



Jersey Customs & Immigration

Work Permit Policy

Updated – December 2024

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.

All applications will be assessed against the version of the policy that is in place at the time the application is submitted. Policy changes will affect existing work permit holders.

Official

1

[Back to contents](#)

Contents

Contents.....	2
Introduction	3
Who needs a work permit?.....	4
Employer responsibilities.....	6
Employee responsibilities	8
Temporary Work Permit Overview	9
Short-term Temporary Work Permit	10
Annual Temporary Work Permit.....	10
Student Temporary Work Permit	11
Non-resident Temporary Work Permit.....	11
Absence Periods for Temporary Routes	12
Agricultural / Aquaculture / Horticulture Temporary Work Permit Routes	13
Construction Temporary Work Permit Routes	15
Sea Going Fishing Temporary Work Permit Route	17
Hospitality Temporary Work Permit Route.....	19
Student Temporary Work Permit Route	21
Student Medical Placements	22
UK Students on full-time degree courses	22
Non-resident business Work Permit.....	23
Long-Term Work Permit Route	25
Dependants of Long-Term Work Permit Holders.....	28
General Agreement on Trade in Services (GATS)	32
Intra-Company Transfer.....	32
Contractual Service Suppliers	33
Independent Professionals.....	34
No Recourse to Public Funds.....	34
Termination of Employment.....	35
Disputes.....	35
Requesting a Review of a Decision.....	36
Adverse immigration history and criminal convictions	36
Contravention of the Work Permit Policy	36
Processing Times.....	37
Refunds.....	37
In Country Work Permit Applications.....	38
Promotion	38
Acquisition or re-structuring of business or company	38
Tuberculosis test for visa applicants.....	38
Holders of UK work visas.....	39
Entertainers from UK and Overseas.....	39
Appendix 1: Long-term Work Permit Occupations	40
Appendix 2: Long-term Exceptions.....	94
Appendix 3: Language Requirements.....	96
Appendix 4: Supplementary Part-time Employment	99
Appendix 5: Business Case Guidance	101
Appendix 6: Work Permit & Visa Fees.....	102
Appendix 7: Useful Links & Information.....	104

Introduction

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

This policy sets 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.

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 Justice and 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 attempts to put measures in place to limit the risks of exploitation by ensuring that:

- Employees receive equal pay for equal work.
- Employers comply with Employment (Jersey) Law 2003.
- Employers adopt robust and ethical recruitment practices to ensure only genuine employees are recruited with the relevant skills, qualifications and experience to undertake the role they are being employed for
- Employers give due consideration to the welfare of their employees inside and outside of work and that they are accommodated to a standard that supports their health and wellbeing.

In addition, the work permit policy is designed 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 Justice and 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 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.

Work permits are issued to a named employer, for a named employee to work in a specified role, as detailed on the work permit. Permits cannot be transferred to another employer or employee. Where an employee is permitted to switch to another employer a new work permit and further leave to remain application must be submitted. Where an employee has their employment terminated prematurely then their work permit and associated immigration permissions will cease to be valid.

Who needs a work permit?

The work permit policy is designed primarily for employers to understand the criteria that must be met in order for a work permit to be issued. The policy does provide some information to employees on the immigration restrictions placed on work permit holders, and there are links to information about living and working in Jersey which sits outside the remit of Immigration (see appendix 7).

Skilled employees are invited to come and work in Jersey on either long-term or temporary work permit route subject to employers demonstrating that the work permit application criteria are met for the relevant route.

Employees do not require a permit to work in Jersey if they are:

- a British or Irish citizen or a British subject with the right of abode.
- an EU or EEA passport holder who has been granted settled or pre-settled status.
- a non-EU or non-EEA passport holder who has been granted settled or pre-settled status by virtue of a relationship to an EU or EEA passport holder.
- a Commonwealth citizen admitted on the grounds of UK ancestry.
- a Commonwealth citizen with a certificate of entitlement to the right of abode.
- a participant in the Youth Mobility Scheme.
- a minister of religion.
- a business visitor.
- a non-EU or EEA passport holder who has no restrictions attached to your stay.

Before making an application for any type of work permit, the employer should read and familiarise themselves with this policy to ensure that the application criteria can be met.

Employers should only be applying for permits for the duration that they require the employee for. For example, if a construction company only has 3 months' work available then they should only apply for a 3-month permit.

By applying for a work permit the employer agrees JCIS Officers will be granted access to work premises so checks can be conducted to ensure compliance with the work permit policy.

How to apply:

The work permit application form must be completed by someone authorised to do so on behalf of the employer and can make payment for the work permit. An employee cannot apply for their own work permit.

[Work permit application form](#)

When to apply:

Applications for new work permits will not be accepted more than 3 months before the start date (including those changing employer).

Extensions to long-term work permits will not be accepted more than 6 months before the expiry of the current permit.

Extensions to temporary work permits will not be accepted more than 3 months before the expiry of the current permit.

Information you need to apply:

As a guide, to complete and submit the application the employer will need:

- copies of personal details page of the applicant passport and if applicable the page showing their current UK immigration permissions.
- knowledge of English language (if applying for more than 12 months).
- copy of your business license.
- certificate of qualifications.
- signed copy of a contract of employment and job description.
- Any additional sector relevant information where required.
- a debit or credit card (to make the payment)

This information can be uploaded into the application before you can submit it. If we require additional documentary evidence in support of the application, one of our Officer will contact you using the information you have provided in the application.

Employee visas for working in Jersey:

If your prospective employee is living abroad and is granted a Jersey work permit the employee is likely to need a visa before travelling to Jersey. The Jersey visa requirements are aligned to the UK visa requirements. Find out if you need a UK visa [on the gov.uk website](#).

Your employee may be refused entry to Jersey if they don't have the necessary visa. If you are granted a work permit, you will be sent instructions to help your prospective employee complete the [Visa application form for Jersey Work Permit Holders \(gov.uk\)](#)

The visa application is a separate process to applying for a work permit and the work permit holder will need to meet the criteria for the issue of the visa. If the applicant is unable to do this or has an adverse immigration history, then the visa maybe refused.

Find out how much a [visa will cost your prospective employee](#) on the gov.uk website. The cost will be shown in the currency of your employee's current location.

The visa application is administered by the UK Home Office. Find out the [visa processing times](#) on the gov.uk website.

If your prospective employee is in authorised employment in the UK, Guernsey or Isle of Man they will not need to travel abroad to obtain a separate visa if they are granted a work permit to work in Jersey. In these circumstances the prospective employee will need to [Make an application for Further Leave to Remain \(FLR\)](#) directly to the Jersey Customs & Immigration Service.

Employer responsibilities

- The employer must comply with the Employment (Jersey) Law 2003 and ensure that the principles of the legislation are applied to all work permit holders regardless of the duration of their employment.
- The employer must ensure that any employee is recruited fairly, and that robust and tested recruitment practices are followed to ensure that only suitably skilled and experience employees are recruited to a vacancy.
- The employer must ensure that they conduct vetting on their employees which should include obtaining references from previous employers to verify experience and getting qualifications authenticated by the issued body (particularly for roles in Health, Therapy, Social Services and Education).
- Prior to any submission of a work permit application the employer must present the employee with a contract and a signed copy must be included with the application – a signed offer letter is insufficient.
- The employer must notify JCIS of any amendments to the contract.
- The employer is responsible for covering any work permit and recruitment agency costs – an employer cannot deduct work permit and recruitment agency costs from the employee's wages.
- The employer may deduct from the employees' wages any loans that have been advanced to the employee to cover visa, flight and reasonable/proportionate relocation costs. If the employee is loaned money by the employer, they cannot be required to repay a sum greater than the sum loaned and must be provided in writing with full details of the repayment terms of any loan.
- Contracts must stipulate what deductions will be made from an employee's wages, highlighting amounts and terms of the deductions. Deductions must be reasonable and proportionate and comply with Employment (Jersey) Law 2003.
- Where an employee is paid the minimum wage the maximum values that may be deducted each week from an employee's wages are £127.54 for accommodation or £169.98 for accommodation and food (correct as of 2024) - [Employment \(Minimum Wage\) \(Jersey\) Order 2007](#)
- Where an employer is providing accommodation as part of an employment package, whether this is accommodation owned by the employer or the employer has signed a lease, the maximum values that can be deducted for an employee on minimum wage apply as per the [Employment \(Minimum Wage\) \(Jersey\) Order 2007](#)
- Where an employee is paid more than the minimum wage then the deductions for accommodation or accommodation & food, whether this is accommodation owned by the employer or the employer has signed a lease, should be affordable and proportionate to the employees wage (*as a guide, in 2024 those on minimum wage had approximately 27% of the wages deducted for accommodation or approximately 36% of their wages deducted for accommodation & food*)
- Where an employee is leasing accommodation on the open market, and the accommodation is not provided as part of the employment package, then the employer should take reasonable steps to ensure that employees are suitably accommodated

- *"Food" is defined as 3 adequate meals on each day on which the employee is employed. Employers may not offset a proportionate amount of pay for less than 3 meals per day and a charge for food may not be offset unless accommodation is also provided.*
- *"Accommodation" must be available to the employee from midnight to midnight on each day of employment.*
- The employer has a responsibility to manage the expectation of the employee and provide them information about living and working in Jersey as well as ensuring that they understand the immigration route they have applied for them to be on.
- The employer must pay the employee for their weekly contracted hours regardless of whether there is work for them. The employer cannot outsource the employees to other employers. Doing so will jeopardise their ability to recruit employees on work permits.
- The employer must maintain adequate records on their employees, particularly where performance is brought into question. Where an employee's employment is terminated due to poor performance, JCIS may request evidence of this.
- The employer must notify JCIS when the employment of a work permit holder is terminated. This must be before the employees last working day as it may be necessary to cancel their immigration permissions.
- Employers who submit fraudulent or counterfeit documents in support of any work permit application will have the application refused, they will be unable to apply for further work permits and will find themselves liable to prosecution.
- Employers who have already been granted a work permit and it later transpires have submitted fraudulent or counterfeit documents in support of any work permit application will have all work permit permissions cancelled, they will be unable to apply for further work permits and will find themselves liable to prosecution.

Employee responsibilities

- The employee should carefully read any employment contract and ensure that they question anything that they don't understand with the employer before signing.
- The employee should do their research before accepting any role in Jersey so that they understand travel, accommodation and living costs (more information is provided later in this document and available on [Moving to Jersey \(gov.je\)](#) webpage along with a useful [Checklist](#))
- The employee must abide by the conditions of the work permit and their visa.
- The employee must have sufficient funds to cover flights back to their home countries, for themselves and any dependants, at the end of their work permit period or should their immigration permissions be cancelled.
- The employee must not indebted themselves to unethical recruiters. JCIS are aware that unethical recruitment practices are prevalent in some countries across the world. *These practices include the payment of large sums of money, either upfront or once in post, to the recruiters to secure employment. A reputable recruiter will normally be paid by their client and not the job seeker.*
- The employee can only work for the employer specified on the work permit and carry out the duties for which the work permit has been issued for and covered by their contract of employment.
- Where permitted, and with the consent of the primary employer, the employee can take on additional part-time work with another employer (see appendix 4)
- The employee must understand that they may not be able to have their dependants join them in Jersey.
- Employees who submit fraudulent or counterfeit documents in support of their employment in Jersey will have any work permit and / or visa application refused.
- Employees who have already been granted a work permit and it later transpires have submitted fraudulent or counterfeit documents in support of their employment in Jersey will have any work permit and / or visa application cancelled and will find themselves liable to prosecution.
- Employees who provide fraudulent or counterfeit documents in support of immigration applications for themselves or their dependants will have any work permit and / or visa application cancelled and will find themselves liable to prosecution.
- An employee must notify JCIS when the employment of a work permit holder is terminated. This must be before the employees last working day as it may be necessary to cancel their immigration permissions.
- Where an employee sources their own accommodation on the open market then it must be affordable and suitable to accommodate themselves and any dependants.

Temporary Work Permit 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. Outsourced functions carried out by third parties in support of the agriculture, aquaculture, construction, fishing, horticulture and hospitality sectors will not be eligible for work permit employment.

There are four routes available for temporary work permit employment:

- **Short-term** temporary route for the agriculture, aquaculture, construction, fishing, horticulture and hospitality sectors. Permits are issued for a maximum period of 9-months.
- **Annual** temporary route for construction, sea-going fishing sector and hospitality. Permits are issued for periods of 12-months and can be renewed annually.
- **Student** temporary route for foreign students studying in France where employment is connected to their course of study. Permits are issued for a maximum period of 6-months'.
- **Non-Resident** temporary route for overseas employers sending employees to Jersey to fulfil specific contractual obligations where there is a requirement for the business to hold a non-resident undertaking granted by Business Licencing.

