



# Immigration & Nationality

A Division of the Guernsey Border Agency

## Immigration Act 1971

(as extended to the Bailiwick of Guernsey)

## Work Permit Policy

(Issued by the Committee for Home Affairs  
on the 18<sup>th</sup> January 2021)

This policy comes into force on the 19<sup>th</sup> January 2021, all previous work permit policies that were issued or entitled are revoked.

### **PERSONS NOT REQUIRING PERMISSION FROM THE COMMITTEE FOR HOME AFFAIRS UNDER THIS POLICY TO TAKE EMPLOYMENT UNDER THE IMMIGRATION ACT 1971**

- i) British citizens
- ii) Other Commonwealth citizens who have the right of abode in the United Kingdom
- iii) Citizens of the Republic of Ireland
- iv) Persons who have valid settled or pre-settled status through an EU Settlement Scheme operated by the Bailiwick of Guernsey, United Kingdom, Bailiwick of Jersey or Isle of Man)
- v) Persons who have indefinite leave to enter or remain in the Bailiwick of Guernsey, United Kingdom, Bailiwick of Jersey or Isle of Man
- vi) Persons who have permission to enter or remain under the United Kingdom Youth Mobility Scheme

- vii) A Commonwealth citizen who has valid leave to enter on the basis of a grandparent born in the United Kingdom, Bailiwick of Guernsey, Bailiwick of Jersey or Isle of Man

Persons not included on this list will require permission under this policy to take employment in the Bailiwick of Guernsey.

## **EMPLOYMENT SCHEMES IN THE BAILIWICK OF GUERNSEY**

There are two schemes for obtaining a Work Permit to take employment in the Bailiwick of Guernsey:

- **The General Employment Scheme**
- The Sector Based Scheme as detailed in the Schedule of Eligible Sectors ('the Schedule') on page 10.

In addition, Intra company transfers are permitted for up to 5 years; see page 7.

### **GENERAL EMPLOYMENT SCHEME**

1. Work permits for paid employment will be considered for employment in the Bailiwick of Guernsey under the General Employment Scheme subject to the following requirements, conditions and criteria being met:

(A) The person must:

be a national of Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or Switzerland; and

- (i) in relation to the Island of Guernsey, have been granted a Short, Medium, Long Term employment permits or Open Market Part A or Part B residency Permit and would be undertaking employment in a job type as listed on the shortage of occupation list issued by Population Management as approved by the Committee;
- (ii) in relation to Alderney, have confirmation from States of Alderney that the employment has been granted, or approved in principle a permit under the Employment Permits (Alderney) Law, 1975 law;

- (iii) in relation to Sark, have confirmation from the Chief Pleas that to the best of its knowledge there is a need for that employment in Sark.
  - (B) Work Permits will be valid for the same period as any permit referred to in sub-paragraph (i) and (ii) above up to a period of 5 years. In relation to sub-paragraph (iii) above, validity will be for the period specified in the Guernsey Population Management Employment Permit Policy for an equivalent occupation.
  - (C) Employment will be restricted to employment specified in the Population Management Employment Permit Policy or which has the confirmation referred to in subparagraphs ii) or iii) above.
2. Work permits will also be considered for nationals of States listed in (A) above who have applied to work in Herm or Jethou whom would have ordinarily qualified for a Short, Medium or Long term Employment Permit as if they have applied for the equivalent employment permit to work in Guernsey
  3. There is no advertising or English language requirement
  4. Application must be made to the Guernsey Border Agency (Immigration and Nationality). In Guernsey application must be made through the Population Portal. For the rest of the Bailiwick, application forms can be downloaded from [www.gov.gg/immigration](http://www.gov.gg/immigration) or obtained from The Alderney Police Station, Sark Constables Office or Herm Administration Office.
  5. Work Permits may be issued in either paper or electronic form.
  6. Persons issued a short term employment permit (STEP) by Population Management and Immigration or a work permit issued by Immigration for the outer islands are not be able to be accompanied by dependant relatives unless that dependant relative qualifies in their own right for a STEP. Permission granted for employment under this scheme to a holder of a STEP or equivalent in the other islands of the Bailiwick will be for a maximum of 5 years.

