

# WORK PERMIT POLICY

## Introduction

On 31<sup>st</sup> December 2020 at 11:00pm, freedom of movement between the United Kingdom and the European Union will end and as such free movement to Jersey will also cease. All persons who are non-British or Irish, will require immigration permission to visit, work, study or settle in Jersey.

The purpose of this policy is to set out the main routes available to employers to employ migrant workers. Work permits are a requirement under the Immigration (Work Permits) (Jersey) Rules 1995 and as such employers are required to apply for a work permit for those individuals who require immigration permission to enter or remain in Jersey for work.

Work permits are not required for those that have acquired immigration permission in the form of settled or pre-settled status.

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

This document sets out the main routes available.

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.

## Temporary short term employment overview

This route is available for those individuals employed in both the agriculture and hospitality sectors for a maximum period of 9 months. There is also the ability to apply for work within the fishing industry for employment on fishing vessels as crew for a maximum period of 6 months.

At the end of the work permit period employees are required to leave the CTA for at least 3 months before they will be allowed to return. For those granted permission to work in this category they are unable to switch employment or bring dependents to the Island. Time spent in these categories does not lead to settlement.

Applicants are exempt from an English language requirement.

Employees may transfer within the same group of companies without the need for a further work permit but must advise the Jersey Customs and Immigration Service (JCIS) in writing.

Temporary work permits will be considered on an exceptional basis for positions outside the agriculture, fishing and hospitality sector after satisfying the Minister for Home Affairs that the labour cannot be found from within the CTA and the temporary worker criteria can be met. 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 Agricultural Employment

Applications will only be accepted from the Jersey Farmers' Union, acting on behalf of the employer and the Jersey Royal Company or any other body that is able to demonstrate the ability to meet the criteria set out below.

The following criteria must be met:

- Robust and tested recruitment processes are followed to ensure, as reasonably practicable, only genuine migrant workers are recruited from agricultural backgrounds with appropriate vetting taking place
- 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
- Employer must pay the 'going rate' for the role
- Employer to ensure that the migrant worker is adequately accommodated meeting the minimum standards required which supports their health and wellbeing
- JCIS to be notified if the migrant worker does not arrive or depart as planned or if employment is terminated early

The Jersey Farmers Union and Jersey Royal Company will not be required to provide evidence of the above to JCIS. However, they must maintain adequate records and material that demonstrates the criteria has been met. JCIS will request copies of documents as appropriate to ensure compliance with this policy.

### **Temporary Hospitality Employment within Hotels**

The following employment activities will be considered in this category:

- Bar Tenders
- Waiters / Waitresses
- Housekeeping
- Concierge / Reception staff
- Chefs / Cooks
- Qualified therapist (Hotel Heath Clubs & Spas)

Applications will only be accepted from the Jersey Hospitality Association, acting on behalf of the employer or any other body that is able to demonstrate the ability to meet the criteria set out below.

The following criteria must be met:

- Robust and tested recruitment processes are followed to ensure, as reasonably practicable, only genuine migrant workers are recruited from a hospitality background with appropriate vetting taking place
- Migrant workers have successfully completed a course at a *bona fide* hospitality and tourism training institution and have at least 2 years post qualification experience
- 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
- Employer must pay the 'going rate' for the role
- Employer to ensure that the migrant worker is adequately accommodated meeting the minimum standards required which supports their health and wellbeing

- JCIS to be notified if the migrant worker does not arrive or depart as planned or if employment is terminated early

The Jersey Hospitality Association will not be required to provide evidence of the above to JCIS. However, they must maintain adequate records and material that demonstrates the criteria has been met. JCIS will request copies of documents as appropriate to ensure compliance with this policy.

Supplementary employment, that is, additional work on a part time basis with a different employer is permitted. Holders of work permits of up to 9 months validity in the Hospitality industry may, with the written consent of their primary employer, take similar work in this industry – see Appendix 5.

### **Temporary Fishing Employment**

Applications for work permits will only be accepted from the Jersey Farmers' Union, acting on behalf of the employer and the Fishing Industry or any other body that is able to demonstrate the ability to meet the criteria set out below.

The following criteria must be met:

- Robust and tested recruitment processes are followed to ensure, as reasonably practicable, only genuine migrant workers are recruited from a fishing background with appropriate vetting taking place.
- Migrant workers must possess a suitable qualification and the necessary experience to be employed as fishing crew
- Overseas criminal record certificates are obtained from every country where the employee has been resident for more than 1 year in the last 10 years. Any prospective employee who has an adverse criminal history must be referred to JCIS
- Employer must pay the 'going rate' for the role
- Employer to ensure that the migrant worker is adequately accommodated meeting the minimum standards required which supports their health and wellbeing
- JCIS to be notified if the migrant worker does not arrive or depart as planned or if employment is terminated early

### **Skilled Work Permit Employment**

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

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

The following mandatory criteria must be met by the employer:

- Robust and tested recruitment processes are followed to ensure migrant workers have the appropriate experience or skills to fulfil the work they will undertake
- A genuine vacancy must exist meeting the skills and salary threshold. Roles must not be created to solely facilitate immigration of a specific migrant to Jersey
- The minimum salary threshold of £30,000 must be met or the 'the going rate' whichever is the higher
- The job must be at or above the minimum skill level: RQF 3 or equivalent (A level or equivalent qualification). Migrant workers will not need to hold a formal qualification. It is the skill level of the job that must meet the standard
- The migrant worker must meet the minimum English language requirement - B1 or higher (see Appendix 4)
- Migrant workers being employed in Health, Therapy, Social Services and Education must obtain overseas criminal record certificates from every country where the migrant worker has been resident for more than 12 months in the last 10 years.
- Employer to ensure that the migrant worker is adequately accommodated meeting the minimum standards required which supports their health and wellbeing
- JCIS to be notified if the migrant worker does not arrive or depart as planned or if employment is terminated early.

For those granted permission to work in this category they are able to switch employment subject to a new work permit being granted. Migrant workers are able to bring dependents with them when the work permit is granted for a period greater than 12 months.

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

### **Skilled Work Permit Employment Exceptions**

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

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

### **General Agreement on Trade in Services (GATS)**

Jersey will be covered by the UK's World Trade Organisation ("WTO") membership from the end of the Brexit transition period. The General Agreement on Trade in Services ("GATS") is a treaty of the WTO. This means that once WTO membership applies to Jersey, at the end of the transition period in relation to Contractual Service Suppliers and Independent professionals, including Intra-Company Transfers.

#### **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 audiovisual services under the EU - CARIFORUM economic partnership agreement; or
  - supplying advertising and translation services;
- where required by relevant Jersey legislation, regulations or sectoral requirements, the person must hold any specific professional qualifications or registrations to provide the services in Jersey;
- the person must have three years professional experience in the sector in which they are supplying services unless they are supplying chef de cuisine services under the EU – CARIFORUM economic partnership agreement, in which case, the person must have at least six years' relevant experience at the level of chef de cuisine and have an advanced technical qualification; and
- the maximum period for which a work permit can be applied for on the basis of a contractual service supplier is 2 years unless providing a service under the EU – CARIFORUM economic partnership agreement, the EU – Andean multiparty trade agreement and the EU European Union – Chile free trade agreement, when it is a maximum period of 6 months in any 12 month period.