Temporary work permits for employment outside of these sectors will only be considered after satisfying the Minister for Justice and Home Affairs that the labour cannot be found from within the CTA and the temporary worker criteria can be met – see Appendix 5. 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 Long-term (previously 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 6 months of their employment unless they are switching to the long-term employment route.

In exceptional circumstances a temporary worker may be able to switch to other temporary employment in the same sector in the first 6 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.

Those permitted to switch employer will require a new work permit and they must apply for further leave to remain to align their, and their dependants, immigration permissions with the new work permit. Failure to do so will place the employee in breach of their immigration permissions and will impact their ability to apply for indefinite leave to remain.

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

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.

There is no English language requirement for temporary work permits and time spend on these routes doesn't count to the qualifying period for settlement (indefinite leave to remain).

Short-term Temporary Work Permit

This route is available to employers for those with the necessary skills and experience to work in Jersey on a temporary basis on a 9-month work permit. Applications will be accepted for roles in:

- Agriculture / Aquaculture / Horticulture,
- Construction,
- Hospitality, and
- Sea-going Fishing sector.

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 permitted to return to Jersey in this capacity. 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. The period of absence is to immediately follow the end of the permission.

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.

Time spend on this route doesn't count to the qualifying period for settlement (indefinite leave to remain).

Annual Temporary Work Permit

This route is available to employers for those with the necessary skills to work in Jersey on a temporary basis on a rolling 12-month work permit. Applications will be accepted for roles in:

- Construction,
- Hospitality, and
- Sea-going Fishing

Permits can be applied for any period up to 12 months and can be renewed for periods of up to 12 months for a maximum period of 36 months (3 years) – constructions permits can be extended for a further 12 months to maximum period of 48 months (4 years) where it can be demonstrated that the specific project named in the original application is ongoing.

At the end of the work permit period the employee must leave the CTA for a period equal to approximately one third of the time that the employee has spent in the Island before they will be permitted to return to Jersey in this capacity – see section below on absence periods.

Those granted permission to work in this category are unable to switch employment into another temporary category or bring dependants to the Island.

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 6-months period of work permit employment with a new employer.

Time spend on this route doesn't count to the qualifying period for settlement (indefinite leave to remain).

Student Temporary Work Permit

This route is available for students enrolled on full-time courses in further or higher education in France. Their employment is not restricted to a sector, but their employment must be linked to the course that the student is enrolled on.

Permits can be applied for any period up to 6 months.

At the end of the work permit period employees on this route will need to leave the CTA for a minimum period of 3-months before they will be permitted to return in this capacity

Those granted permission to work in this category are unable to switch employment into another temporary category or bring dependants to the Island. Time spend on this route doesn't count to the qualifying period for settlement (indefinite leave to remain).

Non-resident Temporary Work Permit

This route is available for overseas employers who are required to hold non-resident business licences issued under Control of Housing and Work (Jersey) Law 2012 and bring their employees to the Island to fulfil a specific contractual obligation. Work permits will be issued for a period no longer than the validity of the non-resident business licence.

Those granted permission to work in this category are unable to switch employment into another temporary category or bring dependants to the Island. Time spend on this route doesn't count to the qualifying period for settlement (indefinite leave to remain).

Absence Periods for Temporary Routes

All temporary routes have a mandatory absence period which will vary depending on the duration of the work permit. This ensures a break in continuous residency and means that time spent in Jersey in temporary work permit employment doesn't lead to settlement.

- **Student work permits** issued for less than, or equal to, 6-months must be followed by a 3-month absence.
- **Short Term work permits** issued for less than, or equal to, 9-months must be followed by a 3-month absence.
- **Annual work permits** (*first 12-months*) issued for less than, or equal to, 12-months must be followed by a 4-month absence.
- **Annual work permits** (*second-12 months*) extended for greater than 12-months and less than, or equal to, 24-months must be followed by an 8-month absence.
- **Annual work permits** (*third-12 months*) extended for greater than 24-months and less than, or equal to, 36-months must be followed by a 12-month absence.
- **Annual work permits** (*fourth-12 months*) extended for greater than 36-months and less than, or equal to, 48-months must be followed by a 16-month absence (*temporary construction route only*).
- **Intra-Company Transfer work permits** issued for less than, or equal to, 36-months must be followed by a 12-month absence before the employee can return in this capacity (see page 32 for more details on this route).

Absence periods will not be pro-rated where employment end dates fall between these bands – for example, an employee who completes 18-months on an annual work permit will require an absence period of 8-months.

The mandatory absence periods do not apply when an employee switches from a temporary to a long-term work permit.

Agricultural / Aquaculture / Horticulture Temporary Work Permit Routes

Short-term Work Permit

This route is for a maximum period of 9 months and available to those to be employed in roles within agriculture, aquaculture and horticulture.

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

Applications will not be accepted for extensions beyond 9 months (see page 12 for mandatory absence periods for temporary routes).

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

The following mandatory criteria must be met by the employer:

- Robust and tested recruitment processes are followed to ensure, as reasonably practicable, only genuine employees are recruited from backgrounds in agriculture, aquaculture and horticulture 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 (this requirement is waived if the absence from Jersey between work permit employment is less than 6 months).
- 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 signed contract.
- 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 accommodation criteria is met. It has been a long-established practice for agriculture and aquaculture employers to provide accommodation for their employees – where this is no longer the case then employers will need to provide evidence of the accommodation provided to their employees.
- JCIS must be notified if an employee does not arrive or depart as planned or if employment is terminated early.

- JCIS must 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:

An employee can:

- Work for the employer specified on the work permit and within the parameters of their contract and job description.
- Only carry out the duties for the post which the permit has been obtained for
- Take on supplementary part-time employment within agriculture / aquaculture / horticulture – see Appendix 4.
- Switch to long-term work permit employment subject to a prospective employer successfully applying and meeting the requirements for the long-term employment route.

An employee cannot:

- Accrue time towards indefinite leave to remain.
- Switch to other temporary work permit employment in another sector.
- Switch employer in the first 6 months of employment.
- Extend the work permit beyond 9 months.
- Have any dependants join them in Jersey.

Construction Temporary Work Permit Routes

Short-term Work Permit

This route is for a maximum period of 9 months for construction businesses wishing employees to work across multiple sites.

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

Applications will not be accepted for extensions beyond 9 months (see page 12 for mandatory absence periods for temporary routes).

Applications to switch to the 12-month route will be refused.

Annual Work Permit

This route is available for construction businesses employing for a specific long-term project which last more than 9 months. **Permits can be applied for any period up to 12 months** and can be renewed annually for the duration of the project but will not be renewed when the project is complete. Permits can be renewed annually for a period of 36-months but can be extended for maximum period of 48-months where it can be demonstrated that the project is ongoing (see page 12 for mandatory absence periods for temporary routes).

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.

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

The following mandatory criteria must be met by the employer for either route:

- 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 – **annual work permit route only**.
- 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 (this requirement is waived if the absence from Jersey between work permit employment is less than 6 months).

- 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 signed contract.
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing.
- JCIS must 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 must 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

An employee can:

- Work for the employer specified on the work permit and within the parameters of their contract and job description.
- Only carry out the duties for the post which the permit has been obtained for.
- Take on supplementary part-time employment within this sector – see Appendix 4.
- Switch to long-term work permit employment subject to a prospective employer successfully applying and meeting the requirements for the long-term employment route.
- Have the work permit extended annually (**annual work permit only**).
- Work on other sites under the control of the main employer.

An employee cannot:

- Accrue time towards indefinite leave to remain.
- Switch to other temporary work permit employment.
- Switch employer in the first 6 months of employment.
- Switch between short-term and annual work permit routes.
- Extend the short-term work permit beyond 9 months.
- Extend the annual work permit beyond 48 months.
- Have any dependants join them in Jersey.

Sea Going Fishing Temporary Work Permit Route

Short-term Work Permit

This route is for a maximum period of 9 months for the sea-going fishing businesses.

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

Applications will not be accepted for extensions beyond 9 months (see page 12 for mandatory absence periods for temporary routes).

Applications to switch to the 12-month route will be refused.

Annual Work Permit

Permits issued on this route are only available for the sea-going fishing sector and can be granted for periods of 12-months and can be renewed annually for a maximum period of 36-months (see page 12 for mandatory absence periods for temporary routes).

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.

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

The following mandatory criteria must be met by the employer:

- 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 in 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 (this requirement is waived if the absence from Jersey between work permit employment is less than 6 months).
- 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 signed contract.
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing.

- JCIS must be notified if an employee does not arrive or depart as planned or if employment is terminated early.
- JCIS must 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

An employee can:

- Work for the employer specified on the work permit and within the parameters of their contract and job description.
- Only carry out the duties for the post which the permit has been obtained for.
- Take on supplementary part-time employment within this sector – see Appendix 4
- Switch to long-term work permit employment subject to a prospective employer successfully applying and meeting the requirements for the long-term employment route.
- Have the work permit extended annually (**annual work permit only**).

An employee cannot:

- Accrue time towards indefinite leave to remain.
- Switch to other temporary work permit employment.
- Switch between short-term and annual work permit routes.
- Switch employer in the first 6 months of employment.
- Extend the short-term work permit beyond 9 months.
- Extend the annual work permit beyond 36-months.
- Have any dependants join them in Jersey.

Hospitality Temporary Work Permit Route

Short-term Work Permit

This route is for a maximum period of 9 months for hospitality.

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

Applications will not be accepted for extensions beyond 9 months (see page 12 for mandatory absence periods for temporary routes).

Applications to switch to the 12-month route will be refused.

Annual Work Permit

Permits issued on this route are only available to hospitality and can be granted for periods of 12-months and can be renewed annually for a maximum period of 36-months (see page 12 for mandatory absence periods for temporary routes).

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.

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

Applications will be considered for roles in hotels, restaurants, bars and cafes. These include, but are not limited to, kitchen staff, food & beverage staff, housekeeping staff, managerial staff, reservation staff, reception staff, events staff, entertainment staff, baristas, pool lifeguards and spa therapists. Applications will not be accepted for outsourced functions carried out by third parties that support hospitality, such as food/drink wholesalers, cleaners, laundrettes, marquees, etc.

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.

The following mandatory criteria must be met by the employer:

- 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

(this requirement is waived if the absence from Jersey between work permit employment is less than 6 months).

- 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 signed contract.
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing.
- JCIS must be notified if an employee does not arrive or depart as planned or if employment is terminated early.
- JCIS must 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

An employee can:

- Work for the employer specified on the work permit and within the parameters of their contract and job description.
- Only carry out the duties for the post which the permit has been obtained for.
- Take on supplementary part-time employment within this sector – see Appendix 4.
- Switch to long-term work permit employment subject to a prospective employer successfully applying and meeting the requirements for the long-term employment route.
- Have the work permit extended annually (annual work permit only).
- Work within the same group under the control of the main employer.

An employee cannot:

- Accrue time towards indefinite leave to remain.
- Switch to other temporary work permit employment.
- Switch between short-term and annual work permit routes.
- Switch employer in the first 6 months of employment.
- Extend the short-term work permit beyond 9 months.
- Extend the annual work permit beyond 36-months.
- Have any dependants join them in Jersey.

Student Temporary Work Permit Route

Student Work Permit 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.

Permits can be applied for any period up to 6 months.

Applications will not be accepted for extensions beyond 6 months (see page 12 for mandatory absence periods for temporary routes).

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

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 signed contract.
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing.
- JCIS must 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.
- Have any dependants join them in Jersey.

Student Medical Placements

There is no requirement for a work permit for UK 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.

UK 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 or visa.

Students in possession of a UK Tier 4 Student visa and enrolled on a full-time degree course in the UK may work in Jersey on placements for longer than 4-months but they will require a work permit and apply for leave to remain in this capacity. Leave to remain will be granted by way of a letter where it can be demonstrated that the student is returning to the studies, this way not impacting their UK Student visa.

Jersey does not recognise the UK Graduate Visa scheme. Any student wishing to take employment in the Island after their studies will require a work permit.

Non-resident business Work Permit

Non-resident Work Permit

This route is available for overseas employers who are required to hold non-resident undertaking issued under Control of Housing and Work (Jersey) Law 2012 and bring their employees to the Island to fulfil a specific contractual obligation.

More information about non-resident business licence requirements can be found on the [Apply for a non-resident business licence to work in Jersey \(gov.je\)](https://www.gov.je) webpage.

Not all criteria and conditions detailed in other sections of this policy will apply to employers and employees coming to Jersey on this route. Employers and employees must comply with the employment legislation in their primary country of business.