### **SECTOR BASED SCHEME**

For all persons of a nationality not noted under Section A of the General Work Permit Scheme

- 1) **Work Permit** – The term “work permit” includes any permission to take employment granted under the “Work Permit Employment” provisions of Part 5 of the Immigration (Bailiwick of Guernsey) Rules 2008.

Work permits will be issued or refused on behalf of the Committee by officers of the Guernsey Border Agency (Immigration and Nationality) acting in accordance with this policy working under the direction of the Chief of the Guernsey Border Agency

2) **Full time employment** - Except in the case of work permits issued under paragraph 10 below, applications will be considered for full time employment only. For the purposes of this policy, full time employment means employment equivalent to at least 7 hours a day, 5 days a week, 46 weeks a year. 46 weeks to be reduced *pro rata* for employment of less than a year.

3) **Advertising:** All jobs must be advertised locally.

The job must be advertised in the most appropriate medium that provides the best way of reaching suitably qualified permit free workers. It would be expected for the job to be registered with the local 'job centre' and to have an internet presence.

Any advertisement must include the following:

- Job Title;
- the main duties and responsibilities of the job;
- the qualifications and experience needed

Any one of the following will be accepted as advertising locally

**Internet**

**Recruitment Agency**

**Professional or trade journal**

**Newspaper advertising**

The employer should allow at least 3 weeks from the date the advertisement first appeared or recruitment process commenced before submitting a work permit application.

Evidence of proactive recruitment efforts either through advertising or an equivalent recruitment process must be produced. Details of the responses the employer has received to all advertising or other recruitment methods used must also accompany any application. This should include the total number of people who responded, the number short-listed for interview and full reasons why no permit free worker was suitable for the post

This does not apply to applications made under paragraph 10 or for Legacy Policy permits in Sector C of the Schedule.

6) **Validity of work permit** - A work permit, if approved, will be issued for specified full time employment within eligible sectors as defined in the Schedule. The period for which the permit will be valid will be for the period specified in the work permit application up to a maximum period of 5 years.

Short Term work permits and Legacy Policy work permits in Sector C of the Schedule or work permits made valid for periods of 9 months or less will not be extended unless the permit holder otherwise qualifies for a work permit under this policy. This includes fully satisfying the advertising and English language requirements of paragraphs 5 and 8.

**7) Change of employment** - Changes of employment will not be considered for employment outside of the sector for which the original permit was issued.

**8) English language requirement** - In all cases, except for permits issued under paragraph 10 below and Short Term permits or Legacy Policy permits in Sector C of the schedule, the potential permit holder must have an adequate command of the English language. To satisfy this criterion, the potential work permit holder must;

- i) be a national of a majority English Language speaking country as listed below: Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Christopher (Kitts) and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, the United States of America; or
- ii) have passed a test on the list of approved English language tests approved by the Home Office in speaking and listening. The level of English must be equivalent to the level B1 or above of the Council of Europe's Common European Framework; or
- iii) have passed an English language test in speaking and listening from an English language test provider approved by the Guernsey Border Agency or by the Jersey Customs and Immigration Service. The level of English must be equivalent to level B1 or above of the Council of Europe's Common European Framework.  
(The Guernsey College of Further Education and Highlands College in Jersey both offer approved language tests in the Channel Islands.); or
- iv) have obtained an academic qualification (not a professional or vocational qualification), which meets the recognised standard of a Bachelor's or Master's degree or PhD in the UK, from an educational establishment in one of the following countries, **evidenced by the original certificate of award:**  
  
Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Christopher (Kitts) and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, the United States of America, United Kingdom and Republic of Ireland. ; or
- v) have obtained an academic qualification (not a professional or vocational qualification) taught in English which is deemed by UK NARIC (National Agency for the Recognition and Comparison of International Qualifications & Skills) to meet the recognised standard of a Bachelor's or Master's degree or PhD in the UK. **A statement of comparability from UK NARIC, and a letter from the academic institution with confirmation that the**

**qualification was taught in English must be submitted with the application.**

**9) Multiple employment** - A work permit authorises full time employment in a specified post for a specified period of time. The holder can have part-time posts in addition to the full time post shown on the permit, provided agreement is sought from the full time employer.

