



# Immigration compliance services

Changes Immigration offers modular compliance services so that your organisation can access support within your budget to avoid illegal working and fulfil sponsor duties. Choose from personnel file reviews, HR systems reviews and mock audit services. We offer practical notes of advice, e.g. checking right to work documents or understanding sponsor licence key personnel roles.

Compliance services are crucial if your organisation has been checking right to work documents or assigning COS without support from an immigration lawyer.

If you are expecting a sponsor compliance visit from the Home Office, our compliance services can make the difference between keeping or losing your organisation’s sponsor licence. Our services are also useful for organisations planning to apply for a sponsor licence.

As one People Manager said of our mock audit service, it was the “Best money we ever spent”.

## 1. Personnel file reviews

We would be pleased to review documentation on personnel files for compliance with sponsor duties and/or with right to work check requirements. We then provide a spreadsheet specifying improvements required to mitigate any noncompliance, filterable by the required action.

Service	What’s included	Cost excl VAT
<b>Personnel file review – right to work</b>	<ul style="list-style-type: none"> <li>• Inspection of right to work check documentation</li> <li>• Spreadsheet reporting on evaluation of personnel files, including advice on next steps to mitigate risk of illegal working penalties in relation to any noncompliant files</li> </ul>	<b>£140 per file</b> Fewer than 5 files
		<b>£130 per file</b> 5-25 files
		<b>£120 per file</b> More than 25 files
<b>Personnel file review – sponsorship</b>	<ul style="list-style-type: none"> <li>• Inspection of sponsorship documentation</li> <li>• Spreadsheet reporting on evaluation of personnel files, including advice on next steps to mitigate risk of sponsor licence suspension or revocation in relation to any noncompliant files</li> </ul>	<b>£150 per file</b> Fewer than 5 files
		<b>£140 per file</b> 5-25 files
		<b>£130 per file</b> More than 25 files
<b>Personnel file review – sponsorship and right to work</b>	<ul style="list-style-type: none"> <li>• Inspection of sponsorship and right to work check documentation</li> <li>• Spreadsheet reporting on evaluation of personnel files, including advice on next steps to mitigate risk of sponsor licence suspension or revocation and risk of illegal working penalties in relation to any noncompliant files</li> </ul>	<b>£280 per file</b> Fewer than 5 files
		<b>£265 per file</b> 5-25 files
		<b>£245 per file</b> More than 25 files



## 2. HR systems reviews

We would be pleased to undertake a review of your organisation's HR systems for the purposes of compliance with sponsor duties. You can choose for us to review core documents for sponsor compliance, or we can really interrogate your systems and processes then produce a report setting out the steps your organisation needs to take to ensure compliance.

Service	What's included	Cost excl VAT
<b>HR systems document review</b>	<ul style="list-style-type: none"><li>• Review of standard employment contract</li><li>• Review of handbook</li><li>• Review of the job description of the person who is nominated as the Authorising Officer</li><li>• Review of the job description of the person who is nominated as the Level 1 User</li><li>• Reviewing any existing new joiner checklist or drafting a new one</li><li>• Drafting recordkeeping checklists and spreadsheet templates to help you comply with sponsor duties</li></ul>	<b>£3,000</b>
<b>HR systems processes review with report</b>	<ul style="list-style-type: none"><li>• Questionnaire and an on-site or video interview regarding sponsor compliance processes</li><li>• Provision of a report advising on changes required to address any gaps in right to work checking policies and in fulfilling sponsor duties</li></ul>	<b>£3,000</b>
<b>HR systems document and processes review with report</b>	<ul style="list-style-type: none"><li>• All elements of 'HR systems document review' service' PLUS</li><li>• All elements of 'HR systems processes review with report'</li></ul>	<b>£5,800</b>

## 3. Mock sponsor audits

Clients have found our mock audits invaluable to their organisations' fitness for the future. We will assess your compliance with sponsorship requirements, review your Prevention of Illegal Working policies and documentation and review your personnel files. We developed our mock sponsor audits in line with the Home Office's own sponsor compliance visit practices.

We will provide a report setting out the steps your organisation needs to take to ensure that HR systems are compliant and a spreadsheet specifying improvements required to mitigate any noncompliance on personnel files, filterable by the required action.

Service	What's included	Cost excl VAT
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<b>Mini mock sponsor audit</b>	<ul style="list-style-type: none"><li>• Questionnaire and an on-site or video interview regarding sponsor compliance processes</li><li>• Inspection of sponsorship and right to work check documentation on <b>6 personnel files</b></li><li>• Provision of a report advising on changes required to address any gaps in right to work checking policies and in fulfilling sponsor duties</li><li>• Spreadsheet reporting on evaluation of personnel files, including advice on next steps to mitigate risk of sponsor licence suspension or revocation and risk of penalty in relation to any noncompliant files</li></ul>	<b>£9,000</b>
<b>Full mock sponsor audit</b>	<ul style="list-style-type: none"><li>• <b>HR systems review for compliance with sponsor duties, as described above</b></li><li>• Questionnaire and an on-site or video interview regarding sponsor compliance processes</li><li>• Inspection of sponsor compliance and right to work check documentation on <b>15 personnel files</b></li><li>• Provision of a report advising on changes required to address any gaps in right to work checking policies and in fulfilling sponsor duties</li><li>• Spreadsheet reporting on evaluation of personnel files, including advice on next steps to mitigate risk of sponsor licence suspension or revocation and risk of penalty in relation to any noncompliant files</li></ul>	<b>£15,000</b>

## Advice notes

Our advice notes on compliance topics are practical resources for you and any team members. Refer to them for help with everyday compliance tasks and to improve understanding of duties and responsibilities. Please get in touch for pricing on single advice notes or bundles. Topics include:



### HR systems for sponsor compliance

A list of all the systems your organisation needs in place to meet its sponsor duties, with suggestions of where to include the relevant language in your policies, contracts and other documents.

### Key personnel roles and responsibilities

A description of each of the key personnel roles on a sponsor licence, who can fill each role and what their responsibilities are.

### Checking right to work documents

A concise guide to checking right to work documents in line with Home Office requirements, to create a statutory defense from civil penalty.

### Skilled Worker checklist of documents required on file

A checklist of the documents the Home Office will be looking for during a compliance check, including those required on file before assigning a Certificate of Sponsorship and those required whilst sponsorship is ongoing.

### Senior or Specialist Worker checklist of documents required on file

A checklist of the documents the Home Office will be looking for during a compliance check, including those required on file before assigning a Certificate of Sponsorship and those required whilst sponsorship is ongoing.

### Business visitors and permitted activities

A checklist of the documents the Home Office will be looking for during a compliance check, including those required on file before assigning a Certificate of Sponsorship and those required whilst sponsorship is ongoing.

## Get in touch

If you have any questions, or would like to engage Changes Immigration to provide compliance services, please contact:



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