The following mandatory criteria must be met by the employer:

- The employer has a signed contract of work with the customer in Jersey.
- All employees must be aged 18 or over on the date of the application.
- All employees must be adequately accommodated for the duration of their stay in Jersey.
- The employer must remain in compliance with their Non-Resident Undertaking issued under Control of Housing and Work (Jersey) Law 2012.
- If a Non-Resident Undertaking is withdrawn, any work permit issued against that licence will cease to be valid.
- JCIS must be notified if an employee does not arrive or depart Jersey as planned.
- All employees being employed under a non-resident undertaking for roles 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. In addition, they must obtain UK DBS checks.
- Employers and employees may be required to registered with Social Security and Income Tax. Depending on the duration of employment in the Island they may be liable to pay social security and income tax in Jersey – employers should contact customerservices@gov.je for more information. The onus is on the employer and employee to ensure that they are compliant.
- 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

Depending on the nationality of employees, and duration of the work permit, employees may be required to apply for a visa

Employers and employees must be aware of the following:

An 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.

An employee cannot:

- Accrue time towards indefinite leave to remain.
- Switch to other temporary work permit employment.
- Switch employer.
- Extend work permit.
- Have any dependants join them in Jersey.

Long-Term Work Permit Route

Long-term Work Permit (*previously skilled work permit*)

This route is available for those individuals employed in any industry for an initial period of up to 3 years following which a further work permit may be granted.

Work Permits may be granted to Medical Doctors at the General Hospital for up to 5 years in the first instance.

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

Occupations eligible for the long-term work permit employment route can be found in Appendix 1. These 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).

Salary thresholds

Salary thresholds are derived from UK Skilled Work Visa lists and amended for Jersey to reflect higher costs of living in the Island. Employers must demonstrate that an employee will be paid the minimum salary threshold or the going rate for the role whichever is higher. For example:

- Minimum Salary thresholds are based on an employee being given an hourly rate for working 40 hours over 52 weeks per year (for example, £15.00 x 40 x 52 = £31,200).
- Employees contracted for full time employment on less than 40 hours per week must be paid a higher hourly rate to achieve the minimum salary threshold (for example, £16.22 x 37 x 52 = £31,200)
- Employees contracted for full time employment on more than 40 hours per week must be paid the hourly rate which equates the minimum salary threshold (for example, £15.00 x 45 x 52 = £35,100)

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 with appropriate vetting on individuals and their qualifications and experience to ensure they are genuine.
- 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 thresholds (listed in Appendices 1 and 2) must be met or the 'the going rate' whichever is the higher based on a 40-hour week. Evidence of this must be provided in the form of a signed contract.

- The job must be at or above the minimum skill level: RQF 3 or equivalent (A level or equivalent qualification) unless an exception applies (see Appendix 2: Long term work permit exceptions).
- The employee must meet the minimum English language requirement - B1 or higher (see Appendix 3)
- 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. In addition, they must obtain UK DBS checks.
- Employees being employed in Health, Therapy, Social Services and Education must have 2+ years employment experience relevant to the role they are being employed for and must hold relevant qualifications which have been vetted.
- Employer to ensure that employees are adequately accommodated meeting the minimum standards required which supports their health and wellbeing.
- JCIS must be notified if an employee does not arrive or depart as planned or if employment is terminated early.
- JCIS must 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 6 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 6 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 6 months of their work permit period with the new employer.

In exceptional circumstances an employee may be able to switch employment in the first 6 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.

Those permitted to switch employer will require a new work permit and they must apply for further leave to remain to align their, and their dependants, immigration permissions with the new work permit. Failure to do so will place the employee in breach of their immigration permissions and will impact their ability to apply for indefinite leave to remain.

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 may be able to bring dependants with them when a 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 (see section on Dependants of long-term work permit holders).

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.

Applications for dependants are assessed against the [Jersey Immigration Rules](#) paragraph 194 (spouse or civil partner), paragraph 197 (child), and paragraph 295J (unmarried partner).

When assessing visa applications for dependants we need to be satisfied that the work permit holder has sufficient earning capacity to maintain and accommodate their dependants without recourse to public funds in accommodation that is not overcrowded, they own or occupy exclusively and is suitable for the health and wellbeing of the family.

We will assess applications based on the work permit holder's salary and we will not consider additional income from overtime, part-time employment, the potential earning power of a dependant or financial assistance from a third party, as these are not guaranteed. In addition, we will consider the impact of any outstanding loans/repayments that the work permit holder has privately or otherwise as this will impact on their ability to maintain and accommodate their dependents. (see section on Dependants of long-term work permit holders).

Dependants do not require work permits to take employment in Jersey but must comply with the Control of Housing and Work (Jersey) Law 2012.

An 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 subject to being able to maintain and accommodate them without recourse to public funds.
- Take on unpaid voluntary work for a charity.
- Take on supplementary part time paid employment

An employee cannot:

- Switch employment to other long-term employment in the first 6 months of a work permit with an employer.
- Switch to work permit dependant permissions.
- Bring any dependants with them if their work permit has been issued for 12 months or less

Dependants of Long-Term 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 long-term or intra-company transfer work permit issued for more than 12 months may be able to bring their dependants with them however their permissions to be in Jersey are directly linked to conditions imposed on the work permit holder.

Applications for dependants will be assessed against the [Jersey Immigration Rules](#) paragraph 194 (spouse or civil partner), paragraph 197 (child), and paragraph 295J (unmarried partner).

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 evidence that they have sole responsibility for that child.

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 (see definition of recourse to public funds on page 34). A work permit holder must consider the impact that moving a family to Jersey will have, including being aware of limited housing stock, high rental prices and costs of childcare.

Visas for dependants may be refused where an employee is still within their probationary period; will be refused 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; will be refused if sole responsibility of a child cannot be demonstrated; and will be refused if dependants cannot be maintained or accommodated without recourse to public funds.

The same criteria are applied when applications for further leave to remain are submitted. If the work permit holder is unable to meet the requirements to maintain and accommodate their dependants, then their application may be refused, and the dependants will be required to leave the Island. Also, if a work permit holder is unable to pay for their immigration permissions and those of their dependants the applications will be refused.

Where a child dependant is born in Jersey, the work permit holder must apply for further leave to remain for that child, meet the application requirements and pay the requisite fee. Failure to do so may impact the applicants ability to apply for indefinite leave to remain for themselves and their dependants.

Income support in Jersey is a benefit that is designed to provide an adequate level of support to cover food, clothing, doctors' costs and other daily living expenses but does not

include rent or childcare – for more information on income support see [How your Income Support benefit is made up \(gov.je\)](#)

When calculating whether an applicant, or sponsor, is able to maintain and accommodate themselves and any dependants, available net income (once rent, childcare and loan repayments has been removed) is compared against the income support figure that a similar household would be eligible for. Available net income must be greater than the income support figure. Income derived from overtime and part-time employment will not be considered as these are not guaranteed and may not be possible to continue with once the dependants are in Jersey. Financial assistance from third parties will only be considered in exceptional circumstances.

The below table is the net income, once rent, childcare costs and loans are removed that must be shown to demonstrate an applicant is able to maintain themselves and their dependants. This is based on 2024 income support figures available on [How your Income Support benefit is made up \(gov.je\)](#). These will be updated every year. Decisions will be made on the income support figure at the time of the application

Income Support for a single parent household

Single Parent	168.14	168.14	168.14	168.14
One Child	99.61	99.61	99.61	99.61
Two Children		83.93	83.93	83.93
Three Children			83.93	83.93
Four Children				83.93
PER WEEK	267.75	351.68	435.61	519.54
PER YEAR (C)	13923.00	18287.36	22651.72	27016.08

Income Support for a two-parent household

Parent One	120.89	120.89	120.89	120.89	120.89
Parent Two	120.89	120.89	120.89	120.89	120.89
One Child		99.61	99.61	99.61	99.61
Two Children			83.93	83.93	83.93
Three Children				83.93	83.93
Four Children					83.93
PER WEEK	241.78	341.39	425.32	509.25	593.18
PER YEAR (C)	12572.56	17752.28	22116.64	26481	30845.36

Examples:

A – B ≥ C (A minus B is greater than or equal to C)

Net Income (A)	£34,000
Rent & Outgoings (B)	£20,000
Remaining	£14,000

Where:

A is the net income of the sponsor or applicant (after deduction of income tax and social security)

B is housing costs (such as what needs to be spent on accommodation)

C is the amount of income support that an equivalent Jersey family of that size would receive.

Using the above figures and calculations the following would apply, based on remaining funds of £14,000:

Income support (C) for one adult and one child in Jersey is approximately **£13,900** therefore the work permit holder does not have sufficient funds to maintain and accommodate the household by Jersey standards as their remaining funds are lower than £13,900.

Income support (C) level for one adult and two children in Jersey is approximately **£18,300** therefore the work permit holder does not have sufficient funds to maintain and accommodate the household by Jersey standards as their remaining funds are lower than £18,300.

Income support (C) for two adults in Jersey is approximately **£12,600** therefore the work permit holder does have sufficient funds to maintain and accommodate the household by Jersey standards as their remaining funds are greater than £12,600.

Income support (C) for two adults and two children in Jersey is approximately **£22,100** therefore the work permit holder does not have sufficient funds to maintain and accommodate the household by Jersey standards as their remaining funds are lower than £22,100.

The earning power of a dependant will not normally be taken into consideration however this can exceptionally be considered where the dependant (spouse or partner) has an offer of employment in Jersey, and this has to be backed up by solid evidence such as a signed contract of employment. A dependant does not require a work permit, and they are eligible to take on any employment in Jersey.

(A + D) – B ≥ C (A plus D minus B is greater than or equal to C)

Net Income (A)	34,000
Net Income (D)	21,000
Rent & Outgoings (B)	20,000
Remaining	35,000

Where:

A is the net income of the sponsor or applicant (after deduction of income tax and social security)

B is housing costs (such as what needs to be spent on accommodation)

C is the amount of income support that an equivalent Jersey family of that size would receive.

D is the net income of the dependant (after deduction of income tax and social security)

Official

Using the above figures and calculations the following would apply, based on remaining funds of £35,000:

Income support (C) for two adults and two children in Jersey is approximately **£22,100** therefore the work permit holder does have sufficient funds to maintain and accommodate the household by Jersey standards as their remaining funds are greater than £22,100.

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 temporary work permit.
- Join a work permit holder who holds a long-term work permit issued for 12-months or less.
- Join a work permit holder who is unable to demonstrate that they can maintain and accommodate without recourse to public funds.
- Join a work permit holder who is a single parent who is unable to evidence sole responsibility
- Switch to work permit employment.
- Remain in Jersey beyond the permissions of the work permit holder.

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 based on 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 must 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.

An 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.
- Bring dependants with them if their work permit has been issued for longer than 12 months subject to being able to maintain and accommodate them without recourse to public funds.

An employee cannot:

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

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 based on 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.

No Recourse to Public Funds

The legal basis for “no recourse to public funds” is paragraph 3(1) of the Immigration Act 1971, as that Act was extended to Jersey - [Immigration \(Jersey\) Order 2021 \(jerseylaw.je\)](#). When limited leave to enter or remain is granted to an individual, certain conditions may be imposed on that leave. Among them paragraph 3(1)(c)(ii) enables the following condition to be imposed:

“a condition requiring him to maintain and accommodate himself, and any dependants of his, without recourse to public funds”.

Paragraph 6 of the [Jersey Immigration Rules \(gov.je\)](#) defines “public funds” as:

“any benefit paid by the Government of Jersey to any person who has not paid any contribution towards receipt of such benefit. For the purpose of these Rules, a person is not to be regarded as having (or potentially having) recourse to public funds merely because he is (or will be) reliant in whole or in part on public funds provided to his sponsor, unless, as a result of his presence in Jersey, the sponsor is (or would be) entitled to increased or additional public funds.”

A person’s entitlement to benefit will not be determined by the Immigration Rules and falls to be considered separately from that person’s immigration status. The purpose of the Immigration Rules is to provide that a person’s immigration status might be affected by the type of public funds they may have recourse to.

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 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 employee 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.

Passport endorsement

If an employee has their immigration permissions cancelled, they will receive a wet ink stamp endorsement in their passport which varies the end date of their permissions. This does not have an adverse effect on a person's immigration history. The employee will be given sufficient time to deal with their affairs before they will be expected to leave – this time period will vary depending on individual circumstances and how they plan to maintain and accommodate themselves without employment.

Disputes

The Customs & immigration Service generally will not get involved in disputes between an employer and a work permit employee 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 employee. This policy does not cover employer/employee relations where the employee takes on additional part time employment with another employer. It is expected that any part-time employment is compliant with Control of Housing and Work (Jersey) Law 2012 and employment (Jersey) Law 2003

Work permit employees 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 5.

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

If a work permit employee 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 – [Review of Immigration Decisions \(gov.je\)](#).

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.

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.

Employers found to have breached the work permit policy will be required to 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.

A Senior Officer will review the circumstances of the breach, issue a formal warning and apply additional layers of scrutiny to applications. Subsequent breaches will be reviewed by a Senior Manager and may result in the employer losing the ability to apply for work permits.