**10) Short term permits** – Short term permits will be considered for;

- i) established professional entertainers to perform in carnivals, music concerts and other cultural events. Evidence of previous tours in the UK or the European Economic Area such as past publicity material or press reviews (with source clearly identified) will be required. Permits will be issued for a maximum period of up to 1 month.
- ii) personnel required for the purpose of progressing a particular project or assignment in eligible establishments within Sectors A-C but who do not qualify to be treated as an inter-company transfer (see below). Permits will be issued for a maximum period of up to 6 months.

**11) References** - References when required should:

- where possible, be in English;
- be original or in the form of an emailed scanned PDF file of the original;
- be on business letter-headed paper;
- show the dates the employment started and ended together with the title, duties and responsibilities of the job(s) held.

References not complying with these requirements may be subject to a further information request or rejected.

**12) Refusal or rescinding of work permit** - Work permits will not be issued to those who have an adverse immigration record or who pose a security, criminal or immigration threat to the United Kingdom or Islands (the Bailiwicks of Guernsey and Jersey and the Isle of Man). Reasons to refuse or withdraw a work permit also include any of the grounds specified in Part 9 of the Immigration (Bailiwick of Guernsey) Rules 2008.

In addition, applications will be refused or work permission withdrawn where any checks to confirm the veracity of references are unsuccessful for whatever reason e.g. where a previous employer fails to respond or an establishment no longer exists. This may also include circumstances where a British Diplomatic Mission is unable to establish the *bona fides* of a particular reference or establishment.

**13) Employment prohibition** - Applications for work permits will not be considered in relation to persons who are in the United Kingdom and Islands or the Republic of Ireland and whose immigration status prohibits employment e.g. as a visitor.

**14) Monies due to the States of Guernsey** - The employer must undertake to pay the States of Guernsey any monies which are due to the States of Guernsey from the employee and which are unpaid, this to include all costs of repatriation should that be necessary

- 15) Indefinite leave to Remain** – a work permit holder may, on application, be granted indefinite leave to remain if, amongst other things he or she has spent a continuous period of 5 years in approved work permit employment and the employer certifies that he or she is still required for the employment in question. In addition a person applying for indefinite leave to remain must satisfy the English language and knowledge about life in the United Kingdom and Bailiwick of Guernsey requirements specified in the Rules and provide evidence that the permit holder has maintained and accommodated himself or herself and will continue to do so. Accommodated includes compliance with the provisions of any legislation controlling the occupation of dwellings.

### **INTRA-COMPANY TRANSFER**

Work permits will be considered for transfer of personnel between companies of common ownership which have a presence in more than one jurisdiction.

There are three categories within intra-company transfer:

#### **Category A**

A work permit valid for up to 3 years where the transferee has been in the employ of the overseas company for a period of at least twelve months; or

#### **Category B**

A work permit valid for up to 1 year where the transferee has been in the employ of the overseas company for a period of at least three months or

#### **Category C**

A work permit valid for up to 5 years where the transferee is in the employ of the overseas company.

The transfer must be for the purpose of progressing a particular project or career progression (Category A). Category B is for the sole purpose of training. Category C, the transfer must be for key members of staff within the company i.e. essential for business continuity or have specialist skills relevant to a particular post.

There is no English language or advertising requirement for either Category

The requirements, conditions and criteria to be met for the granting of permission to take employment on the basis of an intra-company transfer are as follows:

#### **Category A permits:**

- i) the transferee must have been in the employ of the company for a period of at least 12 months, that period ending on the date of the work permit application;

If the transferee has been absent from the company by reason of maternity, paternity, shared parental or adoption leave or long term sick leave that lasted for one month or

longer during that 12 month period, employment in the previous 24 months will count towards the 12 months employment requirement;

- ii) the employment must relate to the work of the employing company;
- iii) the company in the Bailiwick of Guernsey and the company branch outside the Bailiwick must be linked by common ownership or control;
- iv) the employment must be for a particular assignment / project or for career development purposes;
- v) it must be the intention that at the end of the transfer period, the transferee will resume employment for the same company overseas;
- vi) the period of transfer must not exceed three years – no further permission will be granted, unless the transferee can satisfy the criteria for Category C as a key employee;
- vii) paragraphs 1 – 15 and the Schedule will apply to any application for change of employment to another permitted category;
- viii) permission will not be granted if the transferee has been in work permit employment in the United Kingdom and Islands within the previous 12 months or if, as a result of the work permit being issued, the transferee would qualify for settlement in the Bailiwick of Guernsey;

