



Guidance Document for completing the 'NWSSP Skilled Worker Certificate of Sponsorship Request Form'

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Introduction to the NWSSP Skilled Worker Certificate of Sponsorship

Request Form

In order to assign a Skilled Worker CoS to a Skilled Worker applicant, NWSSP CoS Team needs information and documentation relating to the applicant and the position they have been offered.

Therefore, the NWSSP Skilled Worker Certificate of Sponsorship Request Form needs to be completed, and sent to [NWSSP CoS Team](#), so they can review the applicant details and documentation, and where possible, assign a certificate of sponsorship to the applicant. Guidance on how to complete this form, and what a Certificate of Sponsorship is, is in this document.

What is a Skilled Worker Certificate of Sponsorship?

A CoS is not a paper certificate or document, but a database record, which confirms details of the applicant and the job they have applied to do.

There are 2 types of CoS:

- **'Defined' CoS** - These are for Skilled Workers applying for entry clearance (a visa) from outside the UK.
 - NWSSP CoS Team will submit details of the job to the Home Office first who then provide approval within 48 hours (sometimes longer during peak periods). Following this, the CoS can be assigned and sent to the individual. This process takes slightly longer than the Undefined CoS where no prior approval is required.

- **'Undefined' CoS** - These are:
 - CoS assigned to Skilled Workers applying for permission from within the UK

- CoS assigned to workers on all other routes, whether applying for entry clearance, permission to enter or permission to stay

A Skilled Worker CoS allows applicants, who do not currently have permission to work in the UK, to be appointed into a position, which they have applied for, as long as all criteria is met.

Who needs a Skilled Worker CoS?

If an applicant is not a 'settled worker' or they do not have the appropriate immigration permission to work in the UK, they need to be sponsored if they wish to be employed by an NHS Organisation.

NWSSP CoS Team has Level 1 access to the UKVI Sponsor Management System, and can provide Sponsorships, provided that the individual meets eligibility criteria, for the following organisations in NHS Wales:

- Aneurin Bevan University Health Board
- Betsi Cadwaladr University Health Board
- Digital Health and Care Wales
- NWSSP – *Including Single Lead Employer Trainees*
- Powys Teaching Health Board
- Public Health Wales
- Velindre University NHS Trust, including:
 - *Velindre Cancer Centre*
 - *Welsh Blood Service*
- Welsh Ambulance Services NHS Trust

How much does a Skilled Worker Certificate of Sponsorship cost?

The cost of a CoS for a Skilled worker is £525.

In addition to the cost of the CoS, there may be an additional cost of an Immigration Skills Charge (ISC). This ISC is £1,320 for any stated period of employment up to 12 months, plus £660 for each subsequent 6-month period stated on the CoS, unless an exemption as specified in the Home Office guidance applies. These costs will be paid for by NWSSP CoS Team and are then invoiced to each individual Health Board via Finance teams.

After a CoS is assigned, the Skilled Worker will need to apply for a Skilled Worker Visa and pay the associated costs involved with their application, these costs will depend on individual circumstances but are entirely covered by the individual.

For example, if you sponsor an individual for 3 full years and there is no exemption to Immigration Skills Charge, the sponsorship will cost £4485.

What does the Skilled Worker need to do next?

After the NWSSP Skilled Worker Certificate of Sponsorship Request Form has been completed and used by NWSSP CoS Team to assign a CoS to the Skilled Worker, they then need to use the Certificate of Sponsorship reference number (CoS Number) to apply for their Skilled Worker Visa and gain Right to Work in order to commence in the post they have been offered. The Skilled Worker should then present their new Right to Work evidence to either Recruitment Services (if going through Trac appointment) or to their Employer (for an extension, SLE appointment or Medical Workforce appointment).