An employer or employee found to have provided documentation that they know to be false in support of a work permit application or visa application will be committing an offence under the Immigration Act 1971 as extended to Jersey by the Immigration (Jersey) Order 2021 and may be liable to a fine, a period of imprisonment, or both. Any immigration permissions will be cancelled and any future applications for work permits or visas will be refused.

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 an employee can switch to 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 for the work permit holder and any dependants.

Refunds

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

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 eligibility criteria apply, and a work permit may be granted for a period not exceeding 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”. 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. Any gap between the end and start date will constitute a break in continuous residency which will impact when the work permit holder will become eligible to apply for indefinite leave to remain.

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 and the employee must apply for further leave to remain.

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.

Holders of UK work visas

Holders of UK skilled worker 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.

UK Skilled Workers taking employment in Jersey for periods in excess of 1 month will require a work permit and application for further leave to remain in Jersey.

Holders of UK issued Religious Worker (Temporary Work) visas will be able to work in the Island in a non-pastoral role for a maximum period of 3-months during the validity of their UK visa. Religious workers are not covered by the Jersey Immigration Rules and are not eligible for work permits. Religious workers will not be permitted to bring their dependants with them to Jersey.

Holders of UK issued student visas for study at a UK institute of further or higher education and are permitted to take employment in Jersey for a maximum period of 4-months in any full-time or part time role during their vacation periods.

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.

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, they may require a work permit and a visa. Any queries should be directed to immigration@gov.je

Appendix 1: Long-term Work Permit Occupations

Occupations eligible for the long-term (previously 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).

Salary thresholds are derived from UK Skilled Work Visa lists. Employers must demonstrate that an employee will be paid the minimum salary threshold or the going rate for the role whichever is higher. For example:

- Minimum Salary thresholds are based on an employee being given an hourly rate for working 40 hours over 52 weeks per year (for example, £15.00 x 40 x 52 = £31,200).
- Employees contracted for full time employment on less than 40 hours per week must be paid a higher hourly rate to achieve the minimum salary threshold (for example, £16.22 x 37 x 52 = £31,200)
- Employees contracted for full time employment on more than 40 hours per week must be paid the hourly rate which equates the minimum salary threshold (for example, £15.00 x 45 x 52 = £35,100)

More detailed information on the occupations listed in this appendix can be found using the [CascotWeb \(warwick.ac.uk\)](http://warwick.ac.uk/CascotWeb)