#### **Category B Permits – Trainees:**

- i) the transferee must have been in the employ of the company for a period of at least three months, that period ending on the date of the work permit application;
- ii) the company in the Bailiwick of Guernsey and the company branch outside of the Bailiwick must be linked by common ownership or control;
- iii) the transfer to the company in the Bailiwick of Guernsey must be for training purposes only;
- iv) it must be the intention that at the end of the transfer period, the transferee will resume employment for the same company overseas;
- v) the period of transfer must not exceed 12 months – no further permission will be granted;
- vi) the company in the Bailiwick of Guernsey must provide a written undertaking that the trainee placement will not be used to fill long term posts;
- vii) paragraphs 1 – 15 and the Schedule will apply to any application for change of employment to another permitted category;
- viii) permission will not be granted if the transferee has been in work permit employment in the United Kingdom and islands within the previous 12 months or if, as a result of the work permit being issued, the transferee would qualify for settlement in the Bailiwick of Guernsey;



### **Category C Permits - Key workers:**

- i. A permit can be issued for maximum valid period of up to 5 years provided minimum pay of £55,500 per year is met;
- ii. The Company must confirm job, annual salary and at least a 12 month employment period for the company, that period ending on the date of application;
- iii. The requirement for 12 month employment history will be waived if annual pay is confirmed by employer to be or exceed £85,500 per year;
- iv. The company in the Bailiwick of Guernsey and the company branch outside the Bailiwick must be linked by common ownership or control;
- v. Employment must relate to the work of the employing company;
- vi. The period of transfer must not exceed five years – no further permission will be granted.
- vii. Paragraphs 1-15 and the schedule will apply to any application for change of employment to another permitted category

**Paragraphs 9, 12, 13 and 14 will apply to all applications made for intra-company transfers.**

### **LEGAL BASIS**

**Section 3(2) of the Immigration Act 1971** as extended to the Bailiwick of Guernsey by the Immigration (Guernsey) Order 1993 empowers the Committee *for* Home Affairs to make rules as to the practice to be followed in the administration of the Immigration Act 1971 (the Act) for regulating the entry into and stay in the Bailiwick of Guernsey of persons who require leave to enter. The Rules are in the form of a Statutory Instrument and, because the rules contain references to both time factors and duration of stay as well as references to employment restrictions and prohibitions, are made with the concurrence of the Lieutenant Governor. The current Rules are the Immigration (Bailiwick of Guernsey) Rules 2008 (the Rules).

**Paragraph 128 (i) of the Rules** requires a person seeking to enter the Bailiwick of Guernsey to seek or take employment to hold a valid Committee for Home Affairs work permit unless that person is otherwise eligible for admission for employment elsewhere under the Rules.

**Section 4(1) of the Act** empowers the Committee for Home Affairs to vary any leave to enter or remain otherwise than as regards duration, i.e. prohibit or restrict employment.

**Paragraph 1(3) of Schedule 2 of the Act** empowers the Committee for Home Affairs to direct immigration officers to act in accordance with directions in matters other than the entry of persons into the Bailiwick of Guernsey and the period for which that person may remain.

**Section 33 of the Act** defines a work permit.

# SCHEDULE OF ELIGIBLE WORK PERMIT SECTORS

## **SECTOR A**

### FINANCE

**Eligible Establishments:** Banks, Investment Businesses, Insurance Businesses, Fiduciary Businesses; and professions supporting the foregoing, principally Accountants, Actuaries and Advocates (Commercial Lawyers).

The Committee will seek the support of the Committee *for* Economic Development (or the equivalent bodies in Alderney or Sark if the application is from those islands) before approving any application.

**Supporting Documentation:** Schedule of professional qualifications with confirmation from employer that professional qualifications and any references have been verified.

### INDUSTRY

**Eligible Establishments:** Companies or Firms:-

- 1) whose principal business is the manufacture of goods for export outside the Bailiwick of Guernsey or the rendering of export sector services to clients outside the Bailiwick of Guernsey.
- 2) who provide services and/or products to the Finance Sector or to businesses defined in 1) above in any of the following fields:-
  - i) Financial Technology;
  - ii) Information and Communications Technology;
  - iii) Digital Technology.