### **Independent Professionals**

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

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

### **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
- The intra-company transferee cannot move into other work permit employment in Jersey
- The intra-company transferee will resume employment for the same company outside of Jersey at the end of the transfer period
- The intra-company transferee cannot return to Jersey in this capacity unless there has been an absence of at least 12 months
- The maximum period for which a work permit can be applied for on the basis of an intra-company transfer is 3 years, including any extension.

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

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

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

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

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

### **Entertainers from UK and Overseas**

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

The employer in the Island should produce the following:

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

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

The employer will need to:

- Provide details of the performance

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

### **Student Medical Placements**

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

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

### **Promotion**

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

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

### **Acquisition or re-structuring of business or company**

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

### **In Country Work Permit Applications**

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

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

### **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 (for example, drugs/fraud), or, their previous employment and conduct in the Island was unsatisfactory.

## **Refunds**

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



## Appendix 1

Occupations eligible for the skilled work permit employment route

Occupation code	Related job titles	Salary Threshold <sup>1</sup>
1115 Chief executives and senior officials	· Chief executive	£30,000 or the going rate (whichever is the higher)
	· Chief medical officer	
	· Vice president	
1121 Production managers and directors in manufacturing	· Engineering manager	£30,000 or the going rate (whichever is the higher)
	· Managing director (engineering)	
	· Operations manager (manufacturing)	
	· Production manager	
1122 Production managers and directors in construction	· Building Services manager	£30,000 or the going rate (whichever is the higher)
	· Construction manager	
	· Director (building construction)	
1123 Production managers and directors in mining and energy	· Operations manager (mining, water & energy)	£30,000 or the going rate (whichever is the higher)
	· Quarry manager	
1131 Financial managers and directors	· Investment banker	£30,000 or the going rate (whichever is the higher)
	· Treasury manager	
1132 Marketing and sales directors	· Marketing director	£30,000 or the going rate (whichever is the higher)
	· Sales director	
1133 Purchasing managers and directors	· Bid manager	£30,000 or the going rate (whichever is the higher)
	· Purchasing manager	
1135 Human resource managers and directors	· Human resources manager	£30,000 or the going rate (whichever is the higher)
	· Personnel manager	
	· Recruitment manager	
1136 Information technology and telecommunications directors	· IT Director	£30,000 or the going rate (whichever is the higher)
	· Technical director (computer services)	
	· Telecommunications director	
1150 Financial institution managers and directors	· Bank manager	£30,000 or the going rate (whichever is the higher)
	· Insurance manager	

<sup>1</sup> Salary Threshold going rates to be established

		higher)
1172 Senior police officers	· Chief superintendent (police service)	£35,000 or the going rate (whichever is the higher)
	· Detective inspector	
	· Police inspector	
1173 Senior officers in fire, ambulance, prison and related services	· Fire service officer (government)	£30,000 or the going rate (whichever is the higher)
	· Prison governor	
	· Station officer (ambulance service)	
1181 Health services and public health managers and directors	· Director of nursing	£30,000 or the going rate (whichever is the higher)
	· Health Service manager	
	· Information manager (health authority: hospital service)	
1184 Social services managers and directors	· Care manager (local government: social services)	£30,000 or the going rate (whichever is the higher)
	· Service manager (welfare services)	
1190 Managers and directors in retail and wholesale	· Managing director (retail trade)	£30,000 or the going rate (whichever is the higher)
	· Retail manager	
	· Shop manager (charitable organisation)	
	· Wholesale manager	
1241 Health care practice managers	· Clinic manager	£30,000 or the going rate (whichever is the higher)
	· GP practice manager	
	· Veterinary practice manager	
1242 Residential, day and domiciliary care managers and proprietors	· Care manager	£30,000 or the going rate (whichever is the higher)
	· Day centre manager	
	· Residential manager (residential home)	
2111 Chemical Scientists	· Analytical chemist	£30,000 or the going rate (whichever is the higher)
	· Chemist	
	· Development chemist	
	· Industrial chemist	
	· Research chemist	
2112 Biological scientists and biochemists	· Biomedical scientist	£30,000 or the going rate (whichever is the higher)
	· Forensic scientist	
	· Horticulturist	
	· Microbiologist	
	· Pathologist	
2113 Physical scientists	· Geologist	£30,000 or the going rate (whichever is the higher)
	· Geophysicist	
	· Medical physicist	
	· Meteorologist	

	<ul style="list-style-type: none"> <li>· Oceanographer</li> <li>· Physicist</li> <li>· Seismologist</li> </ul>	
2114 Social and humanities scientists	<ul style="list-style-type: none"> <li>· Anthropologist</li> <li>· Archaeologist</li> <li>· Criminologist</li> <li>· Epidemiologist</li> <li>· Geographer</li> <li>· Historian</li> <li>· Political scientist</li> <li>· Social scientist</li> </ul>	£30,000 or the going rate (whichever is the higher)
2121 Civil engineers	<ul style="list-style-type: none"> <li>· Building engineer</li> <li>· Civil engineer (professional)</li> <li>· Highways engineer</li> <li>· Petroleum engineer</li> <li>· Public health engineer</li> <li>· Site engineer</li> <li>· Structural engineer</li> </ul>	£30,000 or the going rate (whichever is the higher)
2122 Mechanical engineers	<ul style="list-style-type: none"> <li>· Aeronautical engineer (professional)</li> <li>· Aerospace engineer</li> <li>· Automotive engineer (professional)</li> <li>· Marine engineer (professional)</li> <li>· Mechanical engineer (professional)</li> </ul>	£30,000 or the going rate (whichever is the higher)
2123 Electrical engineers	<ul style="list-style-type: none"> <li>· Electrical engineer (professional)</li> <li>· Electrical surveyor</li> <li>· Equipment engineer</li> <li>· Power engineer</li> </ul>	£30,000 or the going rate (whichever is the higher)
2124 Electronics engineers	<ul style="list-style-type: none"> <li>· Avionics engineer</li> <li>· Broadcasting engineer (professional)</li> <li>· Electronics engineer (professional)</li> <li>· Microwave engineer</li> <li>· Telecommunications engineer (professional)</li> </ul>	£30,000 or the going rate (whichever is the higher)
2126 Design and development engineers	<ul style="list-style-type: none"> <li>· Clinical engineer</li> <li>· Design engineer</li> <li>· Development engineer</li> <li>· Ergonomist</li> <li>· Research and development engineer</li> </ul>	£30,000 or the going rate (whichever is the higher)
2127 Production and process engineers	<ul style="list-style-type: none"> <li>· Chemical engineer</li> <li>· Industrial engineer</li> <li>· Process engineer</li> </ul>	£30,000 or the going rate (whichever is the higher)