Occupation code	Job type	Related job titles	Salary Threshold
1111	Chief executives and senior officials	Chairman Chief executive Civil servant Diplomat Vice President	£84,100 (or the going rate, whichever is higher)
1121	Production managers and directors in manufacturing	Engineering manager Managing director (engineering) Operations manager (manufacturing) Production manager Technical manager	£51,500 (or the going rate, whichever is higher)
1122	Production managers and directors in construction	Building services manager Construction manager Director (building construction) Owner (electrical contracting) Site manager	£50,100 (or the going rate, whichever is higher)
1123	Production managers and directors in mining and energy	Operations manager (mining, water & energy) Quarry manager Service manager (public utilities)	£51,600 (or the going rate, whichever is higher)
1131	Financial managers and directors	Bank Manager Finance Director Insurance Manager Investment banker Treasury manager	£70,000 (or the going rate, whichever is higher)
1132	Marketing, sales and advertising directors	Account director (advertising) Commercial director Marketing director Media director Sales director	£83,000 (or the going rate, whichever is higher)
1133	Public relations and communications directors	Head of communications Head of public relations	£79,900 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
1134	Purchasing managers and directors	Bid production manager Director of contracts Head of buying Purchasing manager	£50,300 (or the going rate, whichever is higher)
1135	Charitable organisation managers and directors	Charity director Manager (charitable organisation)	£40,900 (or the going rate, whichever is higher)
1136	Human resource managers and directors	Human resources business partner Human resources director Personnel manager Recruitment manager Training director	£49,400 (or the going rate, whichever is higher)
1137	Information technology directors	Chief Information officer IT Director Managing director (computer services) Programme manager (computing) Technical director (computer services)	£80,000 (or the going rate, whichever is higher)
1139	Functional managers and directors not elsewhere classified	Area secretary (trade association) Chief officer (local government) Clerk to the county council General Secretary (trade union) Town Clerk	£69,900 (or the going rate, whichever is higher)
1140	Directors in logistics, warehousing and transport	Airport director Head of logistics Owner (delivery service) Supply chain director Traffic director (transport)	£72,200 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
1150	Managers and directors in retail and wholesale	Car sales manager Manager (garden centre) Managing director (wholesale, retail trade) Retail manager Shop manager (charitable organisation) Wholesale manager	£33,100 (or the going rate, whichever is higher)
1162	Senior police officers	Chief superintendent (police service) CID officer Detective inspector Police inspector	£59,100 (or the going rate, whichever is higher)
1163	Senior officers in fire, ambulance, prison and related services	Chief immigration officer (HM Revenue and Customs) Fire service officer (government) Prison governor Station officer (ambulance service)	£53,700 (or the going rate, whichever is higher)
1171	Health services and public health managers and directors	Clinical manager Director of nursing Health service manager Information manager (health authority: hospital service)	£43,900 (or the going rate, whichever is higher)
1172	Social services managers and directors	Children's centre manager Commissioner (local government: social services) Community services manager Service manager (welfare services) Social work manager	£41,000 (or the going rate, whichever is higher)
1211	Managers and proprietors in agriculture and horticulture	Farm manager Farm owner Nursery manager (horticulture) Stock manager (farming)	£36,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
1212	Managers and proprietors in forestry, fishing and related services	Cattery owner Fish farm owner Forest manager Owner (landscape gardening) Racehorse trainer	£30,960 (or the going rate, whichever is higher)
1221	Hotel and accommodation managers and proprietors	Caravan park owner Hotel manager Manager (passenger ships) Service flats manager	£32,700 (or the going rate, whichever is higher)
1222	Restaurant and catering establishment managers and proprietors	Café owner Operations manager (catering) Restaurant manager Shop manager (take-away food shop)	£30,960 (or the going rate, whichever is higher)
1223	Publicans and managers of licensed premises	Landlady (public house) Licensee Manager (wine bar) Publican	£33,500 (or the going rate, whichever is higher)
1224	Leisure and sports managers and proprietors	Amusement arcade owner Cinema manager Football ground manager Leisure centre manager Theatre manager	£33,100 (or the going rate, whichever is higher)
1225	Travel agency managers and proprietors	Branch manager (travel agents) Tourist information manager Travel agency owner Travel manager	£32,500 (or the going rate, whichever is higher)
1231	Health care practice managers	Clinic manager Dental practice manager GP practice manager Patient services manager Veterinary practice manager	£43,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
1232	Residential, day and domiciliary care managers and proprietors	Care manager Community centre manager Day centre manager Nursing home owner Manager (sheltered housing) Residential manager (care/residential home)	£36,400 (or the going rate, whichever is higher)
1233	Early education and childcare services proprietors	Director (children's nursery) Owner (nursery: children's)	£30,960 (or the going rate, whichever is higher)
1241	Managers in transport and distribution	Distribution service manager Fleet manager Operations manager (transport) Shipping manager Transport manager	£41,500 (or the going rate, whichever is higher)
1242	Managers in storage and warehousing	Cellar manager (brewery) Inventory manager Operations manager Stock manager Warehouse manager	£32,000 (or the going rate, whichever is higher)
1243	Managers in logistics	Logistics manager Supply chain manager	£42,400 (or the going rate, whichever is higher)
1251	Property, housing and estate managers	Estate manager Facilities manager Housing manager Landlord (property management) Property manager	£38,400 (or the going rate, whichever is higher)
1252	Garage managers and proprietors	Bodyshop manager (vehicle trades) Garage director Garage owner Tyre depot manager	£38,400 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
1253	Hairdressing and beauty salon managers and proprietors	Hairdressing salon owner Manager (beauty salon) Manager (nail salon) Owner (pet grooming salon) Owner (tanning studio) Spa manager	£38,400 (or the going rate, whichever is higher)
1254	Waste disposal and environmental services managers	Environmental manager (refuse disposal) Manager (local government: cleansing dept.) Recycling plant manager Scrap metal dealer	£48,800 (or the going rate, whichever is higher)
1255	Managers and directors in the creative industries	Art gallery owner Artist manager Director (architectural service) Graphic design manager Gallery Manager Production manager (entertainment) Publisher Radio station manager	£42,000 (or the going rate, whichever is higher)
1256	Betting shop and gambling establishment managers	Betting shop manager Bingo hall manager Casino manager	£30,960 (or the going rate, whichever is higher)
1257	Hire services managers and proprietors	Hire manager Plant hire manager Rental service manager Tool hire manager	£34,700 (or the going rate, whichever is higher)
1258	Directors in consultancy services	Director (environmental consultancy) Owner (design consultancy) Owner (management consultancy)	£38,400 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
1259	Managers and proprietors in other services not elsewhere classified	Director (private detective agency) Car park manager Cemetery Manager Library manager Owner (cleaning services) Training centre manager Driving school owner	£34,400 (or the going rate, whichever is higher)
2111	Chemical scientists	Analytical chemist Chemist Development chemist Industrial chemist Laboratory analyst Research scientist (chemical)	£35,200 (or the going rate, whichever is higher)
2112	Biological scientists	Agricultural consultant Forensic scientist Horticulturist (professional) Microbiologist Pathologist	£38,000 (or the going rate, whichever is higher)
2113	Biochemists and biomedical scientists	Clinical technologist Endocrinologist Histopathologist Medical technologist Medical researcher	£44,800 (or the going rate, whichever is higher)
2114	Physical scientists	Geologist Geophysicist Medical physicist Meteorologist Oceanographer Physicist Seismologist	£47,300 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2115	Social and humanities scientists	Anthropologist Archaeologist Criminologist Epidemiologist Geographer GIS analyst Historian Political researcher Social scientist	£36,400 (or the going rate, whichever is higher)
2119	Natural and social science professionals not elsewhere classified	Operational research scientist Scientific officer Scientist Sports scientist Technical officer (laboratory) University research fellow (sciences)	£41,200 (or the going rate, whichever is higher)
2121	Civil engineers	Building engineer Civil engineer (professional) Highways engineer Petroleum engineer Public health engineer Site engineer (building construction) Structural engineer	£45,500 (or the going rate, whichever is higher)
2122	Mechanical engineers	Automotive engineer (professional) Design engineer (mechanical) Marine engineer (professional) Mechanical engineer (professional)	£42,500 (or the going rate, whichever is higher)
2123	Electrical engineers	Electrical design engineer Electrical engineer (professional) Electrical surveyor Equipment engineer Power engineer Signal engineer (professional, railways)	£53,500 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2124	Electronics engineers	Broadcasting engineer (professional) Electronics designer Electronics engineer (professional) Microwave engineer (professional)	£49,900 (or the going rate, whichever is higher)
2125	Production and process engineers	Chemical engineer Industrial engineer Pharmaceutical engineer Process engineer Production consultant Production engineer	£43,700 (or the going rate, whichever is higher)
2126	Aerospace engineers	Aeronautical engineer (professional) Aerospace engineer Aircraft designer Avionics engineer	£46,400 (or the going rate, whichever is higher)
2127	Engineering project managers and project engineers	Contracts manager (manufacturing) Project engineer Project manager (manufacturing)	£48,800 (or the going rate, whichever is higher)
2129	Engineering professionals not elsewhere classified	Acoustician (professional) Food technologist Metallurgist Scientific consultant Technical engineer Technologist Traffic engineer	£42,900 (or the going rate, whichever is higher)
2131	IT project managers	Change manager (computing) Implementation manager (computing) IT project manager Project leader (software design)	£51,900 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2132	IT managers	Data centre manager Data visualisation manager IT manager Network operations manager (computer services) Product manager Service delivery manager Telecoms manager UX manager	£50,900 (or the going rate, whichever is higher)
2133	IT business analysts, architects and systems designers	Business analyst (computing) Data communications analyst Change analyst (computing) Systems analyst Systems consultant Technical analyst (computing) Technical architect User experience architect	£51,700 (or the going rate, whichever is higher)
2134	Programmers and software development professionals	Analyst-programmer Database developer Games designer Interactive designer Mobile app developer Programmer Software engineer Website builder	£49,400 (or the going rate, whichever is higher)
2135	Cyber security professionals	Data security manager Ethical hacker Forensic computer investigator IT security analyst Technical security consultant	£45,300 (or the going rate, whichever is higher)
2136	IT quality and testing professionals	IT auditor Quality analyst (computing) Software testing consultant Systems tester (computing) Test analyst (computing) Test engineer (professional, software)	£39,900 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2137	IT network professionals	Network consultant Network designer Network installation engineer Network planner	£42,800 (or the going rate, whichever is higher)
2139	Information technology professionals not elsewhere classified	Account manager (computing) Internet engineer (professional) IT planner IT consultant Technical evangelist Webmaster Web manager	£44,200 (or the going rate, whichever is higher)
2141	Web design professionals	Desktop publisher User interface designer UX designer (computing) Web designer Web producer	£41,300 (or the going rate, whichever is higher)
2142	Graphic and multimedia designers	3D artist Animator (computing) Compositor (special effects) Creative design assistant Graphic artist Graphic designer Visual effects supervisor	£30,960 (or the going rate, whichever is higher)
2151	Conservation professionals	Conservation officer Countryside officer Ecologist Heritage manager Land management adviser Landscape scientist Marine conservationist	£36,600 (or the going rate, whichever is higher)
2152	Environment professionals	Energy manager Environmental consultant Environmental engineer Environmental protection officer Environmental technician Flood risk manager Water quality scientist	£36,100 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2161	Research and development (r&d) managers	Clinical trials manager Consumer insights manager Creative manager (research and development) Design manager Market research manager Research manager (broadcasting)	£49,200 (or the going rate, whichever is higher)
2162	Other researchers, unspecified discipline	Postdoctoral researcher Research assistant (university) Research fellow (university) University researcher	£40,800 (or the going rate, whichever is higher)
2240	Veterinarians	Veterinarian Veterinary practitioner Veterinary surgeon	£48,100 (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 University teaching assistant	£47,700 (or the going rate, whichever is higher)
2317	Teachers of english as a foreign language	TEFL English as a second language teacher ESOL tutor	£36,600 (or the going rate, whichever is higher)
2319	Teaching professionals not elsewhere classified	Adult education tutor Ballet teacher (qualified) Music teacher Private tutor Voice coach	£30,960 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2322	Education managers	Business school manager Dean (further education) Provost (higher education, university) Registrar (educational establishments) Vice chancellor (university)	£40,700 (or the going rate, whichever is higher)
2323	Education advisers and school inspectors	Advisory teacher Assessor (further, higher education) Curriculum adviser Early years adviser Education officer School inspector	£37,500 (or the going rate, whichever is higher)
2324	Early education and childcare services managers	After school club manager Childcare manager (day nursery) Nursery manager (day nursery) Pre-school manager	£30,960 (or the going rate, whichever is higher)
2329	Other educational professionals not elsewhere classified	Active schools coordinator Education administrator (further, higher education) Exam marker International recruitment officer (university)	£43,100 (or the going rate, whichever is higher)
2411	Barristers and judges	Advocate Barrister Chairman (appeals tribunal, inquiry) Coroner Crown prosecutor District judge Legal advocate Sherriff (Scottish Courts)	£52,400 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2412	Solicitors and lawyers	Lawyer Managing clerk (qualified solicitor) Solicitor Solicitor-partner Solicitor to the council	£52,300 (or the going rate, whichever is higher)
2419	Legal professionals not elsewhere classified	Attorney Conveyancer Justice's clerk Legal adviser Legal consultant Legal counsel Paralegal Patent agent Patent attorney Solicitor's clerk (articled)	£30,960 (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 accountant) Management accountant (qualified)	£46,800 (or the going rate, whichever is higher)
2422	Finance and investment analysts and advisers	Credit risk analyst Financial adviser Financial consultant Mortgage adviser Pensions consultant	£40,600 (or the going rate, whichever is higher)
2423	Taxation experts	Investigator (HM Revenue and Customs) Tax adviser Tax consultant Tax inspector Tax manager Taxation specialist	£46,300 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2431	Management consultants and business analysts	Business adviser Business consultant Business continuity manager Digital business analyst Financial risk analyst Management consultant	£48,000 (or the going rate, whichever is higher)
2432	Marketing and commercial managers	Commercial manager Client services manager (marketing) Marketing development manager Online marketing manager Production manager (marketing)	£46,500 (or the going rate, whichever is higher)
2433	Actuaries, economists and statisticians	Actuarial consultant Actuary Bioinformatician Economist Financial engineer Statistician Statistical analyst Web analyst	£48,000 (or the going rate, whichever is higher)
2434	Business and related research professionals	Crime analyst Fellow (research) Games researcher (broadcasting) Inventor Digital marketing analyst Market research analyst Social media analyst	£36,500 (or the going rate, whichever is higher)
2435	Professional/chartered company secretaries	Assistant company secretary (qualified) Chartered secretary Company secretary (qualified)	£45,800 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2439	Business, research and administrative professionals not elsewhere classified	Civil servant (grade 6, 7) Governance officer Information compliance officer Parliamentary assistant Policy adviser (government) Private secretary (government) Registrar (government) Service manager (government)	£52,200 (or the going rate, whichever is higher)
2440	Business and financial project management professionals	Chief knowledge officer Contracts manager (security services) Project delivery officer Project manager Research support officer Scrum master Work package manager (professional)	£52,900 (or the going rate, whichever is higher)
2451	Architects	Architect Chartered architect Landscape architect	£45,900 (or the going rate, whichever is higher)
2452	Chartered architectural technologists, planning officers and consultants	Architectural consultant Chartered architectural technologist Construction planner Planning officer (building construction) Town planner	£36,600 (or the going rate, whichever is higher)
2453	Quantity surveyors	Quantity surveyor Survey technician Surveyor (quantity surveying)	£45,500 (or the going rate, whichever is higher)
2454	Chartered surveyors	Building surveyor Chartered surveyor Hydrographic surveyor Land surveyor Topographer	£41,600 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2455	Construction project managers and related professionals	Contract manager (building construction) Project manager (building construction) Transport modeller Transport planner	£40,500 (or the going rate, whichever is higher)
2462	Probation officers	Inspector (National Probation Service) Probation officer Youth justice officer	£36,500 (or the going rate, whichever is higher)
2464	Youth work professionals	Youth and community officer Youth worker (professional)	£36,100 (or the going rate, whichever is higher)
2469	Welfare professionals not elsewhere classified	Child protection adviser Children's guardian Family court adviser Rehabilitation officer Restorative justice manager Social services officer	£33,400 (or the going rate, whichever is higher)
