

Roles and Responsibilities

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

GP Practice	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	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 using Practice payment card. See 'Reimbursement' section of 'Becoming a Sponsor: GP Practice Support Pack'	Inform NWSSP CoS Team that Sponsor Licence application has been successful	Request additional Level One Users on Sponsor Management System for further access within Practice	Request allocation of undefined CoS on Sponsor Management System, using instructions within 'Becoming a Sponsor: GP Practice Support pack'	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, with support from NWSSP CoS Team if required	Receive Share Code from GP, check Right to Work status using Share Code checker and retain on employment record	Update PCWIS	Monitors Skilled Worker activity and report any changes on the Sponsor Management System (as per the 'Reporting Migrant Activity' Guidance)	Upon receipt of Home Office licence approval, requests reimbursement of CoS Licence fees and or individual sponsorship fees, by emailing a PDF invoice (marked FAO NWSSP CoS Finance) and Home Office supporting evidence , to: NWSSP.OCRInvoiceAutomation@wales.nhs.uk also copying in NWSSP.Finance@wales.nhs.uk Please address invoice to: NWSSP Finance, Velindre University NHS Trust, PO Box 112, Pontypool, NP4 4DG The request will be added to Oracle for Finance to review and authorise for payment <i>(If sending an invoice for individual sponsorship fees, confirm the name of GP being sponsored)</i>	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 in 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	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	Send 'Becoming a Sponsor: GP Practice Support pack' to Practices enquiring about setting up a licence	
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 in Wales	Applies for Skilled Worker Visa via Home Office					
Home Office	Approve GP Practice licence application within set timescale of 8 weeks	Approves GP Skilled Worker visa if all criteria is met					
NWSSP Finance	Receive PDF invoice and supporting Home Office evidence 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						



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