

Population Management Introduction to the Population Management Portal



States of Guernsey
Population Management

10 March 2017

What today's briefing will cover



- Employment Permits – a quick re-cap
- Application Fees
- The Employer Portal
 - Creating an Employer Account & adding users
 - Making an Employment Permit Application & the Employer Assessment
 - Tracking Applications & Reconversions
 - Employee Record keeping
- Questions



Short Term Employment Permits



Short Term Employment Permit (STEP)

- designed to meet local manpower shortages
- issued for up to 1 year at a time
- renewable annually up to a maximum of 5 years' residence without the need to take a break
- the holder can live in Local Market accommodation on a shared basis, with a lawful householder
- the holder cannot accommodate any family members



Medium Term Employment Permits



Medium Term Employment Permit (MTEP)

- designed to meet skills shortages where:
 - the skills can be developed locally in the foreseeable future; or
 - the skills are generally available elsewhere than in Guernsey
- issued for up to 5 years then holder must take a Recognised Break in Residence
- the holder can live in any Local Market housing and can accommodate immediate family members



Long Term Employment Permits



Long Term Employment Permit (LTEP)

- designed to meet skills shortages where:
 - there is a persistent national/international skills shortage; or
 - there is a need for long-term continuity in the post
- issued for up to 8 years after which holder can become an Established Resident
- the holder can live in any Local Market housing and can accommodate immediate family members
- if the holder goes on to complete 14 years' lawful Local Market residence, they stand to become a Permanent Resident (life-long residence rights)



Open Market Employment Permits



Open Market Employment Permits (Parts B & C)

- designed for employees who live in staff accommodation at the Hotel or Care Home they work in
- issued for up to 5 years then holder must take a Recognised Break in Residence
- the holder cannot accommodate family members

Population Employment Advisory Panel



- The Population Employment Advisory Panel (PEAP):
 - 6 industry representatives
 - advises Committee for Home Affairs about skills/manpower shortages
- PEAP's work has resulted in the Employment Permit Policy – approved by the CfHA
 - 236 job types where LTEPs or MTEPs or STEPs are available
 - can be accessed by employers who meet the Employer Assessment criteria
 - still gathering information to inform Employment Policy updates after go-live
- When an employer makes 1st Permit application they can opt to be Assessed for:
 - all Employment Permit types
 - STEPs only
- Employer Assessment is not needed for Permits for:
 - live-in Open Market employees
 - domestic employees
 - visiting businesses



Employment Permit Application Fees



Application Type	HC equivalent	PM fee
Employer Assessment (lasts for 3 years)		£500 (all Permit types) £100 (STEP only)
LTEP	£2,232	£700 (£900 - not in policy)
MTEP	£744	£400 (£600 - not in policy)
STEP	£181 (1-year equivalent)	£120 (£170 - not in policy)
Open Market live-in	£65.50	£65 (for 5 years)





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Search



Work, Housing and Support

Right to Work documents and housing licences

Population Management (from 3rd April 2017)

Population Management (from 3rd April 2017)



Introduction to
Population
Management



Resident
Certificates and
Permits



Employment
Permits



Population
Employment
Advisory Panel



Employers Portal



Changes in
Circumstances



Open Market



Transition:
Housing Control
to Population
Management

Welcome to the Population Portal



You can use this portal to access the following services



**Resident
Permits and
Certificates**



**Employment
Permits**



**Changes in
Circumstances**



**Landlords
Estate Agents**



Login



GOV.GG

Information and public services
for the Island of Guernsey

Log in

Email address

Password

Login

Register



Register

Create a new account

Name (this should be your real name)

Email

Password

Confirm password

Register

Welcome to the Population Portal



You can use this portal to access the following services



**Resident
Permits and
Certificates**



**Employment
Permits**



**Changes in
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**Landlords
Estate Agents**



Login



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for the Island of Guernsey

Log in

Email address

Password

Login

[Register](#)

About you

Your role

- ☒ I am an employer applying for Employment Permits and/or for keeping employee records
You can also select this if you are acting on behalf of the employer.
- ☐ I am an individual applying for Residence Certificates or Permits, or an individual with a change in circumstances
You can also select this if you are acting on behalf of an individual.

Basic details

Title

Mrs

First name/s

Joan

Surname

Smith

Job title

HR Manager

Employer name

Big Business LTD

Are you a Guernsey Registered Company?