2471	Librarians	Chartered librarian Librarian Technical librarian University librarian	£31,700 (or the going rate, whichever is higher)
2472	Archivists, conservators and curators	Archivist Conservator Curator Keeper (art gallery) Museum officer	£33,600 (or the going rate, whichever is higher)
2481	Quality control and planning engineers	Planning engineer Quality assurance engineer Quality control officer (professional) Quality engineer	£40,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2482	Quality assurance and regulatory professionals	Compliance manager Financial regulator Quality assurance manager Quality manager	£42,500 (or the going rate, whichever is higher)
2483	Environmental health professionals	Air pollution inspector Environmental health officer Food inspector Public health inspector Technical officer (environmental health)	£38,900 (or the going rate, whichever is higher)
2491	Newspaper, periodical and broadcast editors	Editor Content editor (newspapers, magazines) Digital editor Online editor	£40,400 (or the going rate, whichever is higher)
2492	Newspaper and periodical broadcast journalists and reporters	Broadcast journalist Digital journalist Journalist Online journalist Radio journalist Reporter Writer (newspaper publishing)	£40,800 (or the going rate, whichever is higher)
2493	Public relations professionals	Account manager (public relations) Communications manager (public relations) Public relations consultant Press officer Public relations officer Social media manager	£35,400 (or the going rate, whichever is higher)
2494	Advertising accounts managers and creative directors	Account manager (advertising) Advertising Manager Campaign Manager Creative Director Projects Manager (advertising)	£40,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
3111	Laboratory technicians	Assistant scientist (laboratory) Associate practitioner (laboratory) Cytoscreener Hospital technician Laboratory technician Scientific technician	£30,960 (or the going rate, whichever is higher)
3112	Electrical and electronics technicians	Avionics technician Electrical technician Electronics technician Installation engineer (electricity supplier)	£34,300 (or the going rate, whichever is higher)
3113	Engineering technicians	Aircraft engineer (licensed) Aircraft technician Commissioning engineer Engineering technician Manufacturing engineer Mechanical technician Wind turbine technician (construction)	£39,800 (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)	£30,960 (or the going rate, whichever is higher)
3115	Quality assurance technicians	Quality analyst Quality assurance coordinator Quality control technician Quality officer Quality technician Test technician	£30,960 (or the going rate, whichever is higher)
3116	Planning, process and production technicians	Process technician Production controller Production planner Production technician	£33,700 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
3119	Science, engineering and production technicians not elsewhere classified	School technician Technical assistant Technician Textile consultant Workshop technician	£32,100 (or the going rate, whichever is higher)
3120	CAD, drawing and architectural technicians	3D Printing Technician Architect's assistant Architectural design assistant Architectural technician CAD designer Cartographer Design technician Draughtsman	£31,200 (or the going rate, whichever is higher)
3131	IT operations technicians	Computer games tester Digital administrator IT technician Network administrator Systems administrator	£31,100 (or the going rate, whichever is higher)
3132	IT user support technicians	Business support analyst (computing) Customer support analyst Help desk operator (computing) IT support technician Systems support officer	£32,400 (or the going rate, whichever is higher)
3133	Database administrators and web content technicians	Database administrator Digital content editor Intranet coordinator Website moderator	£31,500 (or the going rate, whichever is higher)
3211	Dispensing opticians	Dispensing optician Optical dispenser	£30,960 (or the going rate, whichever is higher)
3212	Pharmaceutical technicians	Dispensing technician Pharmaceutical technician Pharmacy technician	£30,960 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
3214	Complementary health associate professionals	Colour therapist Holistic therapist Homeopath Hypnotherapist Massage therapist Reflexologist	£30,000 (or the going rate, whichever is higher)
3221	Youth and community workers	Community development officer Family support worker Youth and community worker Youth project coordinator Youth worker	£30,960 (or the going rate, whichever is higher)
3222	Child and early years officers	Child protection officer Education welfare officer Family liaison officer Learning mentor (early years) Parent support adviser Portage worker (educational establishments)	£30,960 (or the going rate, whichever is higher)
3223	Housing officers	Accommodation officer Housing adviser Housing officer Housing support officer	£31,400 (or the going rate, whichever is higher)
3224	Counsellors	Counsellor (welfare services) Debt adviser Drugs and alcohol worker Life coach Stop smoking counsellor	£30,960 (or the going rate, whichever is higher)
3229	Welfare and housing associate professionals not elsewhere classified	Advocacy worker Health coordinator Homeless prevention officer Key worker (welfare services) Outreach worker (welfare services) Probation services officer Project worker (welfare services) Student support officer	£30,960 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
3232	Early education and childcare practitioners	Childcare practitioner Early years practitioner Pre-school practitioner	£30,960 (or the going rate, whichever is higher)
3240	Veterinary nurses	Animal nurse Veterinary nurse	£30,960 (or the going rate, whichever is higher)
3312	Police officers (sergeant and below)	Detective (police service) Police constable Police officer Sergeant Transport police officer	£44,800 (or the going rate, whichever is higher)
3313	Fire service officers (watch manager and below)	Fire engineer Fire safety officer Firefighter Watch manager (fire service)	£39,500 (or the going rate, whichever is higher)
3314	Prison service officers (below principal officer)	Custodial manager Prison custodial officer Prison escort officer Prison officer Prison warden	£30,960 (or the going rate, whichever is higher)
3319	Protective service associate professionals not elsewhere classified	Crime scene investigator Customs officer Immigration officer Investigation officer (police service) Fingerprint expert Fraud analyst Operations manager (security services) Private investigator Security manager	£39,200 (or the going rate, whichever is higher)
3411	Artists	Animator (hand drawn) Artist Illustrator Portrait painter Sculptor	£32,800 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
3412	Authors, writers and translators	Copywriter Editor (books) Interpreter Technical author Translator Writer	£33,800 (or the going rate, whichever is higher)
3413	Actors, entertainers and presenters	Actor Commentator (broadcasting) Costumed interpreter Disc jockey Entertainer Presenter (broadcasting) Singer	£30,960 (or the going rate, whichever is higher)
3414	Dancers and choreographers	Ballet dancer Choreographer Dance coach Dancer Dance teacher	£30,960 (or the going rate, whichever is higher)
3415	Musicians	Composer Musician Organist Pianist Song writer Violinist	£32,900 (or the going rate, whichever is higher)
3416	Arts officers, producers and directors	Broadcast editor Film editor Production assistant (broadcasting) Studio manager Television producer Video production assistant	£37,500 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
3417	Photographers, audio-visual and broadcasting equipment operators	Audio visual technician Cameraman Commercial drone pilot Digital imaging technician Lighting designer Photographer Projectionist Sound engineer Theatre technician (entertainment)	£30,960 (or the going rate, whichever is higher)
3421	Interior designers	Design consultant (interior design) Interior decorator Interior stylist Kitchen designer	£33,300 (or the going rate, whichever is higher)
3422	Clothing, fashion and accessories designers	Bridalwear designer Fashion designer Footwear designer Jewellery designer	£40,500 (or the going rate, whichever is higher)
3429	Design occupations not elsewhere classified	Design consultant Craft designer Make-up artist (films) Production designer (film, television production) Visual merchandiser (design)	£31,800 (or the going rate, whichever is higher)
3433	Fitness and wellbeing instructors	Aerobics instructor Fitness instructor Gym instructor Lifestyle consultant Personal trainer Pilates instructor Yoga teacher	£30,960 (or the going rate, whichever is higher)
3511	Aircraft pilots and air traffic controllers	Airline pilot Air traffic controller First officer (airlines) Flight engineer Flight planner Flying instructor Helicopter pilot	£71,700 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
3512	Ship and hovercraft officers	Chief engineer (shipping) Marine engineer (shipping) Merchant navy officer Petty officer Tug master Yacht skipper	£50,200 (or the going rate, whichever is higher)
3520	Legal associate professionals	Barrister's clerk Compliance officer (legal services) Law costs draftsman Legal assistant Litigator Paralegal assistant	£30,960 (or the going rate, whichever is higher)
3531	Brokers	Foreign exchange dealer Insurance broker Investment administrator Stockbroker Trader (stock exchange)	£41,700 (or the going rate, whichever is higher)
3532	Insurance underwriters	Account handler (insurance) Commercial underwriter Insurance inspector Mortgage underwriter Underwriter	£35,200 (or the going rate, whichever is higher)
3533	Financial and accounting technicians	Accounting technician Business associate (banking) Financial controller Fund administrator Insolvency administrator Managing clerk (accountancy)	£47,700 (or the going rate, whichever is higher)
3534	Financial accounts managers	Accounts manager Audit manager Credit manager Fund manager Mortgage unit manager Relationship manager (bank)	£41,600 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
3541	Estimators, valuers and assessors	Claims assessor Claims investigator Engineering surveyor Estimator Loss adjuster PPI case handler Valuer	£34,900 (or the going rate, whichever is higher)
3542	Importers and exporters	Export coordinator Exporter Import agent Importer Shipping agent	£31,300 (or the going rate, whichever is higher)
3543	Project support officers	Planning assistant Project administrator Project analyst Project coordinator Project officer Service delivery coordinator	£32,000 (or the going rate, whichever is higher)
3544	Data analysts	Data analyst Data officer Data quality analyst Information management analyst Organisation and methods analyst	£33,200 (or the going rate, whichever is higher)
3549	Business associate professionals not elsewhere classified	Business support officer Marine consultant Methods engineer O&M consultant Party agent (political party)	£30,960 (or the going rate, whichever is higher)
3551	Buyers and procurement officers	Bid writer Buyer Procurement officer Purchasing consultant Supply planner	£33,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
3552	Business sales executives	Corporate account executive Sales agent Sales consultant Sales executive Technical representative	£34,500 (or the going rate, whichever is higher)
3553	Merchandisers	Demand planner Merchandiser Sales merchandiser Supply chain analyst	£30,960 (or the going rate, whichever is higher)
3554	Advertising and marketing associate professionals	Brand ambassador Business development executive Fundraiser Marketing consultant Marketing executive	£30,960 (or the going rate, whichever is higher)
3555	Estate agents and auctioneers	Auctioneer Auctioneer and valuer Estate agent Letting agent Property consultant Sales negotiator	£30,960 (or the going rate, whichever is higher)
3556	Sales accounts and business development managers	Account manager (sales) Area sales manager Business development manager Product development manager Sales manager	£52,500 (or the going rate, whichever is higher)
3557	Events managers and organisers	Conference coordinator Event organiser Events manager Exhibition organiser Hospitality manager Production manager (corporate hospitality)	£30,960 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
3560	Public services associate professionals	Civil servant (HEO, SEO) Higher executive officer (government) Principle revenue officer (local government) Senior executive officer (government) Team leader (local government)	£38,000 (or the going rate, whichever is higher)
3571	Human resources and industrial relations officers	Employment consultant Human resources advisor Human resources analyst Recruitment consultant Talent attraction consultant	£30,960 (or the going rate, whichever is higher)
3572	Careers advisers and vocational guidance specialists	Careers adviser Careers consultant Careers teacher Personal advisor Placement officer	£30,960 (or the going rate, whichever is higher)
3573	Information technology trainers	E-learning manager IT trainer IT tutor Software trainer	£30,960 (or the going rate, whichever is higher)
3574	Other vocational and industrial trainers	NVQ assessor Technical instructor Training consultant Training manager	£32,000 (or the going rate, whichever is higher)
3581	Inspectors of standards and regulations	Building inspector Driving examiner Housing inspector Meat hygiene inspector Trading standards officer	£35,300 (or the going rate, whichever is higher)
3582	Health and safety managers and officers	Asbestos surveyor Health and safety officer Occupational hygienist Safety consultant Safety officer	£40,900 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
4111	National government administrative occupations	Administrative assistant (courts of justice) Administrative officer (government) Civil servant (grades AA, AO & EO) Clerk (government) Revenue officer (government)	£30,960 (or the going rate, whichever is higher)
4112	Local government administrative occupations	Administrative assistant (local government) Administrative officer (police service) Benefits assistant (local government) Clerical officer (local government) Local government officer Parish clerk	£30,960 (or the going rate, whichever is higher)
4113	Officers of non-governmental organisations	Administrator (charitable organisation) Clerk to school governors Organiser (trade union) Secretary (research association) Trade union official	£30,960 (or the going rate, whichever is higher)
4121	Credit controllers	Credit control clerk Credit controller Debt management associate Loans administrator	£30,960 (or the going rate, whichever is higher)
4122	Book-keepers, payroll managers and wages clerks	Accounts administrator Accounts assistant Accounts clerk Auditor Bookkeeper Payroll manager	£30,960 (or the going rate, whichever is higher)
4124	Finance officers	Finance officer Financial officer (local government) Regional finance officer (PO)	£30,960 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
4129	Financial administrative occupations not elsewhere classified	Cashier Finance administrator Finance assistant Legal cashier Tax assistant Treasurer Valuation assistant	£30,960 (or the going rate, whichever is higher)
4132	Pensions and insurance clerks and assistants	Administrator (insurance) Claims handler Clerical assistant (insurance) Insurance clerk Pensions administrator	£30,960 (or the going rate, whichever is higher)
4134	Transport and distribution clerks and assistants	Cargo agent Export clerk Freight administrator Logistics coordinator Shipping clerk Transport clerk	£30,960 (or the going rate, whichever is higher)
4141	Office managers	Business support manager Office manager Practice manager Sales administration manager Sales office manager	£35,000 (or the going rate, whichever is higher)
4143	Customer service managers	After sales manager Call centre manager Customer care manager Customer service manager	£33,400 (or the going rate, whichever is higher)
4151	Sales administrators	Online sales assistant Marketing administrator Sales administrator Sales coordinator	£30,960 (or the going rate, whichever is higher)
4159	Other administrative occupations not elsewhere classified	Administrator Administrative assistant Clerical assistant Clerk Facilities coordinator Office assistant Proof reader	£30,960 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
4214	Company secretaries and administrators	Assistant secretary Club secretary Company administrator Company secretary	£30,960 (or the going rate, whichever is higher)
4215	Personal assistants and other secretaries	Executive assistant PA-secretary Personal assistant Personal secretary Secretary	£30,960 (or the going rate, whichever is higher)
5111	Farmers	Agricultural contractor Agricultural technician (farming) Crofter (farming) Farmer Herd manager	£30,960 (or the going rate, whichever is higher)
5112	Horticultural trades	Grower Horticulturalist Market Gardener Nursery Assistant (agriculture) Nurseryman	£30,960 (or the going rate, whichever is higher)
5113	Gardeners and landscape gardeners	Garden designer Gardener Gardener-handyman Landscape gardener	£30,960 (or the going rate, whichever is higher)
5114	Groundsmen and greenkeepers	Greenkeeper Groundsman Groundsperson	£30,960 (or the going rate, whichever is higher)
5119	Agricultural and fishing trades not elsewhere classified	Arboricultural consultant Bee farmer Countryside ranger Gamekeeper National park warden Share fisherman Trawler skipper Tree surgeon	£30,960 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
5211	Sheet metal workers	Coppersmith Metal fabricator Panel beater (metal trades) Sheet metal fabricator Sheet metal worker	£30,960 (or the going rate, whichever is higher)
5212	Metal plate workers, smiths, moulders and related occupations	Boiler maker Core Maker (metal trades) Die Caster Chain repairer Farrier Moulder and coremaker Pewtersmith Pipe Maker (foundry) Steel presser	£31,200 (or the going rate, whichever is higher)
5213	Welding trades	Fabricator-welder Fitter-welder Spot welder Welder Welding technician	£31,700 (or the going rate, whichever is higher)
5214	Pipe fitters	Pipe engineer Pipe fitter Pipe welder-fitter	£31,200 (or the going rate, whichever is higher)
5221	Metal machining setters and setter-operators	CNC machinist CNC programmer Centre lathe turner Miller (metal trades) Tool setter Turner	£32,600 (or the going rate, whichever is higher)
5222	Tool makers, tool fitters and markers-out	Die maker Engineer-toolmaker Jig maker Marker-out (engineering) Tool engineer Tool fitter Tool maker	£36,400 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
5223	Metal working production and maintenance fitters	Agricultural engineer Bench fitter Engineering machinist Fabricator Installation engineer Maintenance fitter Mechanical engineer	£36,400 (or the going rate, whichever is higher)
5224	Precision instrument makers and repairers	Calibration engineer Horologist Instrument maker Instrument mechanic Instrument technician Optical technician Precision engineer Watchmaker	£30,960 (or the going rate, whichever is higher)
5225	Air-conditioning and refrigeration installers and repairers	Air conditioning engineer Air conditioning fitter Refrigeration engineer Refrigeration technician Service engineer (refrigeration)	£39,800 (or the going rate, whichever is higher)
5231	Vehicle technicians, mechanics and electricians	Auto electrician Car mechanic HGV mechanic Mechanic (garage) MOT tester Motor mechanic Motor vehicle technician Technician (vehicles) Vehicle technician	£32,000 (or the going rate, whichever is higher)
5232	Vehicle body builders and repairers	Bodyshop technician Car body repairer Coach builder Panel beater Restoration technician (vehicles) Vehicle builder	£31,200 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
