



Jersey Customs & Immigration
Work Permit Policy
April 2023

Contents

Contents	2
Introduction	3
Temporary Work Permit Employment Overview	4
9-Month Temporary Route	5
Temporary Agricultural Employment	6
Temporary Construction Employment (General)	8
Temporary Hospitality Sector Employment (9-month route)	10
Temporary Fishing Employment.....	12
1 Year Temporary Route	14
Temporary Construction Employment (Specific Project)	15
Temporary Hospitality Employment (one-year route)	17
Skilled Work Permit Employment Overview.....	19
Skilled Work Permit Employment Exceptions	21
Students.....	22
Students on full-time degree courses	22
Student Medical Placements.....	22
French Students	23
Dependants of Skilled Work Permit Holders	25
General Agreement on Trade in Services (GATS)	26
Intra-Company Transfer.....	26
Contractual Service Suppliers	28
Independent Professionals.....	28
Termination of Employment	29
Disputes.....	29
Requesting a Review of a Decision.....	29
Contravention of the Work Permit Policy	31
Processing Times.....	32
Refunds	32
Adverse immigration history and criminal convictions	32
In Country Work Permit Applications.....	33
Promotion.....	33
Acquisition or re-structuring of business or company	33
Tuberculosis test for visa applicants.....	33
Holders of UK skilled worker or Tier 1, Tier 2 and Tier 5 visas	34
Entertainers from UK and Overseas.....	34
Appendix 1	35
Appendix 2.....	51
Appendix 3.....	68
Appendix 4.....	69
Appendix 5.....	71
Appendix 6.....	72
Appendix 7.....	73

Introduction

All persons who are not British or Irish require immigration permission to visit, work, study or settle in Jersey.

The purpose of this policy is to set out the main routes available to employers to employ individuals from overseas. Work permits are a requirement under the Immigration (Work Permits) (Jersey) Rules 1995 and as such employers are required to apply for a work permit for those individuals who require immigration permission to enter or remain in Jersey for work. Work permits are not required for those that have acquired immigration permission in the form of settled or pre-settled status.

The maintenance of a strict work permit policy will maintain and strengthen Jersey's position within the Common Travel Area (CTA), allowing the continued free movement of persons within the CTA, whilst retaining a robust external border.

The Minister for Home Affairs invites skilled employees to come to the Island and therefore allows for skilled routes to lead to settlement. Temporary employees are also invited to take up positions in the Island and should they develop skills and English language to meet the necessary criteria they can switch into a skilled route.

The Minister for Home Affairs expects equal pay for equal work and employees should expect to receive similar pay rates to that received by other employees doing the same work with similar levels of skill and experience.

The Work Permit Policy is in place:

- To protect the Common Travel Area employment pool.
- To ensure suitable employees are recruited with an acceptable background and adequate skills to undertake the work they will be doing.
- To protect employees from 'Modern Day Slavery' and ensure their welfare is maintained.
- To support the Island's population strategy.

The employer is also required to meet the requirements of the Control of Housing and Work (Jersey) Law 2012 and hold the requisite licensing permission. All routes listed within this policy are subject to business licencing issuing a permission under CHWL.

In granting any work permit, the Minister for Home Affairs does so on the expectation that all employers give due consideration to the welfare of their employees both in and outside the workplace. In particular, the Minister for Home Affairs would expect all employees relocating to Jersey to live in accommodation of a standard which supports their health and wellbeing and, most importantly, that of their dependent children. The Minister expects employers holding work permits to take reasonable steps to ensure that their employees and their employees' dependents are suitably accommodated.

Employers must comply with the Employment (Law) 2003 and ensure that the principles of the legislation are applied to all work permit holders regardless of the duration of their employment.

This policy is updated on a regular basis and employers should familiarise themselves with the latest version that is available on the GOV.JE website. Policy changes will affect existing work permit holders and all applications will be assessed against the version of the policy that is in place at the time the application is submitted.

Temporary Work Permit Employment Overview

Temporary employment routes are an exception to the CTA standards which are justified to the United Kingdom by setting stringent rules on those who would not otherwise be allowed a visa to work elsewhere in the CTA.

Temporary work permits will only be considered for employment in any of the temporary categories. This does not include outsourced functions carried out by third parties in support of the agriculture, construction, fishing and hospitality sectors.

There are 2 routes available for temporary work permit employment that being a 9-month temporary route for the agriculture, hospitality, construction and fishing sectors and a 1-year renewable temporary route for hospitality and construction.

Temporary work permits for employment outside of these sectors will only be considered after satisfying the Minister for Home Affairs that the labour cannot be found from within the CTA and the temporary worker criteria can be met – see Appendix 6. A business case will be required and should be submitted in the first instance to The Head of Service, Jersey Customs and Immigration Service.

Temporary employees may switch in country into Skilled Work Permit Employment without leaving the island if they meet all of the necessary criteria as detailed later in this document.

Temporary employees on a 9 or 12-month permit cannot switch employers within the first continuous 12 months of their employment unless they are switching to skilled employment.

In exceptional circumstances a temporary worker may be able to switch to other temporary employment in the same sector in the first 12 months and a case will need to be submitted to JCIS for consideration. Consideration will not be given to those who fail a probationary period.

Temporary employees in any category will not be able to bring their dependants to join them in Jersey.

The employer must manage the expectations of their employees and ensure that they understand the work permit route they are on; whether any deductions will be made from their salary; and what these deductions relate to – see Appendix 7

[Back to contents](#)

9-Month Temporary Route

This route is available for those skilled individuals employed in the agriculture, construction, fishing and hospitality sectors for a maximum period of 9 months.

Permits can be applied for any period up to 9 months.

At the end of the work permit period employees are required to leave the CTA for at least 3 months before they will be allowed to return. For those granted permission to work in this category they are unable to extend beyond 9 months, switch employment into another temporary route or bring dependants to the Island. These categories do not lead to settlement.

Applicants are exempt from an English language requirement.

Transfer to a different employer within the same temporary route will be considered under exceptional circumstances on successful application of a further work permit. An application for further leave to remain in line with the new work permit will be required and the appropriate fee paid. Work permits and further leave to remain will not be granted beyond 9 months from the date the initial work permit was issued from.

Those on temporary work permit employment are under no obligation to take on additional hours beyond their contracted hours and employers must make the employees aware of this.

[Back to contents](#)

Temporary Agricultural Employment

Applications for full time work permit employment will only be accepted from an employer or agent acting on behalf of the employer that is able to demonstrate the ability to meet the criteria set out below. **Permits can be applied for any period up to 9 months.**

This route is available to those predominantly employed in agricultural roles on working farms and is extended to those working in Tree Surgery and Landscape Gardening where certain conditions are met.

The following criteria must be met:

- Robust and tested recruitment processes are followed to ensure, as reasonably practicable, only genuine employees are recruited from agricultural backgrounds with appropriate vetting taking place
- A genuine vacancy exists meeting the skills for the role. Roles must not be created to solely facilitate immigration of a specific employee to Jersey
- Overseas criminal record certificates are obtained from every country where the employee has been resident for more than 1 year in the last 10 years. Any prospective employee who has an adverse criminal history must be referred to JCIS
- All employees must be aged 18 or over on the date of application.
- Employer must pay no less than the 'going rate' for the full-time role based on an employee working 40-hours per week and must do so for the validity of the work permit. Evidence of this must be provided in the form of a contract – preferably signed by the employee
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing.
- Those employers applying for roles in tree surgery and landscape gardening will need to provide evidence that the criteria are met. It has been a long-established practice for employers of farm workers to provide accommodation – where this is no longer the case then employers will need to provide evidence that the criteria are met
- JCIS to be notified if an employee does not arrive or depart as planned or if employment is terminated early
- JCIS to be notified immediately if there is a change to the contract that was provided in support of the work permit application. Changes to a contract that breach the work permit policy and Employment (Jersey) Law 2003 will result in a review of the employers ability to apply for work permits
- By applying for a work permit the employer agrees that access will be granted to work premises to JCIS Officers by appointment to conduct checks to ensure compliance with the work permit policy

Employers and employees must be aware of the following:

Your employee can:

- Work for the employer specified on the work permit
- Only carry out the duties for the post which the permit has been obtained for
- Take on additional employment within the agriculture sector with the consent of your primary employer – see Appendix 5
- Switch to skilled work permit employment subject to a prospective employer successfully applying and meeting the requirements for skilled employment

Your employee cannot:

- Accrue time towards indefinite leave to remain
- Switch to other temporary work permit employment in another sector
- Switch employer
- Extend their work permit beyond 9 months
- Bring any dependants with them

[Back to contents](#)

Temporary Construction Employment (General)

This route is for a maximum period of 9 months for construction businesses wishing to employ workers across multiple sites. **Permits can be applied for any period up to 9 months.**

Applications for full time work permit employment will only be accepted from an employer or agent acting on behalf of the employer that is able to demonstrate the ability to meet the criteria set out below.

The following criteria must be met:

- Robust and tested recruitment processes are followed to ensure, as reasonably practicable, only genuine employees are recruited from a construction background with appropriate vetting taking place.
- A genuine vacancy exists meeting the skills for the role. Roles must not be created to solely facilitate immigration of a specific employee to Jersey
- Employees must possess the necessary experience/qualifications to be employed within the construction industry
- Overseas criminal record certificates are obtained from every country where the employee has been resident for more than 1 year in the last 10 years. Any prospective employee who has an adverse criminal history must be referred to JCIS
- All employees must be aged 18 or over on the date of application.
- Employer must pay no less than the 'going rate' for the full-time role based on an employee working 40-hours per week and must do so for the validity of the work permit. Evidence of this must be provided in the form of a contract – preferably signed by the employee
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing
- JCIS to be notified if an employee does not arrive or depart as planned or if employment is terminated early
- JCIS to be notified immediately if there is a change to the contract that was provided in support of the work permit application. Changes to a contract that breach the work permit policy and Employment (Jersey) Law 2003 will result in a review of the employers ability to apply for work permits
- By applying for a work permit the employer agrees that access will be granted to work premises to JCIS Officers by appointment to conduct checks to ensure compliance with the work permit policy

Employers and employees must be aware of the following:

Your employee can:

- Work for the employer specified on the work permit
- Only carry out the duties for the post which the permit has been obtained for
- Take on additional employment within this sector with the consent of your primary employer – see Appendix 5
- Switch to skilled work permit employment subject to a prospective employer successfully applying and meeting the requirements for skilled employment

Your employee cannot:

- Accrue time towards indefinite leave to remain
- Switch to other temporary work permit employment
- Switch employer
- Switch to Temporary Construction Work Permit Employment (1-year renewable route)
- Extend their work permit beyond 9 months
- Bring any dependants with them

[Back to contents](#)

Temporary Hospitality Sector Employment (9-month route)

Applications for full time work permit employment will only be accepted from an employer or agent acting on behalf of the employer that is able to demonstrate the ability to meet the criteria set out below.