☒ Yes ☐ No

Employer Social Security number

This is the number you use for your company contribution returns

123456

Contact number

711111

Correspondence address

Address

Company House
New Street
St Peter Port
Guernsey

Postcode

GY1 1AA

save



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[Overview](#)

[Employees](#)

[Payments](#)

[About You](#)

About you

Your role

Employer

Basic details

Title

Mrs

First name/s

Joan

Surname

Smith

Job title

HR Manager

Contact number

711111

Correspondence address

Address

Company House New Street St Peter Port Guernsey

Postcode

GY1 1AA

[Edit](#)



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Overview

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[Payments](#)

[About You](#)

Applications in progress

Appl No	Type	Job Title	Duration	Submission Date	Status
10	Employer Registration				Awaiting registration



Big Business LTD

View

Edit

Users

Delete

Select

Add

Name	Email Address	Role
Joan Smith	Joan.smith@bigbusiness.com	Administrator



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Big Business LTD

[View](#)[Edit](#)[Users](#)[Delete](#)[Select](#)

Email Address

albie.lepage@bigbusiness.com

[select]

Administrator

User

Browser

Add



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Big Business LTD

[View](#)[Edit](#)[Users](#)[Delete](#)[Select](#)[Add](#)

Name	Email Address	Role
Joan Smith	Joan.smith@bigbusiness.com	Administrator
Albie Le Page	Albie.lepage@bigbusiness.com	User



Apply for a permit

Overview

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About you

Your role

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You can also select this if you are acting on behalf of the employer.
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You can also select this if you are acting on behalf of an individual.

Basic details

Title

First name/s

Surname

Job title

Contact number



Apply for a permit

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Apply for Employment Permit

What are you applying for?

- ☐ Short-Term Employment Permit — 12 months
- ☐ Medium-Term Employment Permit — 5 years
- ☐ Long-Term Employment Permit — 8 years

Not sure what to apply for? [View all the employment policies](#)

Live-in Employees

- ☐ Open Market Employment Permit (Part A) — Private Family Homes
- ☐ Open Market Employment Permit (Part B) — Hotels
- ☐ Open Market Employment Permit (Part C) — Nursing/Residential Homes
- ☐ Local Market Employment Permit (STEP) — Private Family Homes

Apply



Employment Permit Policies

You can select from the list below if your vacant post fits the description. If you can not find a post that is a good fit for your vacancy, you will need to [make an 'out of policy' application](#), which has a higher administration fee.

- ▶ **Accountancy** (10)
- ▶ **Actuarial Services** (2)
- ▶ **Banking (domestic)** (2)
- ▶ **Boat building** (4)
- ▶ **Compliance / Risk** (4)
- ▶ **Construction** (21)
- ▶ **Digital development / Creative** (18)
- ▶ **E-Gambling** (5)



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- ▶ **Compliance / Risk** (4)
- ▶ **Construction** (21)
- ▶ **Digital development / Creative** (18)
- ▶ **E-Gambling** (5)

Director

Senior management position in a large construction company

Formal Qualifications Needed (indicative): Degree or Industry trained equivalent to Chartered standard e.g. IoD or CMI

Experience (indicative): 5+ years in a similar senior role

Apply for Long Term
Employment Permit

Apply for Medium Term
Employment Permit

Apply for Short Term
Employment Permit

Contracts Manager

Responsible for several simultaneous contracts; contact point for clients, site managers & contractors

Formal Qualifications Needed (indicative): Degree or Industry trained equivalent to Chartered standard e.g. CIOB

Experience (indicative): 5+ years in a similar senior role

Apply for Long Term
Employment Permit

Apply for Medium Term
Employment Permit

Apply for Short Term
Employment Permit

Structural Engineer

Formal Qualifications Needed (indicative): Degree or Industry trained equivalent to Chartered standard e.g. MICE

Experience (indicative): 5+ years in a similar senior role


Apply for Long Term
Employment Permit

Apply for Medium Term
Employment Permit



Employment Permit Policies

You can select from the list below if your vacant post fits the description. If you can not find a post that is a good fit for your vacancy, you will need to [make an 'out of policy' application](#), which has a higher administration fee.

 Search

- ▶ **Accountancy** (10)
- ▶ **Actuarial Services** (2)
- ▶ **Banking (domestic)** (2)
- ▶ **Boat building** (4)
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Employment Permit Policies

You can select from the list below if your vacant post fits the description. If you can not find a post that is a good fit for your vacancy, you will need to [make an 'out of policy' application](#), which has a higher administration fee.

Q bar

▶ **Hospitality** (8)

▶ **Legal Services** (4)



Employment Permit Policies

You can select from the list below if your vacant post fits the description. If you can not find a post that is a good fit for your vacancy, you will need to [make an 'out of policy' application](#), which has a higher administration fee.

