes</b>	<b>Version</b>	<b>Authorised &amp; Date</b>
Richard Melia	General update	V4.0	
Richard Melia	<i>Policy affecting Tier 4 students who elect to undertake a work placement as part of their studies. It is a requirement of the Tier 4 Sponsor Guidance that the University is able to successfully monitor any Tier 4 student who is absent from the University whilst undertaking a placement. This information will be critical during a UKVI-audit to demonstrate that we can successfully track our students and what they are doing.</i>	V0.2	Home Office Compliance Assurance Group
<b>Policy Management and Responsibilities:</b>			
<b>Owner:</b>	This Policy is issued by the Head of Home Office Compliance, who has the authority to issue and communicate the University of Salford's policy on Home Office Compliance issues. UKVI policy will be the responsibility of the Home Office Compliance Assurance Group (HOCAG) as chaired by the Director of Legal and Governance. Governance will be provided by HOCAG with the provision of final decision-maker by referral of major issues to VCET. Academic representation on HOCAG is served through the attendance of a Head of School. HOCAG will consult with VCET on significant matters.		
<b>Others with responsibilities (please specify):</b>	All subjects of the Policy will be responsible for engaging with and adhering to this policy: Authorising Officer (Registrar) Key Contact (Senior Information Officer, Home Office Compliance Team) Marketing and Student Recruitment Student Administration Home Office Compliance Assurance Group Academic and Professional Service staff across the University of Salford		

<b>Author to complete formal assessment with the following advisory teams:</b>	
Equality Analysis (E&D, HR) <i>Equality Assessment form</i>	1. <i>This is mandatory. Email the completed EA to <a href="mailto:Equality@salford.ac.uk">Equality@salford.ac.uk</a></i>
Legal implications (LPG)	2. <i>N/A</i>
Information Governance (LPG)	3. <i>N/A</i>
Student facing procedures (QEO)	4. <i>N/A</i>
UKVI Compliance (Student Admin)	5. <i>22 June 2017 - reviewed by Head of Home Office Compliance</i>
<b>Consultation:</b>	
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	1. <i>N/A</i>
<b>Review:</b>	
<b>Review due:</b>	August 2019
<b>Document location:</b>	University Policy & Procedure Pages
University of Salford Policy pages <a href="http://www.salford.ac.uk/policies">http://www.salford.ac.uk/policies</a>	
<b>The owner and author are responsible for publicising this policy document.</b>	

## 1 Scope and Purpose

This policy document is intended for University of Salford (UoS) staff dealing with Tier 4 students who undertake a supervised, integral and assessed semester-long or year-long placement option as part of their course of study in the UK. This process has been designed to ensure that UK Visas and Immigration (UKVI) regulations for Tier 4 sponsors are adhered to whilst a student is on a placement as part of their course. **Please note that this policy does not apply to those students who embark on a modular placement or elect to do a Business Innovation Project (BIP) placement as an alternative to a dissertation.**

## 2 Definition of placement

2.1. Work-based placements are defined on the UoS's Careers web-pages generally and specifically.

## 3 Mandatory placements

3.1. Practice placements are a mandatory professional requirement of certain courses at the UoS, such as those managed by the School of Health. Other courses, such as those offered by the School of Arts and Media and Salford Business School have a mandatory placement included in the programme structure. In these cases, a Tier 4 student will have received a Confirmation of Acceptance for Studies (CAS) for the duration of their course which includes the mandatory placement.

3.2. If there is a UK statutory requirement for the programme to contain a specific period of work/ practice placement which exceeds 50% of the total time of study at the UoS, cases should be referred to the Home Office Compliance Team (HOCT) to investigate further. The placements in these instances must also be an integral and assessed part of the course.