	<ul style="list-style-type: none"> <li>· Production engineer</li> </ul>	higher)
2133 IT specialist managers	<ul style="list-style-type: none"> <li>· Data centre manager</li> <li>· IT manager</li> <li>· IT support manager</li> <li>· Network operations manager (computer services)</li> <li>· Service delivery manager</li> </ul>	£30,000 or the going rate (whichever is the higher)
2134 IT project and programme managers	<ul style="list-style-type: none"> <li>· Implementation manager (computing)</li> <li>· IT project manager</li> <li>· Programme manager (computing)</li> <li>· Project leader (software design)</li> </ul>	£30,000 or the going rate (whichever is the higher)
2135 IT business analysts, architects and systems designers	<ul style="list-style-type: none"> <li>· Business analyst (computing)</li> <li>· Data communications analyst</li> <li>· Systems analyst</li> <li>· Systems consultant</li> <li>· Technical analyst (computing)</li> <li>· Technical architect</li> </ul>	£30,000 or the going rate (whichever is the higher)
2136 Programmers and software development professionals	<ul style="list-style-type: none"> <li>· Analyst-programmer</li> <li>· Database developer</li> <li>· Games programmer</li> <li>· Programmer</li> <li>· Software engineer</li> </ul>	£30,000 or the going rate (whichever is the higher)
2137 Web design and development professionals	<ul style="list-style-type: none"> <li>· Internet developer</li> <li>· Multimedia developer</li> <li>· Web designer</li> </ul>	£30,000 or the going rate (whichever is the higher)
2139 Information technology and telecommunications professionals not elsewhere classified	<ul style="list-style-type: none"> <li>· Quality analyst (computing)</li> <li>· Software tester</li> <li>· Systems tester (computing)</li> <li>· Telecommunications planner</li> </ul>	£30,000 or the going rate (whichever is the higher)
2150 Research and development managers	<ul style="list-style-type: none"> <li>· Creative manager (research and development)</li> <li>· Design manager</li> <li>· Market research manager</li> <li>· Research manager (broadcasting)</li> </ul>	£30,000 or the going rate (whichever is the higher)
2216 Veterinarians	<ul style="list-style-type: none"> <li>· Veterinarian</li> <li>· Veterinary practitioner</li> <li>· Veterinary surgeon</li> </ul>	£30,000 or the going rate (whichever is the higher)

2311 Higher education teaching professionals	· Fellow (university)	£30,000 or the going rate (whichever is the higher)
	· Lecturer (higher education, university)	
	· Professor (higher education, university)	
	· Tutor (higher education, university)	
	· University lecturer	
2317 Senior professionals of educational establishments	· Administrator (higher education, university)	£30,000 or the going rate (whichever is the higher)
	· Bursar	
	· Head teacher (primary school)	
	· Principal (further education)	
	· Registrar (educational establishments)	
2319 Teaching and other educational professionals not elsewhere classified	· Adult education tutor	£30,000 or the going rate (whichever is the higher)
	· Music teacher	
	· Nursery manager (day nursery)	
2412 Barristers and judges	· Advocate	£30,000 or the going rate (whichever is the higher)
	· Barrister	
	· Chairman (appeals tribunal, inquiry)	
	· Coroner	
	· Crown prosecutor	
	· District judge	
2413 Solicitors	· Managing clerk (qualified solicitor)	£30,000 or the going rate (whichever is the higher)
	· Solicitor	
	· Solicitor-partner	
	· Solicitor to the council	
2419 Legal professionals not elsewhere classified	· Attorney	£30,000 or the going rate (whichever is the higher)
	· Justice's clerk	
	· Lawyer	
	· Legal adviser	
	· Legal counsel	
	· Solicitor's clerk (articled)	
2421 Chartered and certified accountants	· Accountant (qualified)	£40,000 or the going rate (whichever is the higher)
	· Auditor (qualified)	
	· Chartered accountant	
	· Company accountant	
	· Cost accountant (qualified)	
	· Financial controller (qualified)	
	· Management accountant (qualified)	
2423 Management consultants and business analysts	· Business adviser	£30,000 or the going rate (whichever is the higher)
	· Business continuity manager	
	· Financial risk analyst	
	· Management consultant	

2424 Business and financial project management professionals	· Chief knowledge officer	£30,000 or the going rate (whichever is the higher)
	· Contracts manager (security services)	
	· Project manager	
	· Research support officer	
2431 Architects	· Architect	£30,000 or the going rate (whichever is the higher)
	· Architectural consultant	
	· Chartered architect	
	· Landscape architect	
2433 Quantity surveyors	· Quantity surveyor	£30,000 or the going rate (whichever is the higher)
	· Surveyor (quantity surveying)	
2434 Chartered surveyors	· Building surveyor	£30,000 or the going rate (whichever is the higher)
	· Chartered surveyor	
	· Hydrographic surveyor	
	· Land surveyor	
2435 Chartered architectural technologists	· Architectural technologist	£30,000 or the going rate (whichever is the higher)
2436 Construction project managers and related professionals	· Contract manager (building construction)	£30,000 or the going rate (whichever is the higher)
	· Project manager (building construction)	
	· Transport planner	
2462 Quality assurance and regulatory professionals	· Compliance manager	£30,000 or the going rate (whichever is the higher)
	· Financial regulator	
	· Patent attorney	
	· Quality assurance manager	
3111 Laboratory technicians	· Laboratory analyst	£30,000 or the going rate (whichever is the higher)
	· Laboratory technician	
	· Medical laboratory assistant	
	· Scientific technician	
	· Water tester	
3112 Electrical and electronics technicians	· Avionics technician	£30,000 or the going rate (whichever is the higher)
	· Electrical technician	
	· Electronics technician	
	· Installation engineer (Electricity Supplier)	
3113 Engineering technicians	· Aircraft technician	£30,000 or the going rate
	· Commissioning engineer	

	<ul style="list-style-type: none"> <li>· Engineering technician</li> <li>· Manufacturing engineer</li> <li>· Mechanical technician</li> </ul>	(whichever is the higher)
3114 Building and civil engineering technicians	<ul style="list-style-type: none"> <li>· Building services consultant</li> <li>· Civil engineering technician</li> <li>· Survey technician</li> <li>· Technical assistant (civil engineering)</li> </ul>	£30,000 or the going rate (whichever is the higher)
3511 Air traffic controllers	<ul style="list-style-type: none"> <li>· Air traffic control officer</li> <li>· Air traffic controller</li> <li>· Air traffic services assistant</li> <li>· Flight planner</li> </ul>	£30,000 or the going rate (whichever is the higher)
3532 Brokers	<ul style="list-style-type: none"> <li>· Foreign exchange dealer</li> <li>· Insurance broker</li> <li>· Investment administrator</li> <li>· Stockbroker</li> <li>· Trader (stock exchange)</li> </ul>	£30,000 or the going rate (whichever is the higher)
3537 Financial and accounting technicians	<ul style="list-style-type: none"> <li>· Accounting technician</li> <li>· Business associate (banking)</li> <li>· Financial controller</li> <li>· Insolvency administrator</li> <li>· Managing clerk (accountancy)</li> </ul>	£30,000 or the going rate (whichever is the higher)
3538 Financial accounts managers	<ul style="list-style-type: none"> <li>· Accounts manager</li> <li>· Audit manager</li> <li>· Credit manager</li> <li>· Fund manager</li> <li>· Relationship manager (bank)</li> </ul>	£30,000 or the going rate (whichever is the higher)
5235 Aircraft maintenance and related trades	<ul style="list-style-type: none"> <li>· Aeronautical engineer</li> <li>· Aircraft electrician</li> <li>· Aircraft engineer</li> <li>· Aircraft fitter</li> <li>· Aircraft mechanic</li> <li>· Maintenance engineer (aircraft)</li> </ul>	£30,000 or the going rate (whichever is the higher)
5242 Telecommunications engineers	<ul style="list-style-type: none"> <li>· Cable joiner</li> <li>· Customer service engineer (telecommunications)</li> <li>· Installation engineer (telecommunications)</li> <li>· Network officer (telecommunications)</li> <li>· Telecommunications engineer</li> <li>· Telephone engineer</li> </ul>	£30,000 or the going rate (whichever is the higher)