▼ Hospitality (8)

Bar Manager

A hospitality professional with responsibility for running a bar within a hotel or other larger business

Formal Qualifications Needed (indicative): Institute of Hospitality professional qualification / Higher National Certificate / Higher National Diploma / **or** time served bar manager

Experience (indicative): Qualification and 1+ years experience in a similar role and 1+ years experience in the hospitality sector **or** no qualification and 1+ years experience in a similar role and 2+ years experience in the hospitality sector

Apply for Medium Term
Employment Permit

Apply for Short Term
Employment Permit



Employment Permit Policies

You can select from the list below if your vacant post fits the description. If you can not find a post that is a good fit for your vacancy, you will need to [make an 'out of policy' application](#), which has a higher administration fee.

► **Hospitality** (8)

▼ **Legal Services** (4)

In House: Head of Legal / Legal Director

Senior role; strategic importance to business; management responsibility

Formal Qualifications Needed (indicative): Advocate of Royal Court / Solicitor or Barrister in England and Wales, Scotland, Northern Ireland or equivalent from Commonwealth jurisdiction; Professional membership of Law Society of England and Wales or Society of England and Wales or equivalent body

Experience (indicative): 5+ years' relevant experience

Apply for Long Term
Employment Permit

Apply for Medium Term
Employment Permit

Apply for Short Term
Employment Permit



11 Short Term Employment AIP Bar Staff

Delete

Select type of business assessment

The information you provide as part of this application must be true and accurate. You will be asked to make a legal declaration about this information before you send it to us. Knowingly providing false information is an offence.

"We need to learn about your business so we can assess it before we deal with your Employment Permit application. There are two levels of assessment, and they usually last for 3 years:

1. **Assessed for all types of Employment Permits** – with this assessment your business can apply for Short, Medium and Long Term Employment Permits. You can apply for this assessment even if the application you are currently making is for a Short Term Permit. The assessment fee is £500.
2. **Assessed for only Short Term Employment Permits** – with this assessment you will only be assessed for Short Term Employment Permits. This is a shorter assessment process and the assessment fee is £100.

Find out more about the assessment process

Do you want the business to be:

- ☐ Assessed for all types of Employment Permits
- ☒ Assessed for only Short Term Employment Permits

Next

● Find a post

○ Select type of
business assessment

○ More information
about the Bar Staff
post



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11 Short Term Employment AIP Bar Staff

Delete

Business activity

Please give us a short description of your business so that we can understand what it does. Also explain plans for the future, so we understand how the business might grow.

If this is a new business to Guernsey, please upload a business plan.

 Browse...

Next

- ☒ Select type of business assessment
- ☒ Assessment for Short Term Employment Permits
- ☒ Business activity
- ☐ Direct economic benefits
- ☐ Environmental & reputational impact
- ☐ Employees & the community
- ☒ Find a post
- ☐ More information about the Bar Staff post
- ☐ Declaration



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11 Short Term Employment AIP Bar Staff

[Delete](#)

Add Individual Details

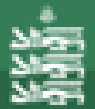
First name

Surname

Nationality

[Next](#)

- Select type of business assessment
- Assessment for Short Term Employment Permits
- Business activity
- Direct economic benefits
- Environmental & reputational impact
- Employees & the community
- Find a post
- More information about the Bar Staff post
- Add Individual Details
- Declaration



Apply for a permit

Overview

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Applications awaiting payment

Appl No	Description	Quantity	Amount	
11	Short Term Employment AIP—Bar Staff		£220	Remove
	Employer Assessment for STEP Only	1	£100	
	STEP Application for 'in policy' role	1	£120	

Total amount to pay

£220

Payment online, by debit card or credit card, is the fastest way to get a permit.

Select how you intend to pay the administration fee(s):

- ☒ Online (debit card, credit card)
- ☐ Cheque (by post)
- ☐ By Telephone (debit card, credit card)
- ☐ Cheque, Card or Cash (in person)

[Go to payment](#)



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[Do It Online](#)



[Individuals](#)



[Pay it \(parking or fixed penalty tickets, invoices and other payments\)](#)



[Secure Payments](#)

Secure Payments



All fields marked * are mandatory

Amount £220.00

Card Number*



Expiry Date*

/



Security Code*



[Continue](#)

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[Reset](#)

NOTE: CLICKING ON THE LINKS BELOW WILL OPEN A NEW BROWSER WINDOW.



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Customer Services](#)

[Payment Help](#)

[Cancel](#)



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Applications awaiting payment

There are currently no applications awaiting payment.