3.3. If by the registration deadline, a Tier 4 student has not, in fact, secured a mandatory placement essential to the completion of their course of study then the case should be passed to the relevant placement administrator. The placement administrator will then liaise with HOCT confirming that a mandatory placement has not been secured and that until such time as it is, the Tier 4 student will need to be interrupted to comply with the 60-day rule.<sup>1</sup> HOCT will then report the interruption to UKVI on the Sponsor Management System (SMS), as a withdrawal of sponsorship, in line with Home Office requirements. Subsequently, the Tier 4 student will be required to leave the UK, providing their exit evidence, until such time as a placement is secured. Once a placement has been successfully secured, the placement administrator

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<sup>1</sup> Tier 4 students cannot be present in the UK if they are not engaged with their course of study for 60 days or more.

should notify HOCT giving them full details. HOCT will then liaise with the Tier 4 student informing them of the need to apply for a new CAS through Advantage. Once a new CAS has been assigned, the student can apply for a new Tier 4 visa to return to the UK and undertake the mandatory placement.

- 3.4. UKVI-recognised placements should not be confused with any periods of work experience external to a student's studies which are unsupervised, unassessed and which do not form part of the student's programme of study.

#### 4 Optional work placements and UKVI regulations

- 4.1. For a Tier 4 student to undertake an **optional** placement as part of their programme of study, the UoS must ensure that the placement is:

- supervised
- assessed as an integral part of the programme of study
- no more than 50% of a degree-level (or above) programme of study at UoS (RQF6 and above) and that there is no UK statutory requirement for the course to exceed this limit
- subject to a robust attendance monitoring system so that the University is able to meet its attendance monitoring requirements.

Further details are outlined in the Home Office document Sponsor a Tier 4 student: guidance for educators.

- 4.2. If a Tier 4 student identifies and secures a suitable integral and assessed placement before they move into the final year of their studies, then they must be advised by their School's placement administrators and/ or placement tutors to complete the pre-placement agreement (PPA).

- 4.3. The Tier 4 student completes the first section of the agreement form before handing to their placement provider for them to complete their section. Finally the PPA is handed to the placement assistant to complete the final section of the form. A copy of this pre-placement agreement is at Appendix 1.

- 4.4. The placement assistant is then required to complete the **Placement Reporting: UK Visas and Immigration Declaration** tool on Sharepoint. The PPA is then attached to this declaration and HOCT are notified of this action. A copy of this declaration is at Appendix 2.

- 4.5. The Tier 4 student who has chosen to undertake the integral and assessed work placement in the UK must obtain a new Tier 4 visa **BEFORE** they can commence their placement and their course code is changed in Banner. This should be no longer than three months before commencement of the placement.

- 4.6.** To obtain a new Tier 4 visa in order to undertake their placement, the student must apply for a new CAS via Salford Advantage, making it clear that they are applying for a new CAS because they wish to do a placement in the UK. HOCT will then ensure that the appropriate PPA is cross-referenced so that all applicable information about the placement is put in the CAS record on the SMS.
- 4.7.** One of the conditions of issuing this CAS is that the student **must** use the University's 'Check and Send' scheme to apply for their new Tier 4 visa. This will ensure that the biometric residence permit (BRP) will be delivered directly to the University for the student to collect.
- 4.8.** It is only at this point, once the new Tier 4 visa has been received, that HOCT can inform the School programme staff that the course code can be changed on Banner (reflecting the fact that the course now contains a placement element).
- 4.9.** If the student is refused a new Tier 4 visa, but is allowed to retain their previous Tier 4 leave then they can continue on their original programme of study without a work placement.
- 4.10.** A Tier 4 student who has chosen to undertake an integral and assessed work placement outside the UK, will need to supply a scan of their exit evidence to the Home Office Compliance Team once they have left the UK. The Home Office Compliance Team will then withdraw sponsorship of the student on the SMS within 10 working days of receiving this exit evidence. UKVI will then curtail the student's Tier 4 visa.
- 4.11.** Once the student has completed their overseas placement then they will need to apply for a new Tier 4 visa to return to UoS to undertake their final year of study. The student should ensure that they apply to the Home Office Compliance Team for a CAS number three months before they are due to return to the University.