If required by statute, the business must also be licensed by the appropriate regulatory body.

**Eligible Employment:** Positions requiring high level qualifications or occupational skills specific to overseas markets which are essential to the operation of the business.

The support of the Office of the Committee *for* Economic Development (or the equivalent bodies in Alderney or Sark if the application is from those islands) may be required. Applications will, therefore, be referred to that Office for comment.

**Supporting Documentation:** Schedule of professional qualifications and experience with confirmation from employer that professional qualifications and any references have been verified.

# SECTOR B

## HEALTH

**Eligible Establishments:** Hospitals, the Medical Specialist Group, Nursing Homes, Residential Homes, Doctor's Practices, Dental Practices, Physiotherapy Practices, Pharmacies and the Brecqhou Medical Centre.

**Eligible Employment:** Professionally qualified medical / health personnel in full time employment whose qualifications are recognised by the Committee *for* Health and Social Care.

**Supporting Documentation:** Schedule of professional qualifications with confirmation from employer that professional qualifications and any references have been verified.

## EDUCATION

**Eligible Establishments:** States Schools and College of Further Education, Elizabeth, Ladies' and Blanchelande Colleges

**Eligible Employment:** Professionally qualified teachers

**Supporting Documentation:** Schedule of professional qualifications with confirmation from employer that professional qualifications and any references have been verified.

## GOVERNMENT

**Eligible Establishments:** St. James' Chambers

**Eligible Employment:** Professionally qualified lawyers and legal drafters

**Supporting Documentation:** Schedule of professional qualifications with confirmation from employer that professional qualifications and any references have been verified.

## VETERINARY SURGEONS AND NURSES

**Eligible Establishments:** Established Veterinary Practices

**Eligible Employment:** A Veterinary Surgeon who is registered to practice in the Bailiwick under current Veterinary Surgery and Animal Welfare legislation.

A qualified Veterinary Nurse whose overseas veterinary qualifications have been accepted by the Royal College of Veterinary Surgeons in the United Kingdom as being of an acceptable standard for the purposes of registration (whether immediate or subject to conditions).

**Supporting documentation:** Schedule of professional qualifications with confirmation from employer that professional qualification / registration and any references have been verified.

## SECTOR C

### HOSPITALITY

**Eligible Establishments:** Restaurants and Hotels of a quality, where the service, menu prices and range of dishes offered reflect the need for such a worker. The establishment must serve food and offer a range of suitable wines to patrons.

**Eligible Employment:** Director, Hotel/Restaurant Manager, Hotel Receptionist, Skilled Chef, Waiting Staff.

**Supporting Documentation:** Employment references, where possible in English, must show at least 2 years' experience in a similar standard establishment doing the type of job, full time, for which the permit is sought. The minimum 2 years' experience must have been gained within the previous 6 years from the time of the application, whilst relevant training may also be taken into consideration. Where it is not possible for a reference or certificate to be in English, it must be accompanied by a notarised translation. Examples of supporting documentation include; Certificates gained at a bona fides training institute, copies of; pay slips (headed paper), bank statements showing monthly salary, previous employment contracts, previous work identification, relevant merit certificates, this list is not exhaustive and should be recognised as common examples only.

### Short Term Permits

Short term work permits with maximum duration of 9 months will be considered for;

- All 'Eligible Employment' plus bar tenders and housekeeping.
- Migrant workers are required to provide an overseas police certificate to confirm whether or not they have a criminal record.
- Migrant workers must have successfully completed a course at a bona fide hospitality and tourism training institution and have a minimum of 2 years post course experience.
- Migrant workers must have the ability to communicate and exchange information in the English language so as to be able to deal with day to day work and social situations.

Short term work permits issued in accordance with this policy cannot be extended beyond a nine month duration at any time. The worker must take a 3 month break outside the UK and Islands at the completion of the nine month work permit.

**Duration of Permitted Employment: 9 months in 12. Three months to be spent outside the United Kingdom and Islands.**

### Legacy Policy Permits

**Nationals of Serbia:** work permits may also be issued to nationals of Serbia who qualified under previous policies and who are currently issued with permits on an annual seasonal basis.