

Roles and Responsibilities

GP Practices apply for Sponsor Licence when they want to employ Skilled Worker and NWSSP provide support and guidance

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
GP Practice	Identify themselves to NWSSP CoS Team as requiring to apply for CoS Licence	Apply for CoS Licence via the Home Office registering Practice lead as Authorising Officer, Key Contact and Level one user	Pay for CoS Licence Application via card (could pay additional £500 to receive a decision within 10 days if necessary)	Inform NWSSP CoS Team Licence had been successful and its set up	Requests additional Level One Users on Sponsor Management System for further access within Practice	Request allocation of undefined CoS on Sponsor Management System	Agree to employ GPST and conducts usual recruitment checks
	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	
	Applies for CoS on the Home Office Sponsor Management System	Receive BRP/Share Code from GP and retain on employment record	Update WNWS	Monitors Skilled Worker activity and report any changes on the Sponsor Management System (as per the 'Reporting Migrant Activity' Guidance)	<p>Upon receipt of Home Office licence approval, requests reimbursement of CoS Licence fees and or individual sponsorship fees, by emailing a PDF invoice (marked <i>FAO NWSSP CoS Finance</i>) and Home Office confirmation, to: nwssp_psu_p2p@wales.nhs.uk also copying in NWSSP.Finance@wales.nhs.uk</p> <p>Please address invoice to: NWSSP Finance, Velindre University NHS Trust, PO Box 112, Pontypool, NP4 4DG</p> <p>The request will be added to Oracle for Finance to review and authorise for payment</p> <p><i>(If sending an invoice for individual sponsorship fees, confirm the name of GP being sponsored)</i></p>	Receive reimbursement of Home Office Fees	
NWSSP CoS Team	Provide support to GP Practice during Licence Application with Home Office	Provide support to GP Practice requesting additional Level one User on the Sponsor Management System, if requested	Provide support to GP Practice requesting allocation of undefined CoS on the Sponsor Management System, if requested	Receive GPST's list from HEIW and communicate that we can support a GP Practices to set up a licence and also provides list of GP Practices that have licences	Provide support to GP Practice assigning a CoS on the Sponsor Management System, if requested	Provide support to GP Practice to Monitor Skilled Worker activity and reports any changes on the Sponsor Management System (as per the 'Reporting Migrant Activity' Guidance), if requested	
HEIW	Identify GPST's that are due to complete their Training and required further CoS to work in Wales	Provide NWSSP Employment Services Certificate of Sponsorship Team and Single Lead Employer with List					
GPST	Gain conditional offer of employment with GP Practice	Applies for Skilled Worker Visa					
Home Office	Provide GP Practice licence within set timescales	Provides GP with Skilled Worker Visa					
NWSSP Finance	Receive invoice from GP Practice where Home Office approval has been granted	Review and authorise invoice via Oracle for payment					
SLE	SLE to contact trainee 3 months before CCT Date to provide CoS Support website link and current vacancies via GP Wales						