Language Assistants

UKVI Reporting Requirements

Record-keeping duties

All host institutions must review the assistant’s original immigration documents and share certified copies of these documents with the British Council after their arrival in the UK. Please follow the step-by-step instructions provided separately by the British Council.

All host institutions must also keep the following records or documents:

- copies of immigration documents which evidence the language assistant’s right to work including their period of leave to remain in the UK (BRP card and passport)
- the language assistant’s contact details (UK address, phone number, email address). These details must be kept up-to-date and the British Council should be advised if they change.

Reporting duties

All host institutions must report the following information or events to the British Council to comply with UK Visas and Immigration (UKVI) Tier 5 regulations:

1. If an assistant does not turn up on the first day of work, this must be reported to the British Council immediately and must include any known reasons given for non-attendance (e.g. missed flight).

2. If an assistant is absent from work for more than 10 consecutive working days without permission, this must be reported to the British Council.

3. If an assistant travels in and out of the UK during their placement, (e.g., going away on a short holiday at half-term) please remind the assistant to fill in the British Council Travel Survey (circulated directly to all assistants) so we can keep up-to-date records of the assistant’s entry to and from the UK. UKVI may ask the British Council for this information.

4. If an assistant’s contract of employment is terminated earlier than was indicated on their Offer Letter (for example where the participant resigns or is dismissed) this must be
reported to the British Council.

5. If you are aware of any need to stop sponsoring the assistant for any other reason, this must be reported within 10 working days. For example:
   a. the assistant moves into an immigration route that does not require a sponsor; or
   b. the assistant takes a period of unpaid leave.

6. If there are any significant changes in the assistant’s circumstances, these must be reported within 10 working days of the change. For example, a significant change includes:
   a. a change in core duties
   b. a change of salary from the level stated on the Offer Letter
   c. a change of salary from the level stated on the Offer Letter due to a period of maternity, paternity or adoption leave, or a period of long-term sick leave that lasted for one month or longer.

7. If the employment location changes, or if the duration of their contract of employment is shortened, this must be reported to the British Council within 10 working days.

8. You must report any information which suggests that an assistant is breaching the conditions of their visa.

9. You must also give the police any information you may have that suggests that the participant may be engaging in terrorism or other criminal activity.

10. If there are any significant changes in your institution’s circumstances (for example, if it ceases to operate or changes status), you must report this within 28 calendar days. We realise that such events are unlikely but are required by UKVI to inform you of this.