MANAGEMENT AND ADMINISTRATION OF
TIER 2 MEDICAL AND DENTAL TRAINEES IN SCOTLAND

TIER 2 SYSTEM: TRAINEE ROLES AND RESPONSIBILITIES

NHS Education for Scotland

This two page document summarises the roles and responsibilities for trainees accessing the Tier 2 system. This should be read in conjunction with the Tier 2 system user guide and SOP which are also available on our website (link to this will be available shortly).

Trainees will be contacted **via email** to ask them to register on the Tier 2 system. Please check your junk email folder if you have not received the invite to register.

A link to the system will be provided in the invite email and you must confirm your email address, read the Tier 2 sponsorship guidance document, and confirm you agree to the declarations before registering.

Data required for Certificate of Sponsorship (COS) application

Trainees must provide the following information on the system to enable a COS application to be made:

In the *Personal* section:
- Given Names – i.e. first name and any middle names
- Family Name – surname
- Other names – if applicable
- Nationally
- Place of Birth
- Country of Birth
- Gender
- Country of residence
- Current Home Address – please include full address and postcode.
- Contact Telephone Number

In the *ID* section:
- Passport number
- Issue Date
- Expiry Date
- Place of issue of passport
- UK ID Card number – if applicable. *Please note: This is not your biometric residence permit number.*
- UK National Insurance number
- National ID card number – if applicable
- Employee number – this number is normally displayed on your payslip
- GMC number

In the *Employment* section:
- Do you need to leave and re-enter the UK during the period of approval – please answer yes or no. *Please note: the period of approval refers to the period between the COS being issued to you and the date the Home Office make a decision on your visa application. It does not refer to the period you will be sponsored for.*

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Data required after the COS has been assigned

Information regarding the visa application

Once a COS has been assigned, trainees' must continue to update NHS Education for Scotland on the progress of their visa application. This includes updating the following on the *Visa* tab:

- The method of application and the date the application was submitted, or booked for if attending in person.
  Please note: for postal or online applications, dated correspondence from the Home Office must also be attached which confirm the application is in progress.
- The outcome of the application must be recorded once this is known and,
- If the application is approved, an **attested copy** of the biometric residence permit must be uploaded to the system as evidence of this.

After the visa has been granted

After the visa has been granted trainees' must provide contact details for at least one next of kin/emergency contact. Trainees' must also upload a signed and dated copy of their contract of employment as soon as this has been received.

The following information must also be updated on the system on an ongoing basis:

In the *Personal* section of a trainees account:

- Any changes to personal details must be updated as soon as these are known. If an address changes, the full address details including postcode must be updated.

In the *Updates* section of trainees account:

- If a trainee has had any absences the start date and end dates of these should be recorded in the *Absence Recording* section. **This includes: sickness absences, annual leave, special leave, and training days which are part of your programme.**

Via Email - **tier2sponsorship@nes.scot.nhs.uk:**

- If a trainee is aware of any other information which may impact on their sponsorship they must contact us immediately at the above address. **For example, if they notice any discrepancies on their Tier 2 account, or if they have had any changes to their immigration status, programme, or working hours.**