5245 IT engineers	· Computer repairer	£30,000 or the going rate (whichever is the higher)
	· Computer service engineer	
	· Hardware engineer (computer)	
	· Maintenance engineer (computer servicing)	
5311 Steel erectors	· Steel erector	£30,000 or the going rate (whichever is the higher)
	· Steel fabricator	
	· Steel worker (structural engineering)	
5312 Bricklayers and masons	· Bricklayer	£30,000 or the going rate (whichever is the higher)
	· Dry stone waller	
	· Stone mason	
5313 Roofers, roof tilers and slaters	· Mastic asphalt spreader	£30,000 or the going rate (whichever is the higher)
	· Roof tiler	
	· Roofer	
	· Roofing contractor	
	· Slater	
	· Thatcher	
5314 Plumbers and heating and ventilating engineers	· Gas engineer	£30,000 or the going rate (whichever is the higher)
	· Gas service engineer	
	· Heating and ventilating engineer	
	· Heating engineer	
	· Plumber	
	· Plumbing and heating engineer	
5315 Carpenters and joiners	· Carpenter	£30,000 or the going rate (whichever is the higher)
	· Carpenter and joiner	
	· Joiner	
	· Kitchen fitter	
	· Shop fitter	
5321 Plasterers	· Fibrous plasterer	£30,000 or the going rate (whichever is the higher)
	· Plasterer	
	· Plastering contractor	
5330 Construction and building trades supervisors	· Builder's foreman	£30,000 or the going rate (whichever is the higher)
	· Construction foreman	
	· Construction supervisor	
	· Maintenance supervisor	
	· Site foreman	
6146 Senior care workers	· Senior care assistant	£30,000 or the going rate (whichever is the higher)
	· Senior carer	
	· Senior support worker (Local government: welfare services)	



	<ul style="list-style-type: none"> <li>· Team leader (nursing home)</li> </ul>	
6122 Childminders and related occupations	<ul style="list-style-type: none"> <li>· Child care assistant</li> <li>· Child minder</li> <li>· Nanny</li> </ul>	£30,000 or the going rate (whichever is the higher)
8124 Energy plant operatives	<ul style="list-style-type: none"> <li>· Boilerman</li> <li>· Control room operator(electric)</li> <li>· Hydraulic engineman</li> <li>· Plant operator (electricity supplier)</li> <li>· Power station operator</li> </ul>	£30,000 or the going rate (whichever is the higher)
8126 Water and sewerage plant operatives	<ul style="list-style-type: none"> <li>· Controller (water treatment)</li> <li>· Plant operator (sewage works)</li> <li>· Water treatment engineer</li> <li>· Water treatment operator</li> </ul>	£30,000 or the going rate (whichever is the higher)
2211 Medical practitioners	<ul style="list-style-type: none"> <li>· Anaesthetist</li> <li>· Consultant (Hospital Service)</li> <li>· Doctor</li> <li>· General practitioner</li> <li>· Medical practitioner</li> <li>· Paediatrician</li> <li>· Psychiatrist</li> <li>· Radiologist</li> <li>· Surgeon</li> </ul>	£30,000 or the going rate (whichever is the higher)
2212 Psychologists	<ul style="list-style-type: none"> <li>· Clinical psychologist</li> <li>· Educational psychologist</li> <li>· Forensic psychologist</li> <li>· Occupational psychologist</li> <li>· Psychologist</li> <li>· Psychometrist</li> </ul>	£30,000 or the going rate (whichever is the higher)
2213 Pharmacists	<ul style="list-style-type: none"> <li>· Chemist (pharmaceutical)</li> <li>· Dispensary manager</li> <li>· Pharmaceutical chemist</li> <li>· Pharmacist</li> <li>· Pharmacy manager</li> </ul>	£30,000 or the going rate (whichever is the higher)
2214 Ophthalmic opticians	<ul style="list-style-type: none"> <li>· Ophthalmic optician</li> <li>· Optician</li> <li>· Optologist</li> <li>· Optometrist</li> </ul>	£30,000 or the going rate (whichever is the higher)
2215 Dental	<ul style="list-style-type: none"> <li>· Dental surgeon</li> </ul>	£30,000 or the

practitioners	· Dentist	going rate (whichever is the higher)
	· Orthodontist	
	· Periodontist	
2217 Medical radiographers	· Medical radiographer	£30,000 or the going rate (whichever is the higher)
	· Radiographer	
	· Sonographer	
	· Therapeutic radiographer	
	· Vascular technologist	
2218 Podiatrists	· Chiropodist	£30,000 or the going rate (whichever is the higher)
	· Chiropodist-podiatrist	
	· Podiatrist	
2219 Health professionals not elsewhere classified	· Audiologist	£30,000 or the going rate (whichever is the higher)
	· Dental hygiene therapist	
	· Dietician-nutritionist	
	· Family planner	
	· Occupational health adviser	
	· Paramedical practitioner	
2221 Physiotherapists	· Electro-therapist	£30,000 or the going rate (whichever is the higher)
	· Physiotherapist	
	· Physiotherapy practitioner	
2222 Occupational therapists	· Occupational therapist	£30,000 or the going rate (whichever is the higher)
2223 Speech and language therapists	· Language therapist	£30,000 or the going rate (whichever is the higher)
	· Speech and language therapist	
	· Speech therapist	
2229 Therapy professionals not elsewhere classified	· Art therapist	£30,000 or the going rate (whichever is the higher)
	· Chiropractor	
	· Cognitive behavioural therapist	
	· Dance movement therapist	
	· Family therapist	
	· Nutritionist	
	· Osteopath	
	· Psychotherapist	
2231 Nurses	· District nurse	£30,000 or the going rate (whichever is the higher)
	· Health visitor	
	· Mental health practitioner	
	· Nurse	
	· Practice nurse	