Previous payments

Payment No	Amount
4	£220



Apply for a permit **Overview** Employees Payments About You

Applications in progress

Appl No	Type	Job Title	Duration	Submission Date	Status
10	Employer Registration				Awaiting registration
11	Short Term Employment AIP	Bar Tender	1 year	08/03/2017	Awaiting employer registration



Apply for a permit

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Applications in progress

Appl No	Type	Job Title	Duration	Submission Date	Status
10	Employer Registration				Registered
11	Short Term Employment AIP	Bar Tender	1 year	08/03/2017	Awaiting decision



Apply for a permit

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Applications in progress

Appl No	Type	Job Title	Duration	Submission Date	Status
10	Employer Registration				Registered
11	Short Term Employment AIP	Bar Tender	1 year	08/03/2017	Completed

Approved in principle - pending conversion

AinP Ref	Approval date	Type	Pre-approved post	Job Title	Duration	Status
2	08/03/2017	Short-term Employment Permit	Bar Staff	Bar Tender	1 year	



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2

View

Convert to permit



Apply for a permit

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16 Short Term Employment Permit

Delete

Select the employee

Email address

Joe.smith@hotmail.com

Nationality

United Kingdom



Next

Select the employee

Submit the case to
the Population
Management office



Apply for a permit

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16 Short Term Employment Permit

Delete

Applicant Details

Title

Mr

Surname

Smith

Previous surname/s

+ Add another

First name/s

joe

- ☐ Look up an address in Guernsey, Alderney, Sark or Herm
- ☒ Enter an off-island address

Address

38 Anslow Avenue
Beeston
Nottingham

○ Applicant Details

○ Previous Guernsey residence

○ Criminal Declaration
- To be completed by the applicant

○ Select the property owner

○ Property Details - to be completed by owner or agent

○ Submit the case to the Population Management office



16 Short Term Employment Permit

Delete

Submit the case to the Population Management office

☒ I hereby declare that the information provided here is truthful and accurate.

Next

- Applicant Details
- Previous Guernsey residence
- Criminal Declaration
- To be completed by the applicant
- Select the property owner
- Property Details - to be completed by owner or agent
- ☐ Submit the case to the Population Management office



Apply for a permit

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Applications in progress

Appl No	Type	Job Title	Duration	Submission Date	Status
---------	------	-----------	----------	-----------------	--------

Approved in principle - pending conversion

AinP Ref	Approval date	Type	Pre-approved post	Job Title	Duration	Status
----------	---------------	------	-------------------	-----------	----------	--------

Converted to Permit

Permit Reference	First Name	Surname	Type	Pre-approved post	Job Title	Start date	Expiry date	Reconversion expiry date
P-0000-0174	Joe	Smith	Short-term Employment Permit	Bar Staff	Bar Tender	12/05/2017	12/05/2018	09/06/2017

Reconversion Fees:

- **£30:00** to reconvert a STEP if the holder leaves the job within 28 days of employment starting
- **£50:00** to reconvert an L/MTEP if the holder leaves the job within 6 months of employment starting



Apply for a permit Overview **Employees** Payments About You

Current employees

Add

Document ref	First name	Surname	DOB	Social Security number	Type	Expiry date	Conditions	Warning	Employment end date
P-0000-0174	Joe	Smith	06/04/1974	GY800000	Short-term Employment Permit	12/05/2018	Working for Big Business LTD as Bar Tender.		Provide end date



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Provide employment end date

You must complete this information within 28 days of the employee ending their employment with you.

Document ref	First name	Surname	DOB	Social Security number	Type	Expiry date	Conditions
P-0000-0174	Joe	Smith	06/04/1974	GY800000	Short-term Employment Permit	12/05/2018	Working for Big Business LTD as Bar Tender .

Date person left/is leaving employment

28 March 2017

Reason

Leaving the Island

Save



Apply for a permit

Overview

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Current employees

Add

Document ref	First name	Surname	DOB	Social Security number	Type	Expiry date	Conditions	Warning	Employment end date
P-0000-0174	Joe	Smith	06/04/1974	GY800000	Short-term Employment Permit	12/05/2018	Working for Big Business LTD as Bar Tender.		28/03/2017

Edit



Apply for a permit

Overview

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Add employee

Social Security number

Date of birth

day	month	▼	year
-----	-------	---	------

Document reference

- ☐ By ticking this box I declare that I have the consent of the individual to view their current certificate/Permit and to hold this record while they are employed by this Company

Create



Apply for a permit

Overview

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About You

Current employees

Add

Document ref	First name	Surname	DOB	Social Security number	Type	Expiry date	Conditions	Warning	Employment end date
P-0000-0174	Joe	Smith	06/04/1974	GY800000	Short-term Employment Permit	12/05/2018	Working for Big Business LTD as Bar Tender.		31/03/2017
HLE/2016/1	Michael John	Jones	12/02/1962	GY810003	Housing Licence Essential	07/05/2021	Working for Big Business LTD as Director		

Edit

Provide end date



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States of Guernsey
Population Management

10 March 2017