Permits can be applied for any period up to 9 months.

Those employed on temporary hospitality work permits issued prior to 1st April 2023 will be able to switch to the 1-year rolling work permit for their existing employer however time already spent in Jersey will be counted towards the maximum period of 3-years. If the employer does not wish to switch the employee then the employee will need to comply with the conditions of the permit and leave the CTA for a minimum period of 3-months before they can return.

Those employed on 9-month temporary hospitality work permits issued after the 1st April 2023 will be unable to switch to a 1-year rolling work permit or switch to another employer and must leave the CTA for a minimum period of 3-months before they can return.

An employees period of employment is dictated by the employer.

The following criteria must be met:

- Robust and tested recruitment processes are followed to ensure, as reasonably practicable, only genuine employees are recruited from a hospitality background with appropriate vetting taking place
- A genuine vacancy exists meeting the skills for the role. Roles must not be created to solely facilitate immigration of a specific employee to Jersey
- Employees have successfully completed a course at a *bona fide* hospitality and tourism training institution and/or have relevant experience within the industry.
- Overseas criminal record certificates are obtained from every country where the employee has been resident for more than 1 year in the last 10 years. Any prospective employee who has an adverse criminal history must be referred to JCIS
- All employees must be aged 18 or over on the date of application.
- Employer must pay no less than the 'going rate' for the full-time role based on an employee working 40-hours per week and must do so for the validity of the work permit. Evidence of this must be provided in the form of a contract – preferably signed by the employee
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing
- JCIS to be notified if an employee does not arrive or depart as planned or if employment is terminated early
- JCIS to be notified immediately if there is a change to the contract that was provided in support of the work permit application. Changes to a contract that breach the work permit policy and Employment (Jersey) Law 2003 will result in a review of the employers ability to apply for work permits

- By applying for a work permit the employer agrees that access will be granted to work premises to JCIS Officers by appointment to conduct checks to ensure compliance with the work permit policy

Work Permits may also be issued within this category for a 9-month period to individuals enrolled in a bona fide hospitality course at a college of further education that require work placements as an integral part of their course. The same period of absence applies.

Employers and employees must be aware of the following:

Your employee can:

- Work for the employer specified on the work permit
- Only carry out the duties for the post which the permit has been obtained for
- Take on additional employment within this sector with the consent of your primary employer – see Appendix 5
- Switch to skilled work permit employment subject to a prospective employer successfully applying and meeting the requirements for skilled employment
- Switch to a one-year rolling permit if they have a permit issued under this route prior to 01/04/2023

Your employee cannot:

- Accrue time towards indefinite leave to remain
- Switch to other temporary work permit employment
- Switch employer
- Extend their work permit beyond 9 months
- Bring any dependants with them
- Switch to a one-year rolling permit if they have a permit issued under this route after the 01/04/2023

[Back to contents](#)

Temporary Fishing Employment

Applications for full time work permit employment will only be accepted from an employer or agent acting on behalf of the employer that is able to demonstrate the ability to meet the criteria set out below.

Permits can be applied for any period up to 9 months.

The following criteria must be met:

- Robust and tested recruitment processes are followed to ensure, as reasonably practicable, only genuine employees are recruited from a fishing background with appropriate vetting taking place.
- A genuine vacancy exists meeting the skills for the role. Roles must not be created to solely facilitate immigration of a specific employee to Jersey
- Employees must possess a suitable qualification and the necessary experience to be employed as fishing crew
- Overseas criminal record certificates are obtained from every country where the employee has been resident for more than 1 year in the last 10 years. Any prospective employee who has an adverse criminal history must be referred to JCIS
- All employees must be aged 18 or over on the date of application.
- Employer must pay no less than the 'going rate' for the full-time role based on an employee working 40-hours per week and must do so for the validity of the work permit. Evidence of this must be provided in the form of a contract – preferably signed by the employee
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing
- JCIS to be notified if an employee does not arrive or depart as planned or if employment is terminated early
- JCIS to be notified immediately if there is a change to the contract that was provided in support of the work permit application. Changes to a contract that breach the work permit policy and Employment (Jersey) Law 2003 will result in a review of the employers ability to apply for work permits
- By applying for a work permit the employer agrees that access will be granted to work premises to JCIS Officers by appointment to conduct checks to ensure compliance with the work permit policy

Employers and employees must be aware of the following:

Your employee can:

- Work for the employer specified on the work permit
- Only carry out the duties for the post which the permit has been obtained for
- Take on additional employment within this sector with the consent of your primary employer – see Appendix 5
- Switch to skilled work permit employment subject to a prospective employer successfully applying and meeting the requirements for skilled employment

Your employee cannot:

- Accrue time towards indefinite leave to remain
- Switch to other temporary work permit employment
- Switch employer
- Extend their work permit beyond 9 months
- Bring any dependants with them

[Back to contents](#)

1 Year Temporary Route

There are two routes available to employers for those with the necessary skills to work in Jersey on a temporary basis on a rolling 1-year work permit.

Construction

This route is available for those individuals employed in the construction industry for a long-term specific project which last for more than 9 months. Permits will initially be issued for a 1-year period but may be extended on a yearly basis up to a maximum period of 3 years but can be extended for a 4th year where it can be demonstrated that the specific project named in the original application is ongoing.

Where an application is received for an extension to an existing permission the employer must evidence that there is still a need for the employee

Work permits will not generally be extended beyond the completion of the specific project.

Applications will be refused if it is determined that a position has been deliberately left vacant to accommodate the same individual.

Hospitality

This route is available for those individuals employed in the hospitality sector where it can be demonstrated that there is a year-round need for staff. Permits will initially be issued for a 1-year period but may be extended on a yearly basis up to a maximum period of 3 years.

Where an application is received for an extension to an existing permission the employer must evidence that there is still a need for the employee.

At the end of the work permit period employees are required to leave the CTA for a period equal to the period of any permission granted or the total of any consecutive permission i.e if a work permit has been granted for 1 year and not extended the employee must leave the CTA for a period of 1 year; if a work permit is granted for 1 year and extended year on year to a total of 3 years the employee must leave the CTA for a period of 3 years before they will be able to return. The period of absence is to immediately follow the end of the permission.

For those granted permission to work in this category, they are unable to extend permission to stay beyond 3 years, switch employment into another temporary worker category or bring dependants to the Island. Time spent in this category does not lead to settlement.

Applicants are exempt from an English language requirement.

Employees may transfer to another business within the sector managed by the same employer without the need for a further work permit. However, for construction, the duration of the work permit will be tied to the duration of the specific project the employee was taken on for.

Transfer to a different employer will be considered under exceptional circumstances on successful application of a further work permit. An application for further leave to remain in line with the new work permit will be required and the appropriate fee paid. Transfer to another employer will not be considered for those who have failed a probationary period or within the first 12-month period of work permit employment with a new employer.

[Back to contents](#)

Temporary Construction Employment (Specific Project)

This route is available for those individuals employed in the construction industry for a long-term specific project which last more than 9 months. They can be renewed annually for the duration of the project but will not be renewed when the project is complete

Applications will only be accepted from an employer or agent acting on behalf of the employer that is able to demonstrate the ability to meet the criteria set out below.

The following criteria must be met:

- Robust and tested recruitment processes are followed to ensure, as reasonably practicable, only genuine employees are recruited from a construction background with appropriate vetting taking place.
- A genuine vacancy exists meeting the skills for the role. Roles must not be created to solely facilitate immigration of a specific employee to Jersey
- Employment is for a specific project – evidence of the project and its duration must be provided
- Employees must possess the necessary experience/qualifications to be employed within the construction industry
- Overseas criminal record certificates are obtained from every country where the employee has been resident for more than 1 year in the last 10 years. Any prospective employee who has an adverse criminal history must be referred to JCIS
- All employees must be aged 18 or over on the date of application.
- Employer must pay no less than the 'going rate' for the full-time role based on an employee working 40-hours per week and must do so for the validity of the work permit. Evidence of this must be provided in the form of a contract – preferably signed by the employee
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing
- JCIS to be notified if an employee does not arrive or depart as planned or if employment is terminated early
- When applying for an extension, that employment is still required for the project that the initial work permit was issued
- JCIS to be notified immediately if there is a change to the contract that was provided in support of the work permit application. Changes to a contract that breach the work permit policy and Employment (Jersey) Law 2003 will result in a review of the employers ability to apply for work permits
- By applying for a work permit the employer agrees that access will be granted to work premises to JCIS Officers by appointment to conduct checks to ensure compliance with the work permit policy

Employers and employees must be aware of the following:

Your employee can:

- Work for the employer specified on the work permit
- Only carry out the duties for the post which the permit has been obtained for
- Take on additional employment within this sector with the consent of your primary employer – see Appendix 5
- Switch to skilled work permit employment subject to a prospective employer successfully applying and meeting the requirements for skilled employment
- Have their work permit extended annually
- Work on other sites under the control of the main employer

Your employee cannot:

- Accrue time towards indefinite leave to remain
- Switch to other temporary work permit employment
- Switch employer in the first 12-month period of work permit employment with the employer
- Switch to Temporary Construction Work Permit Employment (9-month route)
- Extend work permits in this category beyond 3-years (4-years in exceptional circumstances)
- Bring any dependants with them

[Back to contents](#)

Temporary Hospitality Employment (one-year route)

Permits issued on this route can be granted for periods of 1-year and can be renewed annually for a maximum period of 3-years.

Applications will only be accepted from an employer or agent acting on behalf of the employer that is able to demonstrate the ability to meet the criteria set out below.

The following criteria must be met:

- Robust and tested recruitment processes are followed to ensure, as reasonably practicable, only genuine employees are recruited from a hospitality background with appropriate vetting taking place.
- A genuine vacancy exists meeting the skills for the role. Roles must not be created to solely facilitate immigration of a specific employee to Jersey
- Employees have successfully completed a course at a *bona fide* hospitality and tourism training institution and/or have relevant experience within the industry.
- Overseas criminal record certificates are obtained from every country where the employee has been resident for more than 1 year in the last 10 years. Any prospective employee who has an adverse criminal history must be referred to JCIS
- All employees must be aged 18 or over on the date of application.
- Employer must pay no less than the 'going rate' for the full-time role based on an employee working 40-hours per week and must do so for the validity of the work permit. Evidence of this must be provided in the form of a contract – preferably signed by the employee
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing
- JCIS to be notified if an employee does not arrive or depart as planned or if employment is terminated early
- JCIS to be notified immediately if there is a change to the contract that was provided in support of the work permit application. Changes to a contract that breach the work permit policy and Employment (Jersey) Law 2003 will result in a review of the employers ability to apply for work permits
- By applying for a work permit the employer agrees that access will be granted to work premises to JCIS Officers by appointment to conduct checks to ensure compliance with the work permit policy

Employers and employees must be aware of the following:

Your employee can:

- Work for the employer specified on the work permit
- Only carry out the duties for the post which the permit has been obtained for
- Take on additional employment within this sector with the consent of your primary employer – see Appendix 5
- Switch to skilled work permit employment subject to a prospective employer successfully applying and meeting the requirements for skilled employment
- Have their work permit extended annually
- Work within the same group under the control of the main employer

Your employee cannot:

- Accrue time towards indefinite leave to remain
- Switch to other temporary work permit employment
- Switch employer in the first 12-month period of work permit employment with the employer
- Switch to Temporary Construction Work Permit Employment (9-month route)
- Extend work permits in this category beyond 3-years
- Bring any dependants with them

[Back to contents](#)

Skilled Work Permit Employment Overview

This route is available for those individuals employed as skilled employees in any industry for up to an initial period of 3 years following which a further work permit may be granted. Work Permits may be granted to Medical Doctors for up to 5 years in the first instance.