	<ul style="list-style-type: none"> <li>· Psychiatric nurse</li> <li>· Staff nurse</li> </ul>	
2232 Midwives	<ul style="list-style-type: none"> <li>· Midwife</li> <li>· Midwifery sister</li> </ul>	£30,000 or the going rate (whichever is the higher)
2312 Further education teaching professionals	<ul style="list-style-type: none"> <li>· FE College lecturer</li> <li>· Lecturer (further education)</li> <li>· Teacher (further education)</li> <li>· Tutor (further education)</li> </ul>	£35,270 or the going rate (whichever is the higher)
2314 Secondary education teaching professionals	<ul style="list-style-type: none"> <li>· Deputy head teacher (secondary school)</li> <li>· Secondary school teacher</li> <li>· Sixth form teacher</li> <li>· Teacher (secondary school)</li> </ul>	£35,270 or the going rate (whichever is the higher)
2315 Primary and nursery education teaching professionals	<ul style="list-style-type: none"> <li>· Deputy head teacher (primary school)</li> <li>· Infant teacher</li> <li>· Nursery school teacher</li> <li>· Primary school teacher</li> </ul>	£35,270 or the going rate (whichever is the higher)
2316 Special needs education teaching professionals	<ul style="list-style-type: none"> <li>· Deputy head teacher (special school)</li> <li>· Learning support teacher</li> <li>· Special needs coordinator</li> <li>· Special needs teacher</li> </ul>	£35,270 or the going rate (whichever is the higher)
2442 Social workers	<ul style="list-style-type: none"> <li>· Psychiatric social worker</li> <li>· Senior practitioner (local government: social services)</li> <li>· Social worker</li> </ul>	£30,000 or the going rate (whichever is the higher)
3213 Paramedics	<ul style="list-style-type: none"> <li>· Ambulance paramedic</li> <li>· Emergency care practitioner</li> <li>· Paramedic</li> <li>· Paramedic-ECP</li> </ul>	£30,000 or the going rate (whichever is the higher)
3218 Medical and dental technicians	<ul style="list-style-type: none"> <li>· Cardiographer</li> <li>· Dental hygienist</li> <li>· Dental technician</li> <li>· Medical technical officer</li> <li>· Orthopaedic technician</li> </ul>	£30,000 or the going rate (whichever is the higher)
3219 Health associate professionals not elsewhere classified	<ul style="list-style-type: none"> <li>· Acupuncturist</li> <li>· Homeopath</li> <li>· Hypnotherapist</li> <li>· Massage therapist</li> </ul>	£30,000 or the going rate (whichever is the higher)

	<ul style="list-style-type: none"> <li>· Reflexologist</li> <li>· Sports therapist</li> </ul>	
6141 Nursing auxiliaries and assistants	<ul style="list-style-type: none"> <li>· Auxiliary nurse</li> <li>· Health care assistant (hospital service)</li> <li>· Health care support worker</li> <li>· Nursing assistant</li> <li>· Nursing auxiliary</li> </ul>	£30,000 or the going rate (whichever is the higher)
6143 Dental nurses	<ul style="list-style-type: none"> <li>· Dental nurse</li> </ul>	£30,000 or the going rate (whichever is the higher)

## Appendix 2

Occupations not eligible for the skilled work permit route

Occupation code	Related job titles
3314 Prison service officers (below principal officer)	· Prison custodial officer
	· Prison escort officer
	· Prison officer
	· Prison warden
3441 Sports players	· Cricketer
	· Footballer
	· Golfer
3442 Sports coaches, instructors and officials	· Referee
	· Riding instructor
	· Sports development officer
	· Swimming teacher
3233 Child and early years officers	· Child protection officer
	· Education welfare officer
	· Portage worker (educational establishments)
4113 Local government administrative occupations	· Administrative assistant (local government)
	· Administrative officer (police service)
	· Benefits assistant (local government)
	· Clerical officer (local government)
	· Local government officer
4121 Credit controllers	· Credit control clerk
	· Credit controller
	· Debt management associate
	· Loans administrator
4122 Book-keepers, payroll managers and wages clerks	· Accounts administrator
	· Accounts assistant
	· Accounts clerk
	· Auditor
	· Bookkeeper
	· Payroll clerk
4123 Bank and post office clerks	· Bank clerk
	· Cashier (bank)
	· Customer adviser (building society)

	<ul style="list-style-type: none"> <li>· Customer service officer (bank)</li> <li>· Post office clerk</li> </ul>
4124 Finance officers	<ul style="list-style-type: none"> <li>· Deputy finance officer</li> <li>· Finance officer</li> <li>· Regional finance officer (PO)</li> </ul>
4129 Financial administrative occupations not elsewhere classified	<ul style="list-style-type: none"> <li>· Cashier</li> <li>· Finance administrator</li> <li>· Finance assistant</li> <li>· Finance clerk</li> <li>· Tax assistant</li> <li>· Treasurer</li> <li>· Valuation assistant</li> </ul>
4131 Records clerks and assistants	<ul style="list-style-type: none"> <li>· Admissions officer</li> <li>· Clerical officer (hospital service)</li> <li>· Filing clerk</li> <li>· Records clerk</li> <li>· Ward clerk</li> </ul>
4132 Pensions and insurance clerks and assistants	<ul style="list-style-type: none"> <li>· Administrator (insurance)</li> <li>· Claims handler</li> <li>· Clerical assistant (insurance)</li> <li>· Insurance clerk</li> <li>· Pensions administrator</li> </ul>
4133 Stock control clerks and assistants	<ul style="list-style-type: none"> <li>· Despatch clerk</li> <li>· Material controller</li> <li>· Stock control clerk</li> <li>· Stock controller</li> <li>· Stores administrator</li> </ul>
4135 Library clerks and assistants	<ul style="list-style-type: none"> <li>· Information assistant (library)</li> <li>· Learning resource assistant</li> <li>· Library assistant</li> <li>· Library clerk</li> <li>· Library supervisor</li> </ul>
4138 Human resources administrative occupations	<ul style="list-style-type: none"> <li>· Course administrator</li> <li>· Human resources administrator</li> <li>· Personnel administrator</li> <li>· Personnel clerk</li> </ul>
4159 Other administrative occupations not elsewhere classified	<ul style="list-style-type: none"> <li>· Administrative assistant</li> <li>· Clerical assistant</li> <li>· Clerical officer</li> </ul>

	<ul style="list-style-type: none"> <li>· Clerk Office administrator</li> </ul>
4162 Office supervisors	<ul style="list-style-type: none"> <li>· Administration supervisor</li> <li>· Clerical supervisor</li> <li>· Facilities supervisor</li> <li>· Office supervisor</li> </ul>
4211 Medical secretaries	<ul style="list-style-type: none"> <li>· Clinic coordinator</li> <li>· Clinic administrator</li> <li>· Medical administrator</li> <li>· Medical secretary</li> <li>· Secretary (medical practice)</li> </ul>
4212 Legal secretaries	<ul style="list-style-type: none"> <li>· Legal administrator</li> <li>· Legal clerk</li> <li>· Legal secretary</li> <li>· Secretary (legal services)</li> </ul>
4213 School secretaries	<ul style="list-style-type: none"> <li>· Clerical assistant (schools)</li> <li>· School administrator</li> <li>· School secretary</li> <li>· Secretary (schools)</li> </ul>
4216 Receptionists	<ul style="list-style-type: none"> <li>· Dental receptionist</li> <li>· Doctor's receptionist</li> <li>· Medical receptionist</li> <li>· Receptionist</li> <li>· Receptionist-secretary</li> </ul>
4217 Typists and related keyboard occupations	<ul style="list-style-type: none"> <li>· Audio typist</li> <li>· Computer operator</li> <li>· Typist</li> <li>· Typist-clerk</li> <li>· Word processor</li> </ul>
5435 Cooks (covered by 'chefs' in eligible list)	<ul style="list-style-type: none"> <li>· Cook</li> <li>· Cook-supervisor</li> <li>· Head cook</li> </ul>
6132 Pest control officers	<ul style="list-style-type: none"> <li>· Fumigator</li> <li>· Pest control officer</li> <li>· Pest control technician</li> <li>· Pest controller</li> </ul>
6142 Ambulance staff (excluding paramedics)	<ul style="list-style-type: none"> <li>· Ambulance care assistant</li> <li>· Ambulance driver</li> <li>· Ambulance technician</li> </ul>