## **5. Responsibilities during a UK-based placement period**

- 5.1.** The University will be responsible for the Tier 4 student throughout the period of their UK-based placement and must continue to comply with all its sponsor duties during this time.
- 5.2.** Whilst a Tier 4 student is on a UK-based placement they must remain registered and engage with the University and their Tier 4 responsibilities. This requirement should be communicated to students by the placement administrators and placement tutors before the student embarks on their UK-based placement. These responsibilities will include:

- Adhering to the UoS Attendance Monitoring Policy. If a Tier 4 student does not comply with the attendance policy in relation to their UK-based placement, they will be withdrawn from their programme of study and this action reported to UKVI via the SMS. This will result in the curtailment of their leave to remain;
- The retention of current documents required under *Appendix D* of the Tier 4 Sponsor Guidance (valid passport and visa, relevant application documents, up-to-date contact details, etc.)

**5.3.** Any changes with a student's registration status during the placement period must be notified by the School to HOCT immediately at the point these details are confirmed. HOCT may need to report these changes to UKVI within 10 working days.

**5.4.** If a student is registered on a course with an integrated placement and the placement does not ultimately occur (i.e. the student moves back to the equivalent programme without a work placement) - it is the responsibility of the School to inform HOCT so a change in circumstances can be reported to UKVI within 10 working days of the programme transfer. It is likely that the student's Tier 4 visa will then be curtailed.

### **Related Documentation**

Attendance Monitoring Policy



## Pre-Placement Agreement: UK Visas and Immigration Declaration

Important Information	
<p>In order to comply with Home Office guidelines, the University requires proof that an international student is in regular attendance as part of his/her programme of study. This remains necessary when the student is undertaking an integrated placement. Details of this procedure can be found here:</p> <p><a href="http://www.salford.ac.uk/askus/immigration-visas/attendance-monitoring">http://www.salford.ac.uk/askus/immigration-visas/attendance-monitoring</a></p> <p>Please note: you must have applied for a new visa after securing, but before starting the placement as your programme will now be longer. This is a condition of your placement.</p>	
<b>To be completed by the student:</b>	
Name:	Student ID:
Are you a full time international student sponsored by the University of Salford under the Tier 4 points-based system?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, do you agree to submit an attendance monitoring form on time, each week and signed by your line manager/supervisor?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature of student:	Date:
<b>To be completed by the placement provider for full time international students:</b>	
Do you agree to sign a weekly attendance monitoring form and to inform the University if the student is absent?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Start date of placement:	End date of placement:
Signature of line manager/supervisor:	Date:
<b>To be completed by the Placement Assistant:</b>	
I confirm that I will inform the Home Office Compliance Team if I am aware of any change in circumstances to the above.	
Signature of Placement Assistant:	Date:

A copy of this completed form should be sent to [HomeOfficeCompliance@salford.ac.uk](mailto:HomeOfficeCompliance@salford.ac.uk) in advance of starting the placement. Please retain for your records.

**Appendix 2: Placement Reporting: UK Visas and Immigration Declaration tool**

### Placement Reporting: UK Visas and Immigration Declaration

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#### To be completed by School

Tier 4 Students only. Please click [here](#) for guidance on how to check this information.

<i>BANNER ID</i>	<input type="text"/>
<i>First Name</i>	<input type="text"/>
<i>Surname</i>	<input type="text"/>
<i>Placement Provider Name</i>	<input type="text"/>
<i>Placement Provider Address</i>	<input type="text"/>
<i>Placement Provider Contact Telephone</i>	<input type="text"/>
<i>School</i>	Select... <input type="button" value="v"/>
<i>Level</i>	Select... <input type="button" value="v"/>
<i>Programme Code</i>	<input type="text"/>
<i>Start Date:</i>	<input type="text"/> <input type="button" value="calendar"/>
<i>End Date:</i>	<input type="text"/> <input type="button" value="calendar"/>

Please attach the student's Pre-Placement Agreement: UK Visas and Immigration Declaration. If one has not been completed for the student, you can access a blank version by clicking [here](#).

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#### To be completed by Compliance Team

<i>Tier 4 Student</i>	Select... <input type="button" value="v"/>
<i>CAS number</i>	<input type="text"/>
<i>Date Reported on SMS</i>	<input type="text"/> <input type="button" value="calendar"/>

A copy of this completed form should be sent to [HomeOfficeCompliance@salford.ac.uk](mailto:HomeOfficeCompliance@salford.ac.uk) in advance of starting the placement. Please retain for your records.