Those occupations eligible for the skilled work permit employment route are at Appendix 1 and are derived from the Standard Occupation Classification Codes assessed by the UK Migration Advisory Committee to meet Level 3 or above of the Regulated Qualifications Framework (RQF). Occupations not eligible for the skilled work permit route are at Appendix 2.

The following mandatory criteria must be met by the employer:

- Robust and tested recruitment processes are followed to ensure employees have the appropriate experience or skills to fulfil the work they will undertake
- A genuine vacancy must exist meeting the skills and salary threshold. Roles must not be created to solely facilitate immigration of a specific employee to Jersey
- All employees must be aged 18 or over on the date of application.
- The minimum salary threshold of £30,000 must be met or the 'the going rate' whichever is the higher on the basis of a 40-hour week. Evidence of this must be provided in the form of a contract – preferably signed by the employee
- The job must be at or above the minimum skill level: RQF 3 or equivalent (A level or equivalent qualification). Employees will not need to hold a formal qualification. It is the skill level of the job that must meet the standard
- The employee must meet the minimum English language requirement - B1 or higher (see Appendix 4)
- Employees being employed in Health, Therapy, Social Services and Education must obtain overseas criminal record certificates from every country where the employee has been resident for more than 12 months in the last 10 years.
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing
- JCIS to be notified if an employee does not arrive or depart as planned or if employment is terminated early.
- JCIS to be notified immediately if there is a change to the contract that was provided in support of the work permit application. Changes to a contract that breach the work permit policy and Employment (Jersey) Law 2003 will result in a review of the employers ability to apply for work permits
- By applying for a work permit the employer agrees that access will be granted to work premises to JCIS Officers by appointment to conduct checks to ensure compliance with the work permit policy

Employees are unable to switch employer within the first continuous 12 months of their employment with the employer. During this period should an employee fail their probationary period or have their employment terminated prematurely they will not be able to switch

employer; will have their leave to enter / remain cancelled; and will be required to leave the CTA.

After successfully completing their first 12 months those granted permissions to work in this category will be able to switch employer subject to a new work permit being granted. The same will apply in that they will be unable to switch employment for the first 12 months of their work permit period with the new employer.

In exceptional circumstances an employee may be able to switch employment in the first 12 months and a case will need to be submitted to JCIS for consideration. Consideration will not be given to those who fail a probationary period.

Employees can take on unpaid voluntary work for a charity that is registered under the Charities (Jersey) Law 2014, or registered with either the Charity Commission for England and Wales; the Charity Commission for Northern Ireland; or the Office of the Scottish Charity Regulator

Employees can bring dependants with them when the work permit is granted for a period longer than 12 months. Dependants' permissions are tied to the validity of the work permit holders' permissions, and they cannot apply in country for work permit employment in their own right.

Employees who are joined by their dependents within any probationary period of their employment must be aware that their immigration permission and that of their dependents is entirely based around successfully passing their probation. During this period should an employee fail their probationary period or have their employment terminated prematurely they and their dependants will have their leave to enter / remain cancelled and will be required to leave the CTA.

Dependants may work permit free subject to any restrictions under the Control of Housing and Work (Jersey) Law 2012.

Your employee can:

- Work for the employer specified on the work permit
- Only carry out the duties for the post which the permit has been obtained for
- Accrue time towards indefinite leave to remain
- Bring any dependants with them if their work permit has been issued for longer than 12 months
- Take on unpaid voluntary work for a charity

Your employee cannot:

- Switch employment to other skilled employment in the first 12 months of a work permit with an employer
- Take on supplementary part time paid employment
- Switch to work permit dependant permissions

[Back to contents](#)

Skilled Work Permit Employment Exceptions

There are exceptions to the skilled worker criteria that have been granted for a number of vocations where the minimum salary threshold of £30,000 has not been met or there is a lower RQF level. Those categories of workers are listed at Appendix 3. Exceptions granted via this route have demonstrated that they are either considered a shortage occupation or significantly benefit the Island.

The Minister for Home affairs will consider applications from any sector where they are unable to recruit from within the Common Travel Area and cannot meet the criteria for skilled work permit employment. A business case will be required and should be submitted in the first instance to The Head of Service, Jersey Customs and Immigration Service.

[Back to contents](#)

Students

Students on full-time degree courses

Students in possession of a UK Tier 4 Student visa and enrolled on a full-time degree course in the UK can work in Jersey during their vacation periods on a full-time or part-time basis for any period not exceeding 4-months without the need for a work permit.

The employer in the Island must email immigration@gov.je with an outline of the role that the student will be undertaking and produce the following:

- Copy of the biodata page of the passport and the page showing the current UK Immigration endorsement.
- Evidence that they are enrolled on a full-time degree course in the UK.
- Evidence that the student can maintain and accommodate themselves while in Jersey.
- The student must be aged 18 or over

Immigration will provide an email response verifying that the student meets the criteria and can be employed without the need for a work permit.

The employer must ensure that they and their employee comply with Control of Housing and Work (Jersey) Law 2012 and Employment (Jersey) Law 2003

Your employee can:

- Work during their vacation period without the need of a work permit
- Work on a part-time or full-time basis

Your employee cannot:

- Accrue time towards indefinite leave to remain
- Bring any dependants with them
- Remain in employment in Jersey beyond 4 months

Student Medical Placements

There is no requirement for a work permit for student medical placements at the General Hospital which involves observation duties only.

Notification of such placements should be made to JCIS providing a copy of the student's biodata page of their passport and the page showing their current UK immigration permissions.

French Students

This route is available to employers in any sector for a maximum period of 6 months wishing to employ French students enrolled on a full-time course in further or higher education in France. At the end of the work permit period employees on this route will need to leave the CTA for a minimum period equal to the time spent in Jersey.

Employers must demonstrate that the following criteria is met:

- Employees must be French nationals.
- Evidence that the employee is enrolled in further or higher education in France and will be returning to their studies on completion of their work permit period.
- Employment must be related to the course that the student is enrolled on.
- All employees must be aged 18 or over on the date of application.
- Employer must pay no less than the 'going rate' for the full-time role based on an employee working 40-hours per week and must do so for the validity of the work permit. Evidence of this must be provided in the form of a contract – preferably signed by the employee
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing
- JCIS to be notified if an employee does not arrive or depart as planned or if employment is terminated early
- Employees being employed in Health, Therapy, Social Services and Education must obtain overseas criminal record certificates from every country where the employee has been resident for more than 12 months in the last 10 years
- By applying for a work permit the employer agrees that access will be granted to work premises to JCIS Officers by appointment to conduct checks to ensure compliance with the work permit policy
- The employer must ensure that they and their employee comply with Control of Housing and Work (Jersey) Law 2012 and Employment (Jersey) Law 2003

Your employee can:

- Work for the employer specified on the work permit
- Only carry out the duties for the post which the permit has been obtained for

Your employee cannot:

- Accrue time towards indefinite leave to remain
- Switch to other temporary work permit employment
- Switch employer
- Extend work permit beyond 6 months
- Bring any dependants with them

[Back to contents](#)

Dependants of Skilled Work Permit Holders

Dependants for the purpose of the work permit policy are defined as the spouse, partner, and children of the work permit holder

Individuals employed on a temporary work permit in any sector cannot bring their dependants with them under any circumstances.

Individuals employed on a skilled work permit for longer than 12 months can bring their dependants with them however their permissions to be in Jersey are directly linked to that of the work permit holder.

Adult work permit dependants do not require a work permit to take employment in Jersey and there are no immigration restrictions on the type of employment they can take. Work permit dependants cannot switch into work permit employment.

Child work permit dependants will only be granted permissions if they are under the age of 18 years old at the time of their application. If only one parent is relocating to Jersey with a child, then they will need to demonstrate that they have sole responsibility.

Sole parental responsibility means that one parent has abdicated or abandoned parental responsibility, and the remaining parent is exercising sole control in setting and providing the day-to-day direction for the child's welfare. Where both parents are involved in a child's upbringing it will not be possible for one parent to demonstrate sole parental responsibility

The work permit holder must ensure that they can adequately accommodate and maintain their dependants without recourse to public funds. A work permit holder must consider the impact that moving a family to Jersey will have, including being away of limited housing stock and high rental prices.

Visas for dependants will not be granted if it cannot be demonstrated that suitable accommodation is in place which supports the wellbeing and health of the family and does not contravene statutory overcrowding legislation.

Dependants can:

- Take employment without a work permit subject to meeting the requirements of Control of Housing & Work legislation
- Enter education subject to meeting the requirements set out by the Children, Young People, Education and Skills department

Dependants cannot:

- Join a work permit holder who holds a 9-month or 1-year temporary work permit
- Join a work permit holder who holds a skilled work permit issued for 12-months or less
- Switch to work permit employment
- Remain in Jersey beyond the permissions of the work permit holder

[Back to contents](#)

General Agreement on Trade in Services (GATS)

Jersey is covered by the UK's World Trade Organisation ("WTO") membership from the end of the Brexit transition period on 31 December 2020. The General Agreement on Trade in Services ("GATS") is a treaty of the WTO. Since WTO membership applies to Jersey, the following provisions in relation to Contractual Service Suppliers and Independent professionals, including Intra-Company Transfers are in force.