	<ul style="list-style-type: none"> <li>· Emergency medical technician</li> </ul>
6147 Care escorts	<ul style="list-style-type: none"> <li>· Bus escort</li> <li>· Escort</li> <li>· Escort-driver</li> <li>· School escort</li> </ul>
6148 Undertakers, mortuary and crematorium assistants	<ul style="list-style-type: none"> <li>· Crematorium technician</li> <li>· Funeral director</li> <li>· Pall bearer</li> <li>· Undertaker</li> </ul>
6211 Sports and leisure assistants	<ul style="list-style-type: none"> <li>· Croupier</li> <li>· Leisure attendant</li> <li>· Lifeguard</li> <li>· Sports assistant</li> </ul>
6212 Travel agents	<ul style="list-style-type: none"> <li>· Reservations clerk (travel)</li> <li>· Sales consultant (travel agents)</li> <li>· Travel adviser</li> <li>· Travel agent</li> <li>· Travel consultant</li> </ul>
6219 Leisure and travel service occupations not elsewhere classified	<ul style="list-style-type: none"> <li>· Bus conductor</li> <li>· Holiday representative</li> <li>· Information assistant (tourism)</li> <li>· Steward (shipping)</li> <li>· Tour guide</li> </ul>
6221 Hairdressers and barbers	<ul style="list-style-type: none"> <li>· Barber</li> <li>· Colourist (hairdressing)</li> <li>· Hair stylist</li> <li>· Hairdresser</li> </ul>
6222 Beauticians and related occupations	<ul style="list-style-type: none"> <li>· Beautician Beauty therapist</li> <li>· Nail technician</li> <li>· Tattooist</li> </ul>
6231 Housekeepers and related occupations	<ul style="list-style-type: none"> <li>· Cook-housekeeper</li> <li>· House keeper</li> <li>· Lifestyle manager</li> </ul>
6232 Caretakers	<ul style="list-style-type: none"> <li>· Caretaker</li> <li>· Janitor</li> <li>· Porter (college)</li> <li>· Site manager (educational establishments)</li> </ul>



6240 Cleaning and housekeeping managers and supervisors	· Butler
	· Cleaner-in-charge
	· Cleaning supervisor
	· Domestic supervisor
	· Head house keeper
	· Supervisor (cleaning)
7111 Sales and retail assistants	· Retail assistant
	· Sales adviser
	· Sales assistant
	· Sales consultant (retail trade)
	· Shop assistant
7112 Retail cashiers and check-out operators	· Check-out operator
	· Forecourt attendant
	· General assistant (retail trade: check-out)
	· Till operator
7113 Telephone salespersons	· Sales adviser (telephone sales)
	· Telesales executive
	· Telesales operator
7114 Pharmacy and other dispensing assistants	· Dispenser
	· Health care assistant (retail chemist)
	· Optical assistant
	· Pharmacy assistant
7115 Vehicle and parts salespersons and advisers	· Car sales executive
	· Car salesman
	· Parts adviser (retail trade)
	· Parts salesman (motor vehicle repair)
7121 Collector salespersons and credit agents	· Agent (insurance)
	· Canvasser
	· Collector (insurance)
	· Distributor (door-to-door sales)
	· Insurance agent
7122 Debt, rent and other cash collectors	· Collecting agent
	· Collector (gas supplier)
	· Debt collector
	· Meter reader
	· Vending operator
7123 Roundspersons and van salespersons	· Dairyman (retail trade: delivery round)
	· Ice-cream salesman
	· Milkman (milk retailing)

	<ul style="list-style-type: none"> <li>· Roundsman</li> <li>· Van salesman</li> </ul>
7124 Market and street traders and assistants	<ul style="list-style-type: none"> <li>· Market assistant</li> <li>· Market trader</li> <li>· Owner (market stall)</li> <li>· Stall holder</li> <li>· Street trader</li> </ul>
7129 Sales related occupations not elsewhere classified	<ul style="list-style-type: none"> <li>· Demonstrator</li> <li>· Hire controller</li> <li>· Sales representative (retail trade)</li> </ul>
7211 Call and contact centre occupations	<ul style="list-style-type: none"> <li>· Call centre agent</li> <li>· Call centre operator</li> <li>· Customer service adviser (call centre)</li> <li>· Customer service operator</li> </ul>
7213 Telephonists	<ul style="list-style-type: none"> <li>· Call handler (motoring organisation)</li> <li>· Operator (telephone)</li> <li>· Switchboard operator (telephone)</li> <li>· Telephonist</li> <li>· Telephonist-receptionist</li> </ul>
7214 Communication operators	<ul style="list-style-type: none"> <li>· Call handler (emergency services)</li> <li>· Communications operator</li> <li>· Control room operator (emergency services)</li> <li>· Controller (taxi service)</li> </ul>
7219 Customer service occupations not elsewhere classified	<ul style="list-style-type: none"> <li>· Customer adviser</li> <li>· Customer service administrator</li> <li>· Customer service adviser</li> <li>· Customer service assistant</li> <li>· Customer services representative</li> </ul>
8111 Food, drink and tobacco process operatives	<ul style="list-style-type: none"> <li>· Baker (food products mfr)</li> <li>· Bakery assistant</li> <li>· Factory worker (food products mfr)</li> <li>· Meat processor</li> <li>· Process worker (brewery)</li> <li>· Process worker (dairy)</li> </ul>
8118 Electroplaters	<ul style="list-style-type: none"> <li>· Electroplater</li> <li>· Galvaniser</li> <li>· Metal sprayer</li> <li>· Powder coater</li> </ul>