5233	Vehicle paint technicians	Car paint sprayer Coach painter Graphic applicator (vehicles) Paint technician (vehicles) Sprayer (vehicle trades) Vehicle refinisher Vehicle wrapper	£31,100 (or the going rate, whichever is higher)
5234	Aircraft maintenance and related trades	Aeronautical engineer Aircraft electrician Aircraft engineer Aircraft fitter Aircraft mechanic Maintenance engineer (aircraft)	£44,500 (or the going rate, whichever is higher)
5235	Boat and ship builders and repairers	Boat builder Fitter (boat building) Frame turner (ship building) Laminator (boat building and repairing) Marine engineer Ship's joiner Shipwright	£32,400 (or the going rate, whichever is higher)
5236	Rail and rolling stock builders and repairers	Coach repairer (railways) Mechanical fitter (railway and rolling stock) Railway engineer Rolling stock technician Service engineer (railway, rolling stock maintenance)	£32,400 (or the going rate, whichever is higher)
5241	Electricians and electrical fitters	Electrical contractor Electrical engineer Electrical fitter Electrician	£35,500 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
5242	Telecoms and related network installers and repairers	Cable jointer Customer service engineer (telecoms) Installation engineer (telecoms) Network officer (telecoms) Telecom engineer Telephone engineer	£35,000 (or the going rate, whichever is higher)
5243	Tv, video and audio servicers and repairers	Installation engineer (radio, television and video) Satellite engineer Service engineer (radio, television and video) Technician (radio, television and video servicing) Television engineer	£30,960 (or the going rate, whichever is higher)
5244	Computer system and equipment installers and servicers	Computer repairer Computer service engineer Hardware engineer (computer) IT engineer Maintenance engineer (computer servicing)	£31,000 (or the going rate, whichever is higher)
5245	Security system installers and repairers	Alarm engineer CCTV engineer Installation engineer (alarms) Service engineer (alarms) Security engineer	£35,800 (or the going rate, whichever is higher)
5246	Electrical service and maintenance mechanics and repairers	Domestic appliance engineer Maintenance man (electricity supplier) Machine repairer (office machinery) Repairer (electrical machinery) Service engineer (domestic electrical appliances)	£36,100 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
5249	Electrical and electronic trades not elsewhere classified	Communication engineer Electronics engineer Field engineer Linesman	£40,400 (or the going rate, whichever is higher)
5250	Skilled metal, electrical and electronic trades supervisors	Electrical supervisor Maintenance supervisor (manufacturing) Service manager (garage) Workshop manager	£38,400 (or the going rate, whichever is higher)
5311	Steel erectors	Steel erector Steel fabricator Steel worker (structural engineering)	£34,800 (or the going rate, whichever is higher)
5312	Stonemasons and related trades	Dry stone waller Monumental mason Stone mason	£31,000 (or the going rate, whichever is higher)
5313	Bricklayers	Bricklayer Block setter Chimney builder Floor stone Layer Kiln repairer	£30,960 (or the going rate, whichever is higher)
5314	Roofers, roof tilers and slaters	Mastic asphalt spreader Roof tiler Roofer Roofing contractor Slater Thatcher	£30,960 (or the going rate, whichever is higher)
5315	Plumbers and heating and ventilating installers and repairers	Gas engineer Heating and ventilating engineer Heat pump installer Meter installer (water) Plumber Plumbing and heating engineer Stove repairer (gas stoves) Ventilation fitter	£35,200 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
5316	Carpenters and joiners	Carpenter Carpenter and joiner Joiner Kitchen fitter Shop fitter	£30,960 (or the going rate, whichever is higher)
5317	Glaziers, window fabricators and fitters	Glass Cutter Glazier Installer (double glazing) Service engineer (windows) Window fabricator Window fitter	£30,960 (or the going rate, whichever is higher)
5319	Construction and building trades not elsewhere classified	Builder Building contractor Fencer Fireplace fitter Maintenance manager (buildings and other structures) Property developer (building construction)	£30,960 (or the going rate, whichever is higher)
5321	Plasterers	Dry liner Fibrous plasterer Plasterer Plastering contractor	£32,400 (or the going rate, whichever is higher)
5322	Floorers and wall tilers	Carpet fitter Ceramic tiler Flooring contractor Mosaic floor layer	£32,600 (or the going rate, whichever is higher)
5323	Painters and decorators	Artexer French polisher Paper hanger Ship sprayer Wood stainer	£38,100 (or the going rate, whichever is higher)
5330	Construction and building trades supervisors	Builder's foreman Construction foreman Construction supervisor Maintenance supervisor Site foreman	£38,100 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
5411	Upholsterers	Curtain fitter Curtain maker Soft furnisher Trimmer (furniture mfr) Upholsterer	£30,960 (or the going rate, whichever is higher)
5412	Footwear and leather working trades	Cobbler Leather worker (leather goods mfr) Machinist (leather goods mfr) Shoe machinist Shoe repairer	£30,960 (or the going rate, whichever is higher)
5413	Tailors and dressmakers	Costume maker Cutter (hosiery, knitwear mfr) Dressmaker Pattern Cutter Tailor Tailoress	£30,960 (or the going rate, whichever is higher)
5419	Textiles, garments and related trades not elsewhere classified	Clothing manufacturer Embroiderer Hand sewer Knitter Sail maker Weaver Upholstery cutter	£30,960 (or the going rate, whichever is higher)
5421	Pre-press technicians	Compositor Plate maker Pre-press manager Pre-press technician Type setter	£30,960 (or the going rate, whichever is higher)
5422	Printers	Digital printer Lithographic printer Machine minder (printing) Print technician Screen printer Wallpaper printer	£30,960 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
5423	Print finishing and binding workers	Binder's assistant Book binder Finishing supervisor (printing) Print finisher Retoucher (film processing)	£30,960 (or the going rate, whichever is higher)
5431	Butchers	Butcher Butcher's assistant Butchery manager Master butcher Slaughterman	£30,960 (or the going rate, whichever is higher)
5432	Bakers and flour confectioners	Baker Baker's assistant Bakery manager Cake decorator Confectioner	£30,960 (or the going rate, whichever is higher)
5433	Fishmongers and poultry dressers	Butcher (fish, poultry) Filleter (fish) Fish processor Fishmonger Poultry processor Process worker (fish, poultry)	£30,960 (or the going rate, whichever is higher)
5434	Chefs	Chef Chef-manager Food stylist Head chef Pastry chef	£30,960 (or the going rate, whichever is higher)
5436	Catering and bar managers	Bar manager Catering manager Floor manager (restaurant) Kitchen manager Steward (club)	£30,960 (or the going rate, whichever is higher)
5441	Glass and ceramics makers, decorators and finishers	Ceramic artist Glass blower Potter (ceramics mfr) Pottery worker Sprayer (ceramics mfr) Stained glass artist	£30,960 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
5442	Furniture makers and other craft woodworkers	Antiques restorer Cabinet maker Coffin maker Furniture restorer Joiner (cabinet making) Picture framer Sprayer (furniture mfr)	£30,960 (or the going rate, whichever is higher)
5443	Florists	Floral assistant Floral designer Florist Flower arranger	£30,960 (or the going rate, whichever is higher)
5449	Other skilled trades not elsewhere classified	Diamond mounter Engraver Goldsmith Paint sprayer Piano tuner Sign maker (electric signs) Silversmith Wig maker	£30,960 (or the going rate, whichever is higher)
6111	Early education and childcare assistants	Child care assistant Crèche assistant Nursery assistant Nursery nurse Playgroup assistant Pre-school assistant	£30,960 (or the going rate, whichever is higher)
6114	Childminders	Baby sitter Childminder Mother's help Nurse maid	£30,960 (or the going rate, whichever is higher)
6116	Nannies and au pairs	Au pair Nanny	£30,000 (or the going rate, whichever is higher)
6117	Playworkers	Afterschool club coordinator Play leader Playworker School club leader	£30,960 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
6129	Animal care services occupations not elsewhere classified	Animal technician Canine beautician Dog walker Groom Kennel assistant Stable hand Veterinary nursing assistant	£30,960 (or the going rate, whichever is higher)
6134	Houseparents and residential wardens	Foster carer House matron House parent Residential care officer Warden (care/residential home)	£31,200 (or the going rate, whichever is higher)
6135	Care workers and home carers	Care assistant Carer Child care worker Home care assistant Home carer Support worker (nursing home)	£30,960 (or the going rate, whichever is higher)
6136	Senior care workers	Care coordinator (care/residential home) Senior care assistant Senior carer Senior support worker (local government: welfare services) Team leader (nursing home)	£30,960 (or the going rate, whichever is higher)
6213	Air travel assistants	Air hostess Cabin crew Customer service agent (travel) Flight attendant Passenger service agent	£30,960 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
6214	Rail travel assistants	Conductor (railways) Station assistant (underground railway) Station supervisor Ticket inspector (railways) Train conductor Train manager	£36,100 (or the going rate, whichever is higher)
6232	Caretakers	Caretaker Concierge Janitor Porter (college) School premises manager Site manager (educational establishments)	£30,000 (or the going rate, whichever is higher)
6250	Bed and breakfast and guest house owners and proprietors	Guest house owner Landlady (guest house)	£30,000 (or the going rate, whichever is higher)
6311	Police community support officers	Civilian support officer (police service) Community support officer (police service) Police community support officer	£30,960 (or the going rate, whichever is higher)
7115	Vehicle and parts salespersons and advisers	Car sales executive Car salesman Parts adviser (retail trade) Parts technician	£30,000 (or the going rate, whichever is higher)
7124	Market and street traders and assistants	Market assistant Market trader Owner (market stall) Stall holder Street trader	£30,960 (or the going rate, whichever is higher)
7125	Visual merchandisers and related occupations	Display representative Fashion stylist Visual merchandising assistant Window dresser	£30,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
7129	Sales related occupations not elsewhere classified	Demonstrator Hire controller Insurance salesman Promoter (wholesale, retail trade) Sales representative (retail trade)	£30,000 (or the going rate, whichever is higher)
7131	Shopkeepers and owners - retail and wholesale	Antiques dealer Fashion retailer Greengrocer Jeweller (retail trade) Newsagent Shopkeeper	£30,960 (or the going rate, whichever is higher)
7132	Sales supervisors - retail and wholesale	Bakery manager (retail trade) Check-out supervisor Section manager (retail trade) Shop supervisor (retail trade) Supervisor (retail, wholesale trade) Team leader (retail trade)	£30,960 (or the going rate, whichever is higher)
7214	Market research interviewers	Interviewer (market research) Market researcher (interviewing) Mystery shopper Telephone interviewer Telephone researcher Traffic enumerator	£30,960 (or the going rate, whichever is higher)
7220	Customer service supervisors	Call centre supervisor Communications supervisor (air transport) Customer service supervisor Team leader (call centre)	£31,800 (or the going rate, whichever is higher)
8113	Chemical and related process operatives	Chemical process operator Gas producer operator Process technician (chemical mfr) Process worker (cement mfr) Process worker (nuclear fuel production)	£30,960 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
8115	Metal making and treating process operatives	Degreaser (metal trades) Electroplater Furnaceman (metal trades) Process worker (nickel mfr) Wire drawer	£30,000 (or the going rate, whichever is higher)
8133	Energy plant operatives	Boilerman Control room operator (electric) Hydraulic engineman Plant operator (electricity supplier) Power station operator	£35,100 (or the going rate, whichever is higher)
8134	Water and sewerage plant operatives	Controller (water treatment) Plant operator (sewage works) Pump attendant Water treatment engineer Water treatment operator	£32,400 (or the going rate, whichever is higher)
8143	Routine inspectors and testers	Quality assurance inspector Quality auditor Quality controller Quality inspector Test engineer	£30,960 (or the going rate, whichever is higher)
8215	Driving instructors	Cycling instructor Driving instructor HGV instructor Instructor (driving school) Motorcycle instructor	£32,100 (or the going rate, whichever is higher)
8232	Marine and waterways transport operatives	Deck hand (shipping) Engine room attendant (shipping) Engineer (boat, barge) Ferryman Merchant seaman Seaman (shipping)	£33,600 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
9119	Fishing and other elementary agriculture occupations not elsewhere classified	Vent chick sexer Deckhand on large fishing vessel (9 metres and above) For both job titles, the job must require 3 or more years' full-time experience. This experience must not have been gained through illegal working. Other jobs in this occupation are not eligible	£30,960 (or the going rate, whichever is higher)
9249	Elementary sales occupations not elsewhere classified	Code controller (wholesale, retail trade) Home shopper Internet shopper (retail trade) Order picker (retail trade) Porter (retail trade) Trolley assistant	£30,960 (or the going rate, whichever is higher)
9252	Warehouse operatives	Order picker Storeman Team member (warehousing) Warehouse operative Warehouseman	£30,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2211	Generalist medical practitioners	Doctor General practitioner House officer (hospital service) Medical practitioner Physician	£30,000 (or the going rate, whichever is higher)
2212	Specialist medical practitioners	Anaesthetist Consultant (hospital service) Homeopath (medically qualified) Medical acupuncturist Paediatrician Psychiatrist Radiologist Surgeon	£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	Community occupational therapist Occupational therapist Paediatric occupational therapist	£30,000 (or the going rate, whichever is higher)
2223	Speech and language therapists	Communication therapist Language therapist Speech and language therapist Speech therapist	£30,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2224	Psychotherapists and cognitive behaviour therapists	Cognitive behavioural therapist Psycho-analyst Psychological counsellor Psychotherapist	£30,000 (or the going rate, whichever is higher)
2225	Clinical psychologists	Clinical psychologist Consultant clinical psychologist	£30,000 (or the going rate, whichever is higher)
2226	Other psychologists	Educational psychologist Forensic psychologist Occupational psychologist Psychologist Psychometrist	£30,000 (or the going rate, whichever is higher)
2229	Therapy professionals not elsewhere classified	Acupuncturist Art therapist Chiropractor Dance movement therapist Family therapist Genetic counsellor Nutritionist Osteopath Sports massage therapist Sports therapist	£30,000 (or the going rate, whichever is higher)
2231	Midwifery nurses	Delivery suite manager Midwife Midwifery manager	£30,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2232	Registered community nurses	Community care nurse District nurse Health visitor Practice nurse	£30,000 (or the going rate, whichever is higher)
2233	Registered specialist nurses	Advanced primary care nurse Intensive care nurse Clinical nurse specialist Theatre manager (hospital service)	£30,000 (or the going rate, whichever is higher)
2234	Registered nurse practitioners	Health care practitioner Mental health practitioner Practitioner (nursing)	£30,000 (or the going rate, whichever is higher)
2235	Registered mental health nurses	Community mental health nurse Psychiatric nurse	£30,000 (or the going rate, whichever is higher)
2236	Registered children's nurses	Community children's nurse Neonatal nurse Paediatric nurse School nurse	£30,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2237	Other registered nursing professionals	Clinical lead nurse Matron (care/residential home) Nurse Nurse educator Occupational health nurse Staff nurse Team leader (nursing) Ward manager	£30,000 (or the going rate, whichever is higher)
2251	Pharmacists	Chemist (pharmaceutical) Dispensary manager Pharmaceutical chemist Pharmacist Pharmacy manager	£30,000 (or the going rate, whichever is higher)
2252	Optometrists	Doctor of optometry Ophthalmic optician Optician	£30,000 (or the going rate, whichever is higher)
2253	Dental practitioners	Dental surgeon Dentist Orthodontist Periodontist	£30,000 (or the going rate, whichever is higher)
2254	Medical radiographers	Medical photographer Nuclear medicine practitioner Radiographer Sonographer Therapeutic radiographer Vascular technologist	£30,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2255	Paramedics	Ambulance paramedic Emergency care practitioner Paramedic Paramedic-ECP	£30,000 (or the going rate, whichever is higher)
2256	Podiatrists	Chiropodist Foot health practitioner (qualified) Podiatrist	£30,000 (or the going rate, whichever is higher)
2259	Other health professionals not elsewhere classified	Audiologist Clinical physiologist Dietician-nutritionist Family planner Occupational health adviser Operating theatre practitioner Physiologist	£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)	£30,000 (or the going rate, whichever is higher)
2313	Secondary education teaching professionals	Curriculum leader (secondary school) Deputy head teacher (secondary school) Head of year (secondary school) Secondary school teacher Sixth form teacher Teacher (secondary school)	£30,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
2314	Primary education teaching professionals	Deputy head teacher (primary school) Infant teacher Junior school teacher Primary school teacher	£30,000 (or the going rate, whichever is higher)
2315	Nursery education teaching professionals	Kindergarten teacher (professional) Nursery school teacher Pre-school teacher	£30,000 (or the going rate, whichever is higher)
2316	Special and additional needs education teaching professionals	Behaviour support teacher Deputy head teacher (special/additional needs school) Learning support teacher Special educational needs coordinator Special needs teacher	£30,000 (or the going rate, whichever is higher)
2321	Head teachers and principals	Head master (secondary school) Head teacher (primary school) Principal (further education) Rector (university)	£30,000 (or the going rate, whichever is higher)
2461	Social workers	Independent review officer (social worker) Mental health social worker Senior practitioner (local government: social services) Social worker Team leader (local government: social services)	£30,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
3213	Medical and dental technicians	Cardiographer Dental hygienist Dental technician Medical technical officer Ocularist Orthopaedic technician Radiography assistant practitioner	£30,000 (or the going rate, whichever is higher)
3219	Health associate professionals not elsewhere classified	Antenatal teacher Diet adviser Health trainer Therapist	£30,000 (or the going rate, whichever is higher)
3231	Higher level teaching assistants	Advanced teaching assistant HLTA Learning support practitioner Teaching assistant (qualified)	£30,000 (or the going rate, whichever is higher)
6112	Teaching assistants	Classroom assistant School assistant Teaching assistant	£30,000 (or the going rate, whichever is higher)
6113	Educational support assistants	Education support assistant Learning support assistant Non-teaching assistant (schools) Special needs assistant Support assistant (educational establishments)	£30,000 (or the going rate, whichever is higher)