Intra-Company Transfer

Applications may be considered for employees from the same organisation outside of Jersey who intend to be temporarily transferred (secondment) provided the following requirements are met:

- The intra-company transferee must have been working for the same company outside of Jersey for at least 12 months directly prior to the transfer
- The company in Jersey and the company outside of Jersey must be linked by common ownership and control
- The employment must require company-specific knowledge to undertake project work or for career development purposes
- All prospective employees must be aged 18 or over on the date of application. If the applicant is too young, the application will be refused
- The intra-company transferee cannot move into other work permit employment in Jersey
- The intra-company transferee will resume employment for the same company outside of Jersey at the end of the transfer period
- The intra-company transferee cannot return to Jersey in this capacity unless there has been an absence of at least 12 months
- The maximum period for which a work permit can be applied for on the basis of an intra-company transfer is 3 years, including any extension.
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing
- JCIS to be notified if an employee does not arrive or depart as planned or if employment is terminated early.
- By applying for a work permit the employer agrees that access will be granted to work premises to JCIS Officers by appointment to conduct checks to ensure compliance with the work permit policy

The intra-company transferee is exempt from the English language requirement

Your employee can:

- Work for the employer specified on the work permit
- Only carry out the duties for the post which the permit has been obtained for

Your employee cannot:

- Accrue time towards indefinite leave to remain
- Switch to other work permit employment
- Switch employer
- Extend the work permit beyond 3-years

[Back to contents](#)

Contractual Service Suppliers

Applications may be considered for persons provided the following requirements are met:

- the employer must be based outside the European Union in a country or territory which is a signatory to the trade agreement under which they are supplying services and the employee must be a national of that country;
- the person must have been an employee of the company for at least 12 months;
- the person must have a degree level or equivalent level qualification, unless they are:
 - supplying fashion model services, chef de cuisine services or entertainment services other than audio visual services under the EU - CARIFORUM economic partnership agreement; or
 - supplying advertising and translation services.
- where required by relevant Jersey legislation, regulations or sectoral requirements, the person must hold any specific professional qualifications or registrations to provide the services in Jersey.
- the person must have three years professional experience in the sector in which they are supplying services unless they are supplying chef de cuisine services under the EU – CARIFORUM economic partnership agreement, in which case, the person must have at least six years' relevant experience at the level of chef de cuisine and have an advanced technical qualification; and
- the maximum period for which a work permit can be applied for on the basis of a contractual service supplier is 2 years unless providing a service under the EU – CARIFORUM economic partnership agreement, the EU – Andean multiparty trade agreement and the EU European Union – Chile free trade agreement, when it is a maximum period of 6 months in any 12-month period.

Independent Professionals

Applications may be considered for persons provided the following requirements are met:

- the business must be established on the territory of the country which is signatory to the trade agreement under which they are supplying services and they must be a national of that country.
- they must have a university degree or technical qualification which demonstrates knowledge of a similar level.
- where required by relevant legislation, regulations or sectoral requirements, they must have specific professional qualifications to provide some services in Jersey.
- they must have six years professional experience in the sector in which they are supplying services
- the maximum period for which a work permit can be applied for on the basis of an independent professional is 2 years.

[Back to contents](#)

Termination of Employment

The period of a contract is determined by the employer and may not extend to the full validity of the work permit.

If the employment of a temporary or skilled work permit holder is terminated prematurely then the Customs & Immigration Service must be notified in writing before the employee's last working day as it may be necessary to cancel the employee's immigration permissions and the permissions of their dependents. The employer must set out the reasons for the employment being terminated.

If a work permit holder has their employment terminated because of not passing a probationary period, or are dismissed by their employer, then they will be unable to seek employment elsewhere and will have their immigration permissions cancelled. They will be required to leave the Common Travel Area (UK, Channel Islands, Isle of Man) along with their dependents.

If employers are found to be breaching worker rights, then this may have an adverse effect on future applications.

If a work permit holder resigns from their post without a work permit in place for another employer, then they will have their immigration permissions cancelled and will be required to leave the Common Travel Area.

Disputes

The Customs & immigration Service generally will not get involved in disputes between an employer and a work permit holder however we must be made aware of the context of the conflict or disagreement as action may need to be taken against the employer or the work permit holder.

Work permit holders should contact the Jersey Advisory and Conciliation Service (JACS) if they enter into a dispute with their employer as this is not a matter for immigration to resolve

If, as a result of employment being terminated, the employee enters into a dispute with the employer which goes to an employment tribunal there is no requirement for the employee to remain in the Island as their case can be submitted and heard from outside the Common Travel Area.

Requesting a Review of a Decision

If an employer has a work permit application refused because the employment is not covered by this work permit policy, then a business case will be required and should be submitted in the first instance to The Head of Service, Jersey Customs and Immigration Service – see appendix 6 Guidance for Submitting a Business Case

Employment outside of those detailed in this policy will only be considered after satisfying the Minister for Home Affairs that the labour cannot be found from within the CTA and the temporary or skilled worker criteria can be met.

If a work permit holder has their work permit and immigration permissions cancelled because they no longer meet the requirements for which the permissions were granted, they

can apply in writing to The Head of Service, Jersey Customs and Immigration Service to have the decision reviewed – refer to Appendix 6.

[Back to contents](#)

Contravention of the Work Permit Policy

Where an employer believes that they may be in contravention of the work permit policy then they should contact Immigration as soon as possible at immigration@gov.je for advice.

Where an employer doesn't come forward and is found to act in contravention of this Work Permit Policy, either negligently or deliberately, the following will apply:

1st Negligent Contravention

The employer must provide a written explanation as to why the policy was not followed, how they have rectified the issue and what procedures they have put in place to avoid future contraventions of the work permit policy.

The employer will be sent a notice advising them of the consequences of future contraventions of the work permit policy.

2nd Negligent Contravention

The employer must provide a written explanation as to why the policy was not followed, how they have rectified the issue, why the procedures put in place in the 1st contravention have not worked and what procedures they have put in place to avoid future contraventions of the work permit policy.

The employer will be sent a notice advising them that all work permit applications will be subjected to additional scrutiny, and they will need to provide all supporting documentation for future work permit applications submitted over the following 2 years. Consequences of future contraventions of the work permit policy will be outlined.

Further Negligent Contraventions

Applications for work permits for the following 12 months will be considered ineligible.

Deliberate Contraventions

Where it is established that an employer has deliberately breached the work permit policy then any existing work permits will be revoked, and further work permit applications will be considered ineligible.

[Back to contents](#)

Processing Times

Applications should be submitted to allow sufficient time for the work permit application to be processed and where necessary sufficient time for the employee to apply for their visa.

- Work permit processing time is three weeks however this may take longer if the application is incomplete and additional documents requested.
- Visa processing times are approximately three weeks from the date that the applicant attends the visa application centre (this may vary depending on the country of application)

Consequently, it is the applicant's responsibility to ensure a realistic start date is selected when applying for a work permit.

An employee must not travel to Jersey until their work permit and/or visa has been issued otherwise they may be refused entry at the border. This may jeopardise any future applications for immigration permissions.

Non-visa nationals, including EU nationals, do not require a visa for entry where a work permit has been issued for six months or less however they must not travel to the Common Travel before the start (issue) date on the work permit otherwise they may be refused at the Border.

Depending on the type of work permit originally issued, it may be extended, or granted for another employer, subject to meeting the conditions for the work permit route, the relevant application requirements, and payment of the relevant fee. Some work permit routes restrict extensions and the ability to switch employer.

An application for further leave to remain will also need to be submitted if the work permit application is successful.

Refunds

Work permit fees are non-refundable unless an application has been submitted for an individual who does not require a permit.

Adverse immigration history and criminal convictions

In general, a work permit application will not be approved to employ a person with an adverse immigration history, a criminal conviction, or their previous employment and conduct in the Island was unsatisfactory.

[Back to contents](#)

In Country Work Permit Applications

Applications may be considered for employees who are in authorised employment in the UK, Jersey, other Channel Islands or Isle of Man. In these cases, the same criteria applies, and a work permit may be granted for 3 years.

If the application is for an individual who is in employment in Jersey, the new employer may be informed that their application has been approved “in principle”. However, written confirmation of the resignation and their last working day will be required from the current employer before the permit can be issued. The new employer must also indicate in writing when they are to start. The work permit will be made valid from that start date.

Promotion

An employer, who wishes to promote an employee, must apply for a new work permit. A new work permit will not be required when the job and employment conditions have remained the same, but the employee has simply taken on additional responsibility within that role.

If an employer wishes to move an employee to another post, then an application must be made for a new work permit.

Acquisition or re-structuring of business or company

If a work permit holder is employed by a company that has been acquired by another business entity or re-structured to form a new enterprise, it will not be necessary for a fresh application to be made if the duties and responsibilities are the same. The company should notify the Jersey Customs and Immigration Service in writing of the change and details of those permit holders affected.

Tuberculosis test for visa applicants

Employees coming to the UK for more than 6 months and are resident in one of the below countries will need to take a tuberculosis (TB) test and include their TB certificate with their visa application – failure to do so will delay the processing of the visa application.

More information can be found on the [Tuberculosis tests for visa applicants: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/tuberculosis) webpage.

[Back to contents](#)

Holders of UK skilled worker or Tier 1, Tier 2 and Tier 5 visas

Holders of UK skilled worker, Tier 1, Tier 2 or Tier 5 visas may undertake work in Jersey for a period up to 1 month, without the need for a work permit, providing it is for the employer with a business interest in Jersey. This will also be applicable to locum doctors and consultants at the General Hospital.

The company or organisation in Jersey should notify the Jersey Customs and Immigration Service of the following:

- Explanation of why the UK employee is needed.
- Copy of the biodata page of the passport and the page showing the current UK immigration endorsement.

Employment for periods in excess of 1 month will require a work permit and application for further leave to remain in Jersey.

Entertainers from UK and Overseas

Entertainers in possession of a UK Tier 5 Temporary Worker visa can work in Jersey as a performer for up to 1 month without the need for a work permit.

The employer in the Island should produce the following:

- Copy of the biodata page of the passport and the page showing the current UK Immigration endorsement. In the case when the entertainer has not yet entered the UK or applied for an entry clearance the certificate of sponsorship will suffice.
- Details of their performance in Jersey

If the entertainer is staying for longer than 1 month or is applying directly from overseas a work permit will be required.

The employer will need to:

- Provide details of the performance
- Ensure that the employee is adequately accommodated meeting the minimum standards required which supports their health and wellbeing
- Ensure JCIS is notified if the employee does not arrive or depart as planned or if employment is terminated early.

[Back to contents](#)

Appendix 1

Occupations eligible for the skilled work permit employment route are derived from the Standard Occupation Classification Codes assessed by the UK Migration Advisory Committee to meet Level 3 or above of the Regulated Qualifications Framework (RQF).