After a Skilled Worker has been assigned a CoS by NWSSP CoS Team, the Skilled Worker is required to notify the NWSSP CoS Team of any of the following changes throughout the duration of their employment:

- Home Office Visa application has been refused
- Withdraws/resigns from the training programme (post appointment)
- Trainee did not enrol/ turn up for the first day of work as expected
- Any changes in immigration status
- Delay in the Start Date
- Failed to attend 10 Consecutive days without permission
- Failed to take up post
- Changed the length of the programme
- Dismissed by employer/Programme
- Made redundant by employer
- Training is completed earlier than expected
- Moved to another sponsorship
- Moved to another immigrations category
- Taken extended unpaid leave
- Work Location has changed
- Change in Job Title/Duties
- Change to Salary/Working hours
- Taken a period of unpaid leave
- Any other information relevant to sponsorship

All changes should be reported to the NWSSP CoS Team within five working days of the event occurring completing the Changes Form on [our website](#)

Useful Information for completing the form

Please ensure the form is completed in the PDF format and sent digitally, we cannot accept handwritten versions or scanned copies

Section 1

- Q1.1-1.3 - Complete applicant personal details as they appear on the passport and in the correct format requested on the form
- Q1.6 - Confirm applicant's current visa type – *i.e. are they on a Skilled Worker visa, Visitor visa, Outside the UK etc*
- Q1.7 - Applicant home address must be where they are applying for their Skilled Worker visa from. *This is important as it will determine the type of Certificate of Sponsorship we assign to the individual (Defined or Undefined)*

Section 2

- 2.2 - A Skilled Worker visa application can take up to 8 weeks to be approved, or 3 weeks for a Health and Care visa. This should be factored in when deciding on a start date, as well as where the individual may be with their pre-employment checks and any notice period they may have. *The individual cannot commence work until their visa application has been approved and all other pre-employment checks should also be complete.*
- 2.3 - A Certificate of Sponsorship can be assigned for a maximum of 5 years at one time, or less if an individual is switching from a Student or Graduate visa;
 - If switching from a Student visa, they can be sponsored for a maximum of 4 years.
 - If switching from a Graduate visa, they can be sponsored for 4 years minus any time they have already spent on their Graduate visa. A date in line with these points must be entered in this question, even if the position is Permanent.

- 2.4 – This should be a numerical figure only, we cannot enter ‘sessions’ into the Sponsor Management System
- 2.8 - When completing this question, you should review the [Points Based System](#) to ensure the applicant meets the criteria for sponsorship. The applicant should meet the mandatory 50 points and should also be able to obtain a further 20 tradeable points which includes points such as salary, whether a post is on the Immigration Salary list etc.
 - The Skilled Worker must prove when applying for their Skilled Worker visa, that they can read, write, speak and understand English to at least level B1 on the [Common European Framework of Reference for Languages \(CEFR\) scale](#).
 - If the Skilled Worker is a Doctor, Dentist, Nurse, or Midwife they do 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 [Immigration Salary List](#) and [Temporary Shortage List](#) should be reviewed to confirm whether tradeable points can be obtained

Section 3

- 3.1–3.2 – All SOC Codes eligible for a Skilled Worker visa have been added to these lists. If a job is eligible for a [Health and Care Visa](#), this should be selected from the list in 3.1. If a job is eligible for a Health and Care visa, we will add an additional paragraph to the job description summary when assigning the CoS to confirm this to the Home Office.
 - For jobs not eligible for a Health and Care Visa, you should select the most appropriate SOC code from the list in 3.2. You should review the skill level e.g Higher Skilled, or if they are listed as Medium Skilled you must check if the SOC code is present on either the [Immigration Salary List](#) or [Temporary Shortage List](#), (except those who had sponsorship granted prior to 22nd July 2025) and the [salary thresholds](#) for this SOC code to ensure the individual will meet criteria.
- 3.4 – If there is no suitable job description summary available in question 3.3, you should enter a paragraph (up to 1000 characters) which outlines the responsibilities of the role

- 3.6 – Maintenance refers to a payment of up to £1270 which can be given to applicants should they require financial support for their first month in the UK.
 - If yes is selected for this question, it does not mean you will have to provide the applicant with the funds, it just means that as an Employer you would support them if necessary.
 - It also means that they do not need to provide financial evidence as part of their visa application, so can be easier for them when applying.
 - If you do certify to maintain the individual and they request financial support, it is dependant on internal organisation policies as to how this is paid to the individual