Occupation code	Job type	Related job titles	Salary Threshold
6131	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)
6132	Ambulance staff (excluding paramedics)	Ambulance care assistant Ambulance driver Ambulance service preparation operative Ambulance technician Emergency medical technician	£30,000 (or the going rate, whichever is higher)
6133	Dental nurses	Dental assistant Dental nurse Dental nurse-receptionist Dental surgery assistant	£30,000 (or the going rate, whichever is higher)

Appendix 2: Long-term Exceptions

Exceptions to the long-term employment criteria where a minimum salary threshold of £30,000 is not met or a lower RQF level has been applied to the role.

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 long-term 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.

Employers must demonstrate that an employee will be paid the minimum salary threshold or the going rate for the role whichever is higher. For example:

- Minimum Salary thresholds are based on an employee being given an hourly rate for working 40 hours over 52 weeks per year (for example, £13.22 x 40 x 52 = £27,498).
- Employees contracted for full time employment on less than 40 hours per week must be paid a higher hourly rate to achieve the minimum salary threshold (for example, £14.30 x 37 x 52 = £27,513)
- Employees contracted for full time employment on more than 40 hours per week must be paid the hourly rate which equates the minimum salary threshold (for example, £13.22 x 45 x 52 = £30,935)

Related job titles	Salary threshold
Health Care Assistants (where it can be demonstrated that the migrant worker has the relevant qualifications and 2+ years relevant experience for the role)	£27,500 (or the going rate, whichever is 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 2+ years relevant experience for the role)	£27,500 (or the going rate, whichever is 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)	£27,500 (or the going rate, whichever is higher)

Related job titles	Salary threshold
Ayurvedic Practitioners & Therapists (extensions to existing work permit holders only)	£27,500 (or the going rate, whichever is higher)
Trainee Accountant (with contracts leading to a professional qualification)	£27,500 (or the going rate, whichever is higher)

Appendix 3: Language Requirements

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 / aquaculture / fishing / horticulture / hospitality and construction employees
- 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 long-term 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 \(www.gov.uk\)](https://www.gov.uk/guidance/secure-english-language-test-selt)

For English language test in Jersey please use either of the two test providers webpages to book or register your interest [PTE Academic UKVI | Pearson PTE](#) or [IELTS UKVI Registration on the British Council website](#).

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 bachelor's 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 bachelor's 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.

When applying for ECCTIS (UK ENIC) statements follow the "red route" to "visas and nationality". [ECCTIS \(UK ENIC\) website](#)

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 18 and under.

If you're a doctor, dentist, nurse, midwife or vet

An employee may not need to prove their knowledge of English if they have already passed an English Language assessment that is accepted by the relevant regulated professional body – the General Medical Council (GMC) for example.

Vets may need to prove that they passed an English Language assessment with the Royal College of Veterinary Surgeons.

Appendix 4: Supplementary Part-time Employment

If you hold a work permit, you may take supplementary part-time employment in addition to your main job provided that:

- you continue to be employed by your primary employer (the employer your work permit has been issued for); and
- your supplementary part-time employment should not exceed 20 hours per week outside of your normal contracted working hours for your primary employer; and
- your supplementary part-time employment must be with an employer, and you are not permitted to be self-employed; and
- you should advise your primary employer of your intention to take supplementary part-time employment and in some cases, you may be contractually required to obtain the permission of your primary employer to take supplementary part-time employment; and
- you should advise your supplementary employer that your employment is supplementary to your work permit employment; and
- for those who hold a temporary work permit issued (excludes Student and non-resident business work permit routes), your supplementary part-time employment must be in the same temporary route that your permit has been issued for; or
- for those who hold a long-term work permit, your supplementary part-time employment can be in any employment that a work permit (temporary or long-term) would be issued for; and
- your supplementary part-time employment should not impact on your ability to fulfil your commitment to your primary employer; and
- your supplementary part-time employment must be for a role that a work permit would normally be granted; and
- you and your supplementary employer must ensure compliance with Control of Housing and Work legislation, Employment Law, Social Security and Income Tax; and
- your supplementary employer must pay the going rate for the role.

Work permit holders do not need to notify Jersey Customs & Immigration of any supplementary part-time employment that they undertake however if they are found to be working in non-compliance with this policy then they will be in breach of their immigration permissions and may have their permissions cancelled.

The exemption – cleaners

The Minister has made an exemption to the above rule for those employees who hold temporary hospitality work permits as cleaners or housekeepers with the necessary skills and experience to take on additional work outside of hospitality for employers who hold contracts to clean hospitals, care homes and schools. The part time employment must be for the cleaning of hospitals, care homes or schools where a high level of hygiene is required. Those identified working in other settings, or who have not been issued with work

permits as cleaners or housekeepers, will jeopardise their ability to remain in Jersey and their work permit and visa maybe cancelled. This exemption does not extend to domestic cleaning or other types of commercial cleaning.

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

Appendix 5: Business Case Guidance

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 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 long-term employment 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.

Appendix 6: Work Permit & Visa Fees

For more information on immigration fees please refer to the [Immigration and nationality fees](#) webpage.

Work permit fees (accurate as of December 2024) are paid for by the employer who should not recoup these costs from the employee.

Duration of employee's work in Jersey	Fee
Less than 1 month	£58
1 month and up to 6 months	£85
More than 6 months and up to 9 months	£115
More than 9 months and up to 12 months	£175
More than 1 year and up to 2 years	£290
More than 2 years and up to 3 years	£350
More than 3 years and up to 5 years (applies to medical doctors only)	£580

Immigration fees (accurate as of December 2024) are set by the UK Home Office. Leave to enter and leave to remain applications are submitted and paid for by the employee unless there is agreement with the employer that they will cover these costs.

Application Type	Cost
Leave to enter – temporary work permit holder (application via GOV.UK)	£298
Leave to remain – temporary work permit holder (application in Jersey)	£298
Leave to enter – work permit holder (application via GOV.UK)	£827
Leave to enter – dependant (application via GOV.UK)	£827
Leave to remain – work permit holder (application in Jersey)	£827
Leave to remain – dependant (application in Jersey)	£827
Indefinite Leave to Remain – work permit holder (application in Jersey)	£2,885
Indefinite Leave to Remain – dependant (application in Jersey)	£2,885
British Citizenship – adult naturalisation application	£1,500
British Citizenship – child registration application	£1,214

The below table demonstrates the potential costs (as of December 2024) for long-term work permit employees and their dependants for their initial leave to enter application made from abroad via GOV.UK; and subsequent leave to remain, indefinite leave to remain and citizenship applications submitted directly to Jersey Customs & Immigration.

Long-term Work Permit - Leave to Enter (application to enter Jersey)						
Work Permit Holder	£827	£827	£827	£827	£827	£827
Adult Dependant		£827	£827	£827	£827	£827
Child Dependant			£827	£827	£827	£827
Child Dependant				£827	£827	£827
Child Dependant					£827	£827
Child Dependant						£827
	£827	£1,654	£2,481	£3,308	£4,135	£4,962

Long-term Work Permit - Leave to Remain (each time a work permit is extended)						
Work Permit Holder	£827	£827	£827	£827	£827	£827
Adult Dependant		£827	£827	£827	£827	£827
Child Dependant			£827	£827	£827	£827
Child Dependant				£827	£827	£827
Child Dependant					£827	£827
Child Dependant						£827
	£827	£1,654	£2,481	£3,308	£4,135	£4,962

Long-term Work Permit - Indefinite Leave to Remain (5 years continuous residency)						
Work Permit Holder	£2,885	£2,885	£2,885	£2,885	£2,885	£2,885
Adult Dependant		£2,885	£2,885	£2,885	£2,885	£2,885
Child Dependant			£2,885	£2,885	£2,885	£2,885
Child Dependant				£2,885	£2,885	£2,885
Child Dependant					£2,885	£2,885
Child Dependant						£2,885
	£2,885	£5,770	£8,655	£11,540	£14,425	£17,310

Long-term Work Permit - Citizenship (12-months after ILR has been granted)						
Work Permit Holder	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500
Adult Dependant		£1,500	£1,500	£1,500	£1,500	£1,500
Child Dependant			£1,214	£1,214	£1,214	£1,214
Child Dependant				£1,214	£1,214	£1,214
Child Dependant					£1,214	£1,214
Child Dependant						£1,214
	£1,500	£3,000	£4,214	£5,428	£6,642	£7,856

Long-term Work Permit - Total costs over a 6 year period						
Work Permit Holder	£6,039					
Adult Dependant		£12,078				
Child Dependant			£17,831			
Child Dependant				£23,584		
Child Dependant					£29,337	
Child Dependant						£35,090

Appendix 7: Useful Links & Information

Useful Government of Jersey webpages

- [Moving to Jersey \(gov.je\)](#)
- [Moving to Jersey: Checklist \(gov.je\)](#)
- [Temporary Employment Leaflet.pdf \(gov.je\)](#)
- [Temporary Employment Leaflet Filipino.pdf \(gov.je\)](#)
- [Temporary Employment Leaflet Polish.pdf \(gov.je\)](#)
- [Temporary Employment Leaflet Portuguese.pdf \(gov.je\)](#)
- [Temporary Employment Leaflet Romanian.pdf \(gov.je\)](#)
- [Temporary Employment Leaflet Swahili.pdf \(gov.je\)](#)

Independent organisations offering help and advice:

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](#)

Friends of Africa

[Friends of Africa Jersey \(foajersey.org.je\)](http://foajersey.org.je)
[Contact – Friends of Africa Jersey \(foajersey.org.je\)](http://foajersey.org.je)

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

Jersey@unitetheunion.org

Jersey Employment Tribunal

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

01534 441380

registrartribunalservice@courts.je

[The Tribunal Service \(jerseyemploymenttribunal.org\)](http://TheTribunalService.jerseyemploymenttribunal.org)

Jersey Care Commission

1st Floor Capital House, 8 Church Street, St Helier JE2 3NN

01534 445801

[Jersey Care Commission | Jersey's Independent Care Regulator](#)

[Contact us | Jersey Care Commission](#)