More detailed information on the occupations listed in this appendix can be found using the [ONS Occupation Coding Tool \(onsdigital.github.io\)](https://onsdigital.github.io)

Code	Occupation	Related Job Titles	Salary Threshold
1115	Chief executives and senior officials	Chief executive Chief medical officer Vice president	£30,000 or the going rate (whichever is higher)
1121	Production managers and directors in manufacturing	Engineering manager Managing director (engineering) Operations manager (manufacturing) Production manager	£30,000 or the going rate (whichever is higher)
1122	Production managers and directors in construction	Building Services manager Construction manager Director (building construction)	£30,000 or the going rate (whichever is higher)
1123	Production managers and directors in mining and energy	Operations manager (mining, water & energy) Quarry manager	£30,000 or the going rate (whichever is higher)
1131	Financial managers and directors	Investment banker Treasury manager	£30,000 or the going rate (whichever is higher)
1132	Marketing and sales directors	Marketing director Sales director	£30,000 or the going rate (whichever is higher)
1133	Purchasing managers and directors	Bid manager Purchasing manager	£30,000 or the going rate (whichever is higher)
1135	Human resource managers and directors	Human resources manager Personnel manager Recruitment manager	£30,000 or the going rate (whichever is higher)

1136	Information technology and telecommunications directors	IT Director Technical director (computer services) Telecommunications director	£30,000 or the going rate (whichever is higher)
1150	Financial institution managers and directors	Bank manager Insurance manager	£30,000 or the going rate (whichever is higher)
1172	Senior police officers	Chief superintendent (police service) Detective inspector Police inspector	£35,000 or the going rate (whichever is higher)
1173	Senior officers in fire, ambulance, prison and related services	Fire service officer (government) Prison governor Station officer (ambulance service)	£30,000 or the going rate (whichever is higher)
1181	Health services and public health managers and directors	Director of nursing Health Service manager Information manager (health authority: hospital service)	£30,000 or the going rate (whichever is higher)
1184	Social services managers and directors	Care manager (local government: social services) Service manager (welfare services)	£30,000 or the going rate (whichever is higher)
1190	Managers and directors in retail and wholesale	Managing director (retail trade) Retail manager Shop manager (charitable organisation) Wholesale manager	£30,000 or the going rate (whichever is higher)
1211	Managers and proprietors in agriculture and horticulture	Farm manager Nursery manager (horticulture)	£30,000 or the going rate (whichever is higher)

1221	Hotel and accommodation managers and proprietors	Hotel manager	£30,000 or the going rate (whichever is higher)
1223	Restaurant and catering establishment managers and proprietors	Café owner Restaurant manager Shop manager (take-away food shop)	£30,000 or the going rate (whichever is higher)
1224	Publicans and managers of licensed premises	Landlady (public house) Licensee Manager (wine bar) Publican	£30,000 or the going rate (whichever is higher)
1241	Health care practice managers	Clinic manager GP practice manager Veterinary practice manager	£30,000 or the going rate (whichever is higher)
1242	Residential, day and domiciliary care managers and proprietors	Care manager Day centre manager Residential manager (residential home)	£30,000 or the going rate (whichever is higher)
2111	Chemical Scientists	Analytical chemist Chemist Development chemist Industrial chemist Research chemist	£30,000 or the going rate (whichever is higher)
2112	Biological scientists and biochemists	Biomedical scientist Forensic scientist Horticulturist Microbiologist Pathologist	£30,000 or the going rate (whichever is higher)
2113	Physical scientists	Geologist Geophysicist Medical physicist Meteorologist Oceanographer Physicist Seismologist	£30,000 or the going rate (whichever is higher)

2114	Social and humanities scientists	Anthropologist Archaeologist Criminologist Epidemiologist Geographer Historian Political scientist Social scientist	£30,000 or the going rate (whichever is higher)
2121	Civil engineers	Building engineer Civil engineer (professional) Highways engineer Petroleum engineer Public health engineer Site engineer Structural engineer	£30,000 or the going rate (whichever is higher)
2122	Mechanical engineers	Aeronautical engineer (professional) Aerospace engineer Automotive engineer (professional) Marine engineer (professional) Mechanical engineer (professional)	£30,000 or the going rate (whichever is higher)
2123	Electrical engineers	Electrical engineer (professional) Electrical surveyor Equipment engineer Power engineer	£30,000 or the going rate (whichever is higher)
2124	Electronics engineers	Avionics engineer Broadcasting engineer (professional) Electronics engineer (professional) Microwave engineer Telecommunications engineer (professional)	£30,000 or the going rate (whichever is higher)

2126	Design and development engineers	Clinical engineer Design engineer Development engineer Ergonomist Research and development engineer	£30,000 or the going rate (whichever is higher)
2127	Production and process engineers	Chemical engineer Industrial engineer Process engineer Production engineer	£30,000 or the going rate (whichever is higher)
2133	IT specialist managers	Data centre manager IT manager IT support manager Network operations manager (computer services) Service delivery manager	£30,000 or the going rate (whichever is higher)
2134	IT project and programme managers	Implementation manager (computing) IT project manager Programme manager (computing) Project leader (software design)	£30,000 or the going rate (whichever is higher)
2135	IT business analysts, architects and systems designers	Business analyst (computing) Data communications analyst Systems analyst Systems consultant Technical analyst (computing) Technical architect	£30,000 or the going rate (whichever is higher)
2136	Programmers and software development professionals	Analyst-programmer Database developer Games programmer Programmer Software engineer	£30,000 or the going rate (whichever is higher)

2137	Web design and development professionals	Internet developer Multimedia developer Web designer	£30,000 or the going rate (whichever is higher)
2139	Information technology and telecommunications professionals not elsewhere classified	Quality analyst (computing) Software tester Systems tester (computing) Telecommunications planner	£30,000 or the going rate (whichever is higher)
2150	Research and development managers	Creative manager (research and development) Design manager Market research manager Research manager (broadcasting)	£30,000 or the going rate (whichever is higher)
2211	Medical practitioners	Anaesthetist Consultant (Hospital Service) Doctor General practitioner Medical practitioner Paediatrician Psychiatrist Radiologist Surgeon	£30,000 or the going rate (whichever is higher)
2212	Psychologists	Clinical psychologist Educational psychologist Forensic psychologist Occupational psychologist Psychologist Psychometrist	£30,000 or the going rate (whichever is higher)
2213	Pharmacists	Chemist (pharmaceutical) Dispensary manager Pharmaceutical chemist Pharmacist Pharmacy manager	£30,000 or the going rate (whichever is higher)

2214	Ophthalmic opticians	Ophthalmic optician Optician Optologist Optometrist	£30,000 or the going rate (whichever is higher)
2215	Dental practitioners	Dental surgeon Dentist Orthodontist Periodontist	£30,000 or the going rate (whichever is higher)
2216	Veterinarians	Veterinarian Veterinary practitioner Veterinary surgeon	£30,000 or the going rate (whichever is higher)
2217	Medical radiographers	Medical radiographer Radiographer Sonographer Therapeutic radiographer Vascular technologist	£30,000 or the going rate (whichever is higher)
2218	Podiatrists	Chiropodist Chiropodist-podiatrist Podiatrist	£30,000 or the going rate (whichever is higher)
2219	Health professionals not elsewhere classified	Audiologist Dental hygiene therapist Dietician-nutritionist Family planner Occupational health adviser Paramedical practitioner	£30,000 or the going rate (whichever is higher)
2221	Physiotherapists	Electro-therapist Physiotherapist Physiotherapy practitioner	£30,000 or the going rate (whichever is higher)
2222	Occupational therapists	Occupational therapist	£30,000 or the going rate (whichever is higher)
2223	Speech and language therapists	Language therapist Speech and language therapist Speech therapist	£30,000 or the going rate (whichever is higher)

2229	Therapy professionals not elsewhere classified	Art therapist Chiropractor Cognitive behavioural therapist Dance movement therapist Family therapist Nutritionist Osteopath Psychotherapist	£30,000 or the going rate (whichever is higher)
2231	Nurses	District nurse Health visitor Mental health practitioner Nurse Practice nurse Psychiatric nurse Staff nurse	£30,000 or the going rate (whichever is higher)
2232	Midwives	Midwife Midwifery sister	£30,000 or the going rate (whichever is higher)
2311	Higher education teaching professionals	Fellow (university) Lecturer (higher education, university) Professor (higher education, university) Tutor (higher education, university) University lecturer	£30,000 or the going rate (whichever is higher)
2312	Further education teaching professionals	FE College lecturer Lecturer (further education) Teacher (further education) Tutor (further education)	£35,270 or the going rate (whichever is higher)
2314	Secondary education teaching professionals	Deputy head teacher (secondary school) Secondary school teacher Sixth form teacher Teacher (secondary school)	£35,270 or the going rate (whichever is higher)

2315	Primary and nursery education teaching professionals	Deputy head teacher (primary school) Infant teacher Nursery school teacher Primary school teacher	£35,270 or the going rate (whichever is higher)
2316	Special needs education teaching professionals	Deputy head teacher (special school) Learning support teacher Special needs coordinator Special needs teacher	£35,270 or the going rate (whichever is higher)
2317	Senior professionals of educational establishments	Administrator (higher education, university) Bursar Head teacher (primary school) Principal (further education) Registrar (educational establishments)	£30,000 or the going rate (whichever is higher)
2319	Teaching and other educational professionals not elsewhere classified	Adult education tutor Music teacher Nursery manager (day nursery)	£30,000 or the going rate (whichever is higher)
2412	Barristers and judges	Advocate Barrister Chairman (appeals tribunal, inquiry) Coroner Crown prosecutor District judge	£30,000 or the going rate (whichever is higher)
2413	Solicitors	Managing clerk (qualified solicitor) Solicitor Solicitor-partner Solicitor to the council	£30,000 or the going rate (whichever is higher)

2419	Legal professionals not elsewhere classified	Attorney Justice's clerk Lawyer Legal adviser Legal consultant Legal counsel Solicitor's clerk (articled)	£30,000 or the going rate (whichever is higher)
2421	Chartered and certified accountants	Accountant (qualified) Auditor (qualified) Chartered accountant Company accountant Cost accountant (qualified) Financial controller (qualified) Management accountant (qualified)	£40,000 or the going rate (whichever is higher)
2423	Management consultants and business analysts	Business adviser Business consultant Business continuity manager Financial risk analyst Management consultant	£30,000 or the going rate (whichever is higher)
2424	Business and financial project management professionals	Chief knowledge officer Contracts manager (security services) Project manager Research support officer	£30,000 or the going rate (whichever is higher)
2431	Architects	Architect Architectural consultant Chartered architect Landscape architect	£30,000 or the going rate (whichever is higher)
2433	Quantity surveyors	Quantity surveyor Surveyor (quantity surveying)	£30,000 or the going rate (whichever is higher)
2434	Chartered surveyors	Building surveyor Chartered surveyor Hydrographic surveyor Land surveyor	£30,000 or the going rate (whichever is higher)

2435	Chartered architectural technologists	Architectural technologist	£30,000 or the going rate (whichever is higher)
2436	Construction project managers and related professionals	Contract manager (building construction) Project manager (building construction) Transport planner	£30,000 or the going rate (whichever is higher)
2442	Social workers	Psychiatric social worker Senior practitioner (local government: social services) Social worker	£30,000 or the going rate (whichever is higher)
2443	Probation officers	Probation officer	£30,000 or the going rate (whichever is higher)
2462	Quality assurance and regulatory professionals	Compliance manager Financial regulator Patent attorney Quality assurance manager Quality manager	£30,000 or the going rate (whichever is higher)
3111	Laboratory technicians	Laboratory analyst Laboratory technician Medical laboratory assistant Scientific technician Water tester	£30,000 or the going rate (whichever is higher)
3112	Electrical and electronics technicians	Avionics technician Electrical technician Electronics technician Installation engineer (Electricity Supplier)	£30,000 or the going rate (whichever is higher)
3113	Engineering technicians	Aircraft technician Commissioning engineer Engineering technician Manufacturing engineer Mechanical technician	£30,000 or the going rate (whichever is higher)