8119 Process operatives not elsewhere classified	<ul style="list-style-type: none"> <li>· Melting pot assistant (electric cable)</li> <li>· Mixing plant foreman (asphalt mfr)</li> <li>· Process worker (electrical engineering)</li> <li>· Stone finisher (cast concrete products mfr)</li> </ul>
8121 Paper and wood machine operatives	<ul style="list-style-type: none"> <li>· Box maker (cardboard)</li> <li>· Guillotine operator (printing)</li> <li>· Machinist (paper goods mfr)</li> <li>· Sawyer</li> <li>· Wood machinist</li> </ul>
8123 Quarry workers and related operatives	<ul style="list-style-type: none"> <li>· Derrickman (oil wells)</li> <li>· Diamond driller (well sinking)</li> <li>· Plant operator (quarry)</li> <li>· Quarry operative</li> </ul>
8125 Metal working machine operatives	<ul style="list-style-type: none"> <li>· Engineer, nos</li> <li>· Machinist (metal trades)</li> <li>· Metal polisher</li> <li>· Process worker (metal trades)</li> </ul>
8127 Printing machine assistants	<ul style="list-style-type: none"> <li>· Finishing operative (printing)</li> <li>· Lithographer (printing)</li> <li>· Machinist (printing)</li> <li>· Print operator</li> <li>· Printer's assistant</li> </ul>
8129 Plant and machine operatives not elsewhere classified	<ul style="list-style-type: none"> <li>· Bench hand (metal trades)</li> <li>· Cable maker (spring mfr)</li> <li>· Laser operator</li> <li>· Manufacturer (metal goods mfr)</li> <li>· Saw doctor</li> </ul>
8131 Assemblers (electrical and electronic products)	<ul style="list-style-type: none"> <li>· Assembler (electrical, electronic equipment mfr)</li> <li>· Line operator (electrical)</li> <li>· Solderer</li> <li>· Team leader (electrical, electronic equipment mfr: assembly)</li> <li>· Technical operator (circuit board mfr)</li> </ul>
8132 Assemblers (vehicles and metal goods)	<ul style="list-style-type: none"> <li>· Assembler (metal trades)</li> <li>· Lineworker (vehicle mfr)</li> <li>· Manufacturing operator (metal trades)</li> <li>· Process worker (metal trades: assembly)</li> <li>· Team leader (motor vehicle mfr:</li> </ul>

	assembly)
8133 Routine inspectors and testers	<ul style="list-style-type: none"> <li>· Quality assurance inspector</li> <li>· Quality auditor</li> <li>· Quality controller</li> <li>· Quality inspector</li> <li>· Test engineer</li> </ul>
8134 Weighers, graders and sorters	<ul style="list-style-type: none"> <li>· Grader (food products mfr)</li> <li>· Metal sorter</li> <li>· Selector (ceramics mfr)</li> <li>· Weighbridge clerk</li> <li>· Weighbridge operator</li> </ul>
8135 Tyre, exhaust and windscreen fitters	<ul style="list-style-type: none"> <li>· Tyre and exhaust fitter</li> <li>· Tyre fitter</li> <li>· Tyre technician</li> <li>· Windscreen fitter</li> </ul>
8137 Sewing machinists	<ul style="list-style-type: none"> <li>· Overlocker</li> <li>· Seamstress</li> <li>· Sewing machinist</li> <li>· Stitcher</li> <li>· Upholstery machinist</li> </ul>
8139 Assemblers and routine operatives not elsewhere classified	<ul style="list-style-type: none"> <li>· Assembler</li> <li>· Gluer (furniture mfr)</li> <li>· Paint line operator</li> <li>· Production assistant</li> <li>· Riveter (soft toy mfr)</li> </ul>
8141 Scaffolders, staggers and riggers	<ul style="list-style-type: none"> <li>· Bell hanger (church bells)</li> <li>· Stage rigger (shipbuilding)</li> <li>· Tackleman (steelworks)</li> </ul>
8142 Road construction operatives	<ul style="list-style-type: none"> <li>· Asphalter</li> <li>· Concrete finisher (building construction)</li> <li>· Highways maintenance hand</li> <li>· Paver</li> <li>· Road worker</li> </ul>
8149 Construction operatives not elsewhere classified	<ul style="list-style-type: none"> <li>· Asbestos remover</li> <li>· Cable layer</li> <li>· Demolition worker</li> <li>· Dry liner</li> <li>· General handyman</li> <li>· Maintenance man</li> </ul>

	<ul style="list-style-type: none"> <li>· Thermal insulation engineer</li> </ul>
8211 Large goods vehicle drivers	<ul style="list-style-type: none"> <li>· Haulage contractor</li> <li>· HGV driver</li> <li>· Lorry driver</li> <li>· Owner (heavy goods vehicle)</li> <li>· Tanker driver</li> </ul>
8212 Van drivers	<ul style="list-style-type: none"> <li>· Courier driver</li> <li>· Delivery driver</li> <li>· Driver</li> <li>· Parcel delivery driver</li> <li>· Van driver</li> </ul>
8213 Bus and coach drivers	<ul style="list-style-type: none"> <li>· Bus driver</li> <li>· Coach driver</li> <li>· Coach operator</li> <li>· Minibus driver</li> <li>· PSV driver</li> </ul>
8214 Taxi and cab drivers and chauffeurs	<ul style="list-style-type: none"> <li>· Chauffeur</li> <li>· Mini cab driver</li> <li>· Taxi driver</li> <li>· Taxi owner</li> </ul>
8221 Crane drivers	<ul style="list-style-type: none"> <li>· Crane driver</li> <li>· Crane operator</li> <li>· Haulage engine driver</li> <li>· Winchman</li> </ul>
8222 Fork-lift truck drivers	<ul style="list-style-type: none"> <li>· Fork lift driver</li> <li>· Fork lift truck driver</li> <li>· Fork truck operator</li> <li>· Stacker-driver</li> </ul>
8223 Agricultural machinery drivers (see temporary employment category)	<ul style="list-style-type: none"> <li>· Agricultural machinist</li> <li>· Attendant (agricultural machinery)</li> <li>· Operator (agricultural machinery)</li> <li>· Tractor driver (agriculture)</li> </ul>
8229 Mobile machine drivers and operatives not elsewhere classified	<ul style="list-style-type: none"> <li>· Digger driver</li> <li>· Dredger</li> <li>· Excavator driver</li> <li>· JCB driver</li> <li>· Plant operator</li> <li>· Rig operator</li> </ul>

8233 Air transport operatives	· Aircraft dispatcher
	· Baggage handler
	· Cargo handler (airport)
	· Ramp agent
	· Refueller (airport)
8239 Other drivers and transport operatives not elsewhere classified	· Bus inspector
	· Operations assistant (freight handling)
	· Test driver (motor vehicle mfr)
	· Transport supervisor
	· Yard foreman (road transport)
9111 Farm workers	· Agricultural worker
	· Farm labourer
	· Farm worker
	· Herdsman
	· Shepherd
9119 Fishing and other elementary agriculture occupations not elsewhere classified	· Horticultural worker
	· Labourer (landscape gardening)
	· Mushroom picker
	· Nursery worker
9120 Elementary construction occupations	· Electrician's mate (building construction)
	· Ground worker (building construction)
	· Hod carrier
	· Labourer (building construction)
9132 Industrial cleaning process occupations	· Cleaner and greaser
	· Factory cleaner
	· Hygiene operator
	· Industrial cleaner
9134 Packers, bottlers, canners and fillers	· Factory worker (packing)
	· Packaging operator
	· Packer
	· Paint filler
9139 Elementary process plant occupations not elsewhere classified	· Factory worker
	· Fitter's mate
	· Labourer (engineering)
	· Material handler
9211 Postal workers, mail sorters, messengers and couriers	· Courier
	· Leaflet distributor
	· Mail sorter
	· Messenger