3114	Building and civil engineering technicians	Building services consultant Civil engineering technician Survey technician Technical assistant (civil engineering)	£30,000 or the going rate (whichever is higher)
3213	Paramedics	Ambulance paramedic Emergency care practitioner Paramedic Paramedic-ECP	£30,000 or the going rate (whichever is higher)
3218	Medical and dental technicians	Cardiographer Dental hygienist Dental technician Medical technical officer Orthopaedic technician	£30,000 or the going rate (whichever is higher)
3219	Health associate professionals not elsewhere classified	Acupuncturist Homeopath Hypnotherapist Massage therapist Reflexologist Sports therapist	£30,000 or the going rate (whichever is higher)
3414	Dancers and choreographers	Ballet dancer Choreographer Dancer Dance teacher	£30,000 or the going rate (whichever is higher)
3511	Air traffic controllers	Air traffic control officer Air traffic controller Air traffic services assistant Flight planner	£30,000 or the going rate (whichever is higher)
3512	Aircraft pilots and flight engineers	Airline pilot First officer (airlines) Flight engineer Flying instructor Helicopter pilot	£30,000 or the going rate (whichever is higher)

3532	Brokers	Foreign exchange dealer Insurance broker Investment administrator Stockbroker Trader (stock exchange)	£30,000 or the going rate (whichever is higher)
3537	Financial and accounting technicians	Accounting technician Business associate (banking) Financial controller Insolvency administrator Managing clerk (accountancy)	£30,000 or the going rate (whichever is higher)
3538	Financial accounts managers	Accounts manager Audit manager Credit manager Fund manager Relationship manager (bank)	£30,000 or the going rate (whichever is higher)
5234	Vehicle paint technicians	Car paint sprayer Coach painter Paint technician (motor vehicles) Vehicle refinisher	£30,000 or the going rate (whichever is higher)
5235	Aircraft maintenance and related trades	Aeronautical engineer Aircraft electrician Aircraft engineer Aircraft fitter Aircraft mechanic Maintenance engineer (aircraft)	£30,000 or the going rate (whichever is higher)
5242	Telecommunications engineers	Cable jointer Customer service engineer (telecommunications) Installation engineer (telecommunications) Network officer (telecommunications) Telecommunications engineer Telephone engineer	£30,000 or the going rate (whichever is higher)

5245	IT engineers	Computer repairer Computer service engineer Hardware engineer (computer) Maintenance engineer (computer servicing)	£30,000 or the going rate (whichever is higher)
5311	Steel erectors	Steel erector Steel fabricator Steel worker (structural engineering)	£30,000 or the going rate (whichever is higher)
5312	Bricklayers and masons	Bricklayer Dry stone waller Stone mason	£30,000 or the going rate (whichever is higher)
5313	Roofers, roof tilers and slaters	Mastic asphalt spreader Roof tiler Roofer Roofing contractor Slater Thatcher	£30,000 or the going rate (whichever is higher)
5314	Plumbers and heating and ventilating engineers	Gas engineer Gas service engineer Heating and ventilating engineer Heating engineer Plumber Plumbing and heating engineer	£30,000 or the going rate (whichever is higher)
5315	Carpenters and joiners	Carpenter Carpenter and joiner Joiner Kitchen fitter Shop fitter	£30,000 or the going rate (whichever is higher)
5321	Plasterers	Fibrous plasterer Plasterer Plasterer contractor	£30,000 or the going rate (whichever is higher)

5330	Construction and building trades supervisors	Builder's foreman Construction foreman Construction supervisor Maintenance supervisor Site foreman	£30,000 or the going rate (whichever is higher)
5432	Bakers and flour confectioners	Baker Baker's assistant Bakery manager Cake decorator Confectioner	£30,000 or the going rate (whichever is higher)
6122	Childminders and related occupations	Child care assistant Child minder Nanny	£30,000 or the going rate (whichever is higher)
6141	Nursing auxiliaries and assistants	Auxiliary nurse Health care assistant (hospital service) Health care support worker Nursing assistant Nursing auxiliary	£30,000 or the going rate (whichever is higher)
6143	Dental nurses	Dental nurse	£30,000 or the going rate (whichever is higher)
6145	Care workers and home carers - private households or individuals (other than sole traders sponsoring someone to work for their business) cannot sponsor Skilled Worker applicants	Care assistant Care worker Carer Home care assistant Home carer Support worker (nursing home)	£20,000 or the going rate (whichever is higher) (see Appendix 3)
6146	Senior care workers	Senior care assistant Senior carer Senior support worker (Local government: welfare services) Team leader (nursing home)	£30,000 or the going rate (whichever is higher)

8124	Energy plant operatives	Boilerman Control room operator(electric) Hydraulic engineman Plant operator (electricity supplier) Power station operator	£30,000 or the going rate (whichever is higher)
8126	Water and sewerage plant operatives	Controller (water treatment) Plant operator (sewage works) Pump attendant Water treatment engineer Water treatment operator	£30,000 or the going rate (whichever is higher)

Appendix 2

Occupations not eligible for the skilled work permit employment route

Code	Occupation	Related Job Titles
3314	Prison service officers (below principal officer)	Prison custodial officer Prison escort officer Prison officer Prison warden
3441	Sports players	Cricketer Footballer Golfer
3442	Sports coaches, instructors and officials	Referee Riding instructor Sports development officer Swimming teacher
3233	Child and early years officers	Child protection officer Education welfare officer Portage worker (educational establishments)
4113	Local government administrative occupations	Administrative assistant (local government) Administrative officer (police service) Benefits assistant (local government) Clerical officer (local government) Local government officer
4121	Credit controllers	Credit control clerk Credit controller Debt management associate Loans administrator

4122	Book-keepers, payroll managers and wages clerks	Accounts administrator Accounts assistant Accounts clerk Auditor Bookkeeper Payroll clerk
4123	Bank and post office clerks	Bank clerk Cashier (bank) Customer adviser (building society) Customer service officer (bank) Post office clerk
4124	Finance officers	Deputy finance officer Finance officer Regional finance officer (PO)
4129	Financial administrative occupations not elsewhere classified	Cashier Finance administrator Finance assistant Finance clerk Tax assistant Treasurer Valuation assistant
4131	Records clerks and assistants	Admissions officer Clerical officer (hospital service) Filing clerk Records clerk Ward clerk
4132	Pensions and insurance clerks and assistants	Administrator (insurance) Claims handler Clerical assistant (insurance) Insurance clerk Pensions administrator
4133	Stock control clerks and	Despatch clerk

Official

assistants

Material controller
Stock control clerk
Stock controller
Stores administrator

4135 Library clerks and assistants

Information assistant (library)
Learning resource assistant
Library assistant
Library clerk
Library supervisor

4138 Human resources
administrative occupations

Course administrator
Human resources administrator
Personnel administrator
Personnel clerk

4159 Other administrative
occupations not elsewhere
classified

Administrative assistant
Clerical assistant
Clerical officer
Clerk Office administrator

4162 Office supervisors

Administration supervisor
Clerical supervisor
Facilities supervisor
Office supervisor

4211 Medical secretaries

Clinic coordinator
Clinic administrator
Medical administrator
Medical secretary
Secretary (medical practice)

4212 Legal secretaries

Legal administrator
Legal clerk
Legal secretary
Secretary (legal services)

4213	School secretaries	Clerical assistant (schools) School administrator School secretary Secretary (schools)
4216	Receptionists	Dental receptionist Doctor's receptionist Medical receptionist Receptionist Receptionist-secretary
4217	Typists and related keyboard occupations	Audio typist Computer operator Typist Typist-clerk Word processor
5435	Cooks (covered by 'chefs' in eligible list)	Cook Cook-supervisor Head cook
6132	Pest control officers	Fumigator Pest control officer Pest control technician Pest controller
6142	Ambulance staff (excluding paramedics)	Ambulance care assistant Ambulance driver Ambulance technician Emergency medical technician
6147	Care escorts	Bus escort Escort Escort-driver School escort

6148	Undertakers, mortuary and crematorium assistants	Crematorium technician Funeral director Pall bearer Undertaker
6211	Sports and leisure assistants	Croupier Leisure attendant Lifeguard Sports assistant
6212	Travel agents	Reservations clerk (travel) Sales consultant (travel agents) Travel adviser Travel agent Travel consultant
6219	Leisure and travel service occupations not elsewhere classified	Bus conductor Holiday representative Information assistant (tourism) Steward (shipping) Tour guide
6221	Hairdressers and barbers	Barber Colourist (hairdressing) Hair stylist Hairdresser
6222	Beauticians and related occupations	Beautician Beauty therapist Nail technician Tattooist
6231	Housekeepers and related occupations	Cook-housekeeper House keeper Lifestyle manager

6232	Caretakers	Caretaker Janitor Porter (college) Site manager (educational establishments)
6240	Cleaning and housekeeping managers and supervisors	Butler Cleaner-in-charge Cleaning supervisor Domestic supervisor Head house keeper Supervisor (cleaning)
7111	Sales and retail assistants	Retail assistant Sales adviser Sales assistant Sales consultant (retail trade) Shop assistant
7112	Retail cashiers and check-out operators	Check-out operator Forecourt attendant General assistant (retail trade: check-out) Till operator
7113	Telephone salespersons	Sales adviser (telephone sales) Telesales executive Telesales operator
7114	Pharmacy and other dispensing assistants	Dispenser Health care assistant (retail chemist) Optical assistant Pharmacy assistant
7115	Vehicle and parts salespersons and advisers	Car sales executive Car salesman Parts adviser (retail trade) Parts salesman (motor vehicle repair)

7121 Collector salespersons and credit agents	Agent (insurance) Canvasser Collector (insurance) Distributor (door-to-door sales) Insurance agent
7122 Debt, rent and other cash collectors	Collecting agent Collector (gas supplier) Debt collector Meter reader Vending operator
7123 Roundspersons and van salespersons	Dairyman (retail trade: delivery round) Ice-cream salesman Milkman (milk retailing) Roundsman Van salesman
7124 Market and street traders and assistants	Market assistant Market trader Owner (market stall) Stall holder Street trader
7129 Sales related occupations not elsewhere classified	Demonstrator Hire controller Sales representative (retail trade)
7211 Call and contact centre occupations	Call centre agent Call centre operator Customer service adviser (call centre) Customer service operator

7213 Telephonists	Call handler (motoring organisation) Operator (telephone) Switchboard operator (telephone) Telephonist Telephonist-receptionist
7214 Communication operators	Call handler (emergency services) Communications operator Control room operator (emergency services) Controller (taxi service)
7219 Customer service occupations not elsewhere classified	Customer adviser Customer service administrator Customer service adviser Customer service assistant Customer services representative
8111 Food, drink and tobacco process operatives	Baker (food products mfr) Bakery assistant Factory worker (food products mfr) Meat processor Process worker (brewery) Process worker (dairy)
8118 Electroplaters	Electroplater Galvaniser Metal sprayer Powder coater
8119 Process operatives not elsewhere classified	Melting pot assistant (electric cable) Mixing plant foreman (asphalt mfr) Process worker (electrical engineering) Stone finisher (cast concrete products mfr)

8121 Paper and wood machine operatives	Box maker (cardboard) Guillotine operator (printing) Machinist (paper goods mfr) Sawyer Wood machinist
8123 Quarry workers and related operatives	Derrickman (oil wells) Diamond driller (well sinking) Plant operator (quarry) Quarry operative
8125 Metal working machine operatives	Engineer, nos Machinist (metal trades) Metal polisher Process worker (metal trades)
8127 Printing machine assistants	Finishing operative (printing) Lithographer (printing) Machinist (printing) Print operator Printer's assistant
8129 Plant and machine operatives not elsewhere classified	Bench hand (metal trades) Cable maker (spring mfr) Laser operator Manufacturer (metal goods mfr) Saw doctor
8131 Assemblers (electrical and electronic products)	Assembler (electrical, electronic equipment mfr) Line operator (electrical) Solderer Team leader (electrical, electronic equipment mfr: assembly) Technical operator (circuit board mfr)

8132 Assemblers (vehicles and metal goods)	Assembler (metal trades) Lineworker (vehicle mfr) Manufacturing operator (metal trades) Process worker (metal trades: assembly) Team leader (motor vehicle mfr: assembly)
8133 Routine inspectors and testers	Quality assurance inspector Quality auditor Quality controller Quality inspector Test engineer
8134 Weighers, graders and sorters	Grader (food products mfr) Metal sorter Selector (ceramics mfr) Weighbridge clerk Weighbridge operator
8135 Tyre, exhaust and windscreen fitters	Tyre and exhaust fitter Tyre fitter Tyre technician Windscreen fitter
8137 Sewing machinists	Overlocker Seamstress Sewing machinist Stitcher Upholstery machinist
8139 Assemblers and routine operatives not elsewhere classified	Assembler Gluer (furniture mfr) Paint line operator Production assistant Riveter (soft toy mfr)

8141	Scaffolders, staggers and riggers	Bell hanger (church bells) Stage rigger (shipbuilding) Tackleman (steelworks)
8142	Road construction operatives	Asphalter Concrete finisher (building construction) Highways maintenance hand Paver Road worker
8149	Construction operatives not elsewhere classified	Asbestos remover Cable layer Demolition worker Dry liner General handyman Maintenance man Thermal insulation engineer
8211	Large goods vehicle drivers	Haulage contractor HGV driver Lorry driver Owner (heavy goods vehicle) Tanker driver
8212	Van drivers	Courier driver Delivery driver Driver Parcel delivery driver Van driver
8213	Bus and coach drivers	Bus driver Coach driver Coach operator Minibus driver PSV driver

8214 Taxi and cab drivers and chauffeurs	Chauffeur Mini cab driver Taxi driver Taxi owner
8221 Crane drivers	Crane driver Crane operator Haulage engine driver Winchman
8222 Fork-lift truck drivers	Fork lift driver Fork lift truck driver Fork truck operator Stacker-driver
8223 Agricultural machinery drivers (see temporary employment category)	Agricultural machinist Attendant (agricultural machinery) Operator (agricultural machinery) Tractor driver (agriculture)
8229 Mobile machine drivers and operatives not elsewhere classified	Digger driver Dredger Excavator driver JCB driver Plant operator Rig operator
8233 Air transport operatives	Aircraft dispatcher Baggage handler Cargo handler (airport) Ramp agent Refueller (airport)

8239 Other drivers and transport operatives not elsewhere classified	Bus inspector Operations assistant (freight handling) Test driver (motor vehicle mfr) Transport supervisor Yard foreman (road transport)
9111 Farm workers	Agricultural worker Farm labourer Farm worker Herdsman Shepherd
9119 Fishing and other elementary agriculture occupations not elsewhere classified	Horticultural worker Labourer (landscape gardening) Mushroom picker Nursery worker
9120 Elementary construction occupations	Electrician's mate (building construction) Ground worker (building construction) Hod carrier Labourer (building construction)
9132 Industrial cleaning process occupations	Cleaner and greaser Factory cleaner Hygiene operator Industrial cleaner
9134 Packers, bottlers, canners and fillers	Factory worker (packing) Packaging operator Packer Paint filler
9139 Elementary process plant occupations not elsewhere classified	Factory worker Fitter's mate Labourer (engineering) Material handler

9211	Postal workers, mail sorters, messengers and couriers	Courier Leaflet distributor Mail sorter Messenger Postman
9219	Elementary administration occupations not elsewhere classified	General assistant Office junior Office worker Reprographic technician
9231	Window cleaners	Window cleaner Window cleaning contractor
9232	Street cleaners	Cleansing operative (street cleaning) Road sweeper Street cleaner
9233	Cleaners and domestics	Chambermaid Cleaner Domestic Home help School cleaner
9234	Launderers, dry cleaners and pressers	Carpet cleaner Dry cleaner Garment presser Laundry assistant Laundry worker
9235	Refuse and salvage occupations	Binman (local government: cleansing department) Hopper attendant (refuse destruction) Refuse disposal operative Salvage worker

9236	Vehicle valeters and cleaners	Car wash assistant Carriage service man (railways) Motor car polisher (garage) Vehicle valeter
9239	Elementary cleaning occupations not elsewhere classified	Amenity block attendant Chimney cleaner Sweep (chimney) Toilet attendant
9241	Security guards and related occupations	CCTV operator Park keeper Private investigator Security guard Security officer
9242	Parking and civil enforcement occupations	Car park attendant Community warden Parking attendant Traffic warden
9244	School midday and crossing patrol occupations	Dinner lady (schools) Lollipop man Lunchtime supervisor Midday supervisor School crossing patrol
9249	Elementary security occupations not elsewhere classified	Bailiff Commissionaire Court usher Door supervisor Doorman
9251	Shelf fillers	General assistant (retail trade) Grocery assistant Shelf filler Shelf stacker

9259 Elementary sales occupations not elsewhere classified	Code controller (wholesale, retail trade) Home shopper Order picker (retail trade) Trolley assistant (wholesale, retail trade)
9260 Elementary storage occupations	Labourer (haulage contractor) Order picker Warehouse assistant Warehouse operator Warehouse supervisor Warehouseman
9271 Hospital porters	Hospital porter Porter (hospital service) Portering supervisor (hospital services)
9272 Kitchen and catering assistants	Catering assistant Crew member (fast food outlet) Kitchen assistant Kitchen porter
9273 Waiters and waitresses	Head waiter Silver service waiter Steward (catering) Waiter Waitress
9274 Bar staff	Bar supervisor Barmaid Barperson Bartender Glass collector (public house)

9275 Leisure and theme park attendants

Arcade assistant
Cinema attendant
Ride operator
Steward (sports ground)
Usher
Usherette

9279 Other elementary services occupations not elsewhere classified

Bingo caller
Hotel assistant
Night porter
Porter (residential buildings)
Stage hand (entertainment)

[Back to contents](#)

Appendix 3

Exceptions to the skilled worker criteria where the minimum salary threshold of £30,000 has not been met

Occupation	Salary Threshold
Executive Chef Head Chef Sous Chef Pastry Chef Specialist Chef Chef de Partie	£25,000 or the going rate (whichever is the higher)
Digital (technical roles such as developer)	£25,000 or the going rate (whichever is the higher)
Professional Rugby Player	£25,000 or the going rate (whichever is the higher)
Trainee Accountants with contracts leading to a professional qualification	£21,000 or the going rate (whichever is the higher)
Health Care Assistants (where it can be demonstrated that the migrant worker has the relevant qualifications and/or experience for the role)	£20,000 or the going rate (whichever is the higher)
Care workers & home carers (private households or individuals cannot apply) - where it can be demonstrated that the migrant worker has the relevant qualifications and/or experience for the role	Minimum salary of £20,000 No requirement for the position to be at RQF Level 3 or higher
Ayurvedic Practitioners & Therapists	£18,000 or the going rate (whichever is the higher)
Foreign language teacher employed by a charity that supports Jersey's cultural links to another country (employee must hold a master's degree or equivalent)	Minimum salary of £20,000

[Back to contents](#)

Appendix 4

English Language

On 1 March 2012 an English language requirement was introduced as part of the qualifying criteria for the issue of a work permit.

The following categories of people are exempt from the English language requirement:

- temporary agriculture / fishing / hospitality and construction workers
- short term work permit holders of 12 months or less (if the permit is extended past 12 months, the person must meet the language requirement)
- work permits issued for Intra-company transfer

Meeting the language requirement

To meet the English language requirement, you must show that your employee meets one of the following. They must:

- have passed an English language test as described below
- be a national of one of the countries listed below
- have a degree from one of the countries listed below
- have a recognised academic qualification as detailed below

English language test

If your employee has passed an English language test, they must provide the certificates. The test must:

- be on the list of approved English language tests (approved by the Home Office) to level B1 (or for sports persons and coaches to level A1), of the Common European Framework of Reference) (CEFR)
- incorporates reading, writing, listening, and speaking to a minimum level B1

IELTS for UKVI Academic and General Training tests cover the four components (reading, writing, listening, and speaking) required for skilled work permit applications. The employee will require a minimum score of 4.0 overall and in each of the four components.

For a list of approved Secure English Language Test (SELT) providers, see the UK Visas and Immigration website - [Prove your English language abilities with a secure English language test \(SELT\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/visas/immigration/secure-english-language-test)

Nationals of certain countries

Your employee will meet the English language requirement if they are a national of:

- Antigua and Barbuda
- Australia
- the Bahamas
- Barbados
- Belize
- Canada
- Dominica
- Grenada
- Guyana
- Jamaica

- Malta
- New Zealand
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
- USA

Degrees from majority English speaking countries

If your employee has a degree from one of the following countries, (Canada is not on this list) they will meet the English language requirement by providing:

- their degree certificate and
 - an Academic Qualification Level Statement (AQUALS) from ECCTIS (UK ENIC) confirming the qualification is equivalent to a Bachelors or Master's degree or PhD in the UK.
-
- Antigua and Barbuda
 - Australia
 - the Bahamas
 - Barbados
 - Belize
 - Dominica
 - Grenada
 - Guyana
 - Ireland
 - Jamaica
 - Malta
 - New Zealand
 - St Kitts and Nevis
 - St Lucia
 - St Vincent and the Grenadines
 - Trinidad and Tobago
 - USA

Other academic qualifications

If your employee has a degree that was taught or researched in English in a non-majority English speaking country, they will meet the English language requirement by providing the following:

- their degree certificate
- an Academic Qualification Level Statement (AQUALS) from ECCTIS (UK ENIC) confirming the qualification is equivalent to a Bachelors or Master's degree or PhD in the UK and
- an English Language Proficiency Statement (ELPS) from ECCTIS (UK ENIC), which will confirm that the degree was taught in English

GCSE or A Level English

An employee will also meet the English language requirement if they have a GCSE, A level, Scottish National Qualification at level 4 or 5 or, Scottish Higher or Advanced Higher, in English (language or literature), that was awarded:

- by an Ofqual (or SQA, Qualifications Wales or CCEA) regulated awarding body; and
- following education in either a UK, Channel Islands or Isle of Man school undertaken while they were aged under 18.