	<ul style="list-style-type: none"> <li>· Postman</li> </ul>
9219 Elementary administration occupations not elsewhere classified	<ul style="list-style-type: none"> <li>· General assistant</li> <li>· Office junior</li> <li>· Office worker</li> <li>· Reprographic technician</li> </ul>
9231 Window cleaners	<ul style="list-style-type: none"> <li>· Window cleaner</li> <li>· Window cleaning contractor</li> </ul>
9232 Street cleaners	<ul style="list-style-type: none"> <li>· Cleansing operative (street cleaning)</li> <li>· Road sweeper</li> <li>· Street cleaner</li> </ul>
9233 Cleaners and domestics	<ul style="list-style-type: none"> <li>· Chambermaid</li> <li>· Cleaner</li> <li>· Domestic</li> <li>· Home help</li> <li>· School cleaner</li> </ul>
9234 Launderers, dry cleaners and pressers	<ul style="list-style-type: none"> <li>· Carpet cleaner</li> <li>· Dry cleaner</li> <li>· Garment presser</li> <li>· Laundry assistant</li> <li>· Laundry worker</li> </ul>
9235 Refuse and salvage occupations	<ul style="list-style-type: none"> <li>· Binman (local government: cleansing department)</li> <li>· Hopper attendant (refuse destruction)</li> <li>· Refuse disposal operative</li> <li>· Salvage worker</li> </ul>
9236 Vehicle valeters and cleaners	<ul style="list-style-type: none"> <li>· Car wash assistant</li> <li>· Carriage service man (railways)</li> <li>· Motor car polisher (garage)</li> <li>· Vehicle valeter</li> </ul>
9239 Elementary cleaning occupations not elsewhere classified	<ul style="list-style-type: none"> <li>· Amenity block attendant</li> <li>· Chimney cleaner</li> <li>· Sweep (chimney)</li> <li>· Toilet attendant</li> </ul>
9241 Security guards and related occupations	<ul style="list-style-type: none"> <li>· CCTV operator</li> <li>· Park keeper</li> <li>· Private investigator</li> <li>· Security guard</li> <li>· Security officer</li> </ul>

9242 Parking and civil enforcement occupations	<ul style="list-style-type: none"> <li>· Car park attendant</li> <li>· Community warden</li> <li>· Parking attendant</li> <li>· Traffic warden</li> </ul>
9244 School midday and crossing patrol occupations	<ul style="list-style-type: none"> <li>· Dinner lady (schools)</li> <li>· Lollipop man</li> <li>· Lunchtime supervisor</li> <li>· Midday supervisor</li> <li>· School crossing patrol</li> </ul>
9249 Elementary security occupations not elsewhere classified	<ul style="list-style-type: none"> <li>· Bailiff</li> <li>· Commissionaire</li> <li>· Court usher</li> <li>· Door supervisor</li> <li>· Doorman</li> </ul>
9251 Shelf fillers	<ul style="list-style-type: none"> <li>· General assistant (retail trade)</li> <li>· Grocery assistant</li> <li>· Shelf filler</li> <li>· Shelf stacker</li> </ul>
9259 Elementary sales occupations not elsewhere classified	<ul style="list-style-type: none"> <li>· Code controller (wholesale, retail trade)</li> <li>· Home shopper</li> <li>· Order picker (retail trade)</li> <li>· Trolley assistant (wholesale, retail trade)</li> </ul>
9260 Elementary storage occupations	<ul style="list-style-type: none"> <li>· Labourer (haulage contractor)</li> <li>· Order picker</li> <li>· Warehouse assistant</li> <li>· Warehouse operator</li> <li>· Warehouse supervisor</li> <li>· Warehouseman</li> </ul>
9271 Hospital porters	<ul style="list-style-type: none"> <li>· Hospital porter</li> <li>· Porter (hospital service)</li> <li>· Portering supervisor (hospital services)</li> </ul>
9272 Kitchen and catering assistants	<ul style="list-style-type: none"> <li>· Catering assistant</li> <li>· Crew member (fast food outlet)</li> <li>· Kitchen assistant</li> <li>· Kitchen porter</li> </ul>
9273 Waiters and waitresses	<ul style="list-style-type: none"> <li>· Head waiter</li> <li>· Silver service waiter</li> <li>· Steward (catering)</li> </ul>



	· Waiter
	· Waitress
9274 Bar staff	· Bar supervisor
	· Barmaid
	· Barperson
	· Bartender
	· Glass collector (public house)
9275 Leisure and theme park attendants	· Arcade assistant
	· Cinema attendant
	· Ride operator
	· Steward (sports ground)
	· Usher
	· Usherette
9279 Other elementary services occupations not elsewhere classified	· Bingo caller
	· Hotel assistant
	· Night porter
	· Porter (residential buildings)
	· Stage hand (entertainment)

### Appendix 3

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

Occupation	Salary Threshold
Executive Chef Head Chef Sous Chef Pastry Chef Specialist Chef Chef de Partie	£25,000 or the going rate (whichever is the higher)
Digital (technical roles such as developer)	£25,000 or the going rate (whichever is the higher)
Professional Rugby Player	£25,000 or the going rate (whichever is the higher)
Trainee Accountants with contracts leading to a professional qualification	£21,000 or the going rate (whichever is the higher)
Health Care Assistants	£20,000 or the going rate (whichever is the higher)
Ayurvedic Practitioners & Therapists	£18,000 or the going rate (whichever is the higher)

## **Appendix 4**

### **English Language**

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

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

- work permit holders living in Jersey before 1 March 2012
- Temporary agriculture/ fishing and hospitality workers
- short term work permit holders of up to 12 months (if the permit is extended past 12 months, the person must meet the language requirement)

### **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 level A1, of the Common European Framework of Reference) (CEFR)

For a list of approved English language test providers, see the UK Visas and Immigration 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 UK NARIC confirming the qualification is equivalent to a Bachelors or Master's degree or PhD in the UK.
  
- Antigua and Barbuda
- Australia
- the Bahamas
- Barbados
- Belize
- Dominica
- Grenada
- Guyana
- Ireland
- Jamaica
- 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 UK NARIC confirming the qualification is equivalent to a Bachelors or Master's degree or PhD in the UK and
- an English Language Proficiency Statement (ELPS) from UK NARIC, which will confirm that the degree was taught in English

## APPENDIX 5

### Part time work - guidelines for temporary work permit holders

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

- **you have the written consent of your main employer (the employer for whom you have a work permit); and**
- **the part time work is also in the hospitality industry; and**
- **it is work for which a work permit would normally be granted.**

### Your questions and answers

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

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

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

*No. You may only take a part time job of a type for which a work permit is normally issued. As you work in the hospitality industry you will of course have a good idea which jobs are filled by permit holders like you. Examples of jobs in the hospitality industry for which permits are issued are kitchen staff, waiters and waitresses, chambermaids and bar staff – so you can, with your employer's written consent, take part time jobs like those. If you are not sure if you are allowed to take a particular part time job, contact the Customs and Immigration Service at the address shown.*

#### ***How many hours can I work part time?***

*There is no fixed limit but you should not work more than 15 to 20 extra hours a week above a normal working week. A normal working week may be regarded as around 40 hours. Remember you have a duty to your main employer to be fit and able to carry out the job for which you have a permit.*

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

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

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

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

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

*If you work eight hours or more a week for your part time employer then you should be given a written statement of the terms and conditions of your part time job. Further advice on this and other employment matters may be obtained from the Jersey Advisory and Conciliation Service, 3<sup>rd</sup> Floor, 1 Seale Street, St Helier. JE23QG, telephone 730503.*