Appendix 5

Part time work - guidelines for temporary work permit holders

If you have a temporary work permit you may take part time work in addition to your main job provided that

- you have the written consent of your main employer (the employer for whom you have a work permit); and
- the part time work is also in the same sector that your permit has been issued for; and
- the part time employment should not impact on the employee's ability to fulfil their commitment to their main employer; and
- it is work for which a work permit would normally be granted.

What if my employer won't let me take a part time job?

You must have your employer's consent in writing. You should tell your main employer how many extra hours you intend to work and who you will be working for. If you cannot persuade your employer to give you that consent then you are not allowed to take on extra work. The Customs and Immigration Service is not able to assist you if your employer will not give consent.

Can I work in a shop, an office or wherever I wish?

No. You may only take a part time job of a type for which a work permit is normally issued.

How many hours can I work part time?

There is no fixed limit but you should not work more than 20 extra hours a week above a normal working week. A normal working week may be regarded as 40 hours. Remember you have a duty to your main employer to be fit and able to carry out the job for which you have a permit.

Do I need to have another work permit for a part time job?

No. As long as you meet the conditions set out in these guidelines you do not need another permit and there is no need to tell the Customs and Immigration Service.

What will happen if I take a part time job without my employer's consent?

If you take a part time job without your employer's consent you risk having your permit cancelled. You will then be required to return abroad and may well not be granted another work permit.

Should my part time employer give me a contract of employment?

You should be given a written statement of the terms and conditions of your employment no later than 4 weeks after you start employment.

Further advice on this and other employment matters may be obtained from the Jersey Advisory and Conciliation Service, 3rd Floor, 1 Seale Street, St Helier. JE23QG, telephone 730503.

[Back to contents](#)

Appendix 6

Guidance on Submitting a Business Case

Employers may submit robust business cases to the Minister for Home Affairs (addressed to the Head of Service – Jersey Customs & Immigration Service) if they wish any of the following to be considered by the Minister:

- A particular skilled worker vocation, to be included into Annex 3 of the WPP with a reduced annual salary
- The introduction of a new temporary worker sector to allow those who do not meet the skilled worker criteria to undertake temporary work in the island
- The expansion of existing temporary worker sectors to include more diverse vocations.

Any business case should include the following in order to allow the Minister to fully consider the circumstances:

- Relevant data to show the current lack of resources within the sector/vocation
- Evidence to demonstrate that recruitment within the permit-free CTA has been exhausted
- Evidence that alternative business models have been tested or reasons why an alternative business model is not deemed appropriate, specifically covering local recruitment
- Support from sector stakeholders/representatives/employers
- Data to demonstrate the need for the sector/vocation in the Island
- Data from comparable sectors/vocations in the UK to support the business case
- Predictions as to the potential outcome should a new immigration route not be introduced
- Proposal to include specifically what is being requested in relation to the above 3 bullet points.
- Any other relevant data or information that may assist the Minister in his considerations
- Current salary being offered and whether any consideration has been given to adjusting this
- Where statistics are relied upon then provide the source of the data with links so that they can be verified

Business cases will be required in writing and should be submitted in the first instance to The Head of Service, Jersey Customs and Immigration Service.

[Back to contents](#)

Appendix 7

The content of this Appendix is provided by Government of Jersey Strategic Policy, Planning & Performance department as was accurate at the time that this Work Permit Policy was published.

YOUR RIGHTS AS AN EMPLOYEE WORKING IN JERSEY

When you come to work in Jersey, you have rights which protect you from poor treatment by your employer. If you think you're being treated unfairly or wrongly, you should try first of all, if you can, to resolve any issues with your employer informally. If that doesn't succeed, then you can make a formal complaint, which could include bringing a claim to the Employment & Discrimination Tribunal.

If you do have a problem with your employer, you can also get advice from an independent employment advisory organisation, from the government, a trade union or from other community bodies and representatives. This leaflet gives you details of who can help.

These are the ways in which an employer must treat you properly. You have a right to expect that they will, because the law in Jersey tells them they must:

- Give you a written contract when you start work
- Pay you at least the minimum wage of £10.50 per hour
- Give you wage slips
- Give you a break during the day (you may not get paid for the break)
- Give you at least a day off a week
- Give you 3 weeks' paid holiday across a full year

You have the right not to be discriminated at work because of your:

- Race
- Age
- Sex
- Sexual orientation
- Gender re-assignment
- Pregnancy and maternity
- Any disability you have

There are health and safety laws in Jersey:

- You are not expected to work if your workplace is unsafe.

If you are paid at the minimum wage rate of £10.50 an hour, and you get accommodation or food with your job, your employer can charge you a maximum of

- £115.00 a week for accommodation only
- £153.28 a week if you get food and accommodation

The law says your employer is not allowed to deduct more than these amounts from your wages if you receive accommodation or accommodation and food as part of your employment contract.

More detail about the employment laws in Jersey

- Whatever type of employment contract you're on, your employer must give you what is called a Statement of initial terms of employment. The law tells your employer what must be contained in the statement about the terms on which you're employed. Your employer must give you this statement within 28 days of you starting work
- You're entitled to a daily rest break of 20 minutes if you work for six hours or more each day. You're also entitled to a rest period of 24 hours in any seven-day work period. This applies whether you work only a few hours a day, on a zero hours' contract, or you're in full-time employment
- You're entitled to take three weeks (15 days) paid annual holiday
- You're entitled to be paid at least the minimum wage rate (which is currently £10.50 an hour). Your employer must also make sure you're given accurate payslips, so you know you're being paid correctly. The law says your employer must keep accurate records in the event that there's a dispute about the wages you're owed. This is important, because if there is a dispute between you and your employer, it will help to decide what the truth is if you decide to make a complaint
- You have the right to ask your employer for a change to the terms and conditions of your employment, and your employer must agree to your request, unless there are good reasons not to
- You have the right not to be unfairly dismissed from your job. Normally, you'd have to work more than 52 weeks to have this right, but there are circumstances in which you might be able to claim what is called automatic unfair dismissal, where the 52-week time limit doesn't apply.
- Here are two examples of automatic unfair dismissal:
 1. If you bring a complaint against your employer because they haven't given you a statement of your terms of employment as the law says they must, or the statement doesn't contain all the details it should, and your employer sacks you for making the complaint, that would be automatically unfair and you'd be entitled to compensation
 2. Another example would be dismissing you for being a member of a trade union or taking part in the activities of a trade union
- You're entitled to a minimum period of notice if your employer proposes to make you redundant from your job or terminate your employment. The law says your employer must give you a period of notice, depending on how long you've worked. These are the notice periods:
 - 1 week's notice if your continuous service is less than 2 years
 - 2 weeks' notice if your continuous service is 2 years or more but less than 3 years
 - 1 week's notice for each additional year's continuous service up to a maximum of 12 weeks
- If you've worked for your employer for two years or more, and you lose your job because of redundancy, you have a right to a redundancy payment. This applies to all employees, whatever type of employment contract they have. The statutory minimum redundancy payment is a week's pay for each year of employment

- As well as these protections under the Employment Law, all employees in Jersey have protections under the Discrimination Law. If you believe your employer has discriminated against you, you can make a formal complaint through your employer's internal grievance process and also externally to the Employment & Discrimination Tribunal. However, you should be aware that strict time limits apply when filing a claim to the Tribunal (see below).

Most frequently asked questions:

Q. I am on a work permit which has not yet expired but my relationship with my employer has broken down completely. Can I change employers without leaving the island?

A. Under Jersey's work permit policy you cannot change to another employer unless you have completed a continuous 12-month period of employment with your current employer. However, in exceptional circumstances you may be able to switch employer where there are compelling grounds to do so

Q. What can I do if my employer holds my passport and is refusing to return it?

A. There is no legal basis for your employer to retain your passport. If you are concerned, you should seek advice from Citizens Advice. You should also contact Immigration if your employer retains your passport and refuses to return it – immigration@gov.je

Q. How much money can my employer take for travel to and/or from Jersey?

A. It is up to you to agree with your employer about the costs of travel to and from Jersey. You should agree this in writing with your potential employer before you book tickets or travel to Jersey

Q. What are the time limits for issuing a claim to the Employment & Discrimination Tribunal?

A. The time limit for making a claim to the Tribunal depends on the type of claim you are making. Most claims (including unfair dismissal and discrimination) should be received by the Tribunal within 8 weeks from the date when your employment ended or the incident about which you are complaining happened. It is important that your claim is presented within the appropriate time limit, if you are unsure, you should take advice on the time limits as soon as possible. You can get further information from the Tribunal – contact details are shown below.

Independent organisations offering help and advice

If you're worried that you're being treated incorrectly about any aspect of your employment, you can get help and advice from:

Jersey Advisory & Conciliation Service

3rd Floor, 1 Seale Street, St Helier, Jersey JE2 3QG
01534 730503
www.jacs.org.je

Citizens Advice Jersey

St Paul's Centre, New Street, St Helier, Jersey JE2 3PW
01534 724942
[Employment | Citizens Advice Jersey](http://www.citizensadvice.je)

Friends of Africa

www.friendsof africa.org.je/contact-us

Kenyan Jersey Community

kenyanjerseycommunity@gmail.com

Honorary Consulate of Portugal

Burlington House, St Saviour's Road, St Helier, Jersey JE2 4LA

01534 877188

consuladoporugaljersey@hotmail.com

Honorary Consulate of Poland

Don Street, St Helier, Jersey

01534 529204

magda.chmielewska@hotmail.co.uk

Honorary Consulate of Romania

19 Val Plaisant, St Helier, Jersey JE2 4TE

07829 769542

roconsuljersey@yahoo.com

Trade Union representative

Unite the Union, 7D Spectrum, Gloucester Street, St Helier, Jersey, JE2 3DA

01534 872584 or Jersey@unitetheunion.org

Jersey Employment and Discrimination Tribunal

1st Floor, International House, 41 The Parade, St Helier, Jersey JE2 3QQ

01534 441380

registrartribunalservice@courts.je

None of these organisations will contact your employer or the authorities without your permission. They will keep your query confidential. The advice they will provide to you is free.