

EU & Migrant Workers Masterclass

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Agenda

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- 2 Contracts and Employer Letters
- 3 “Child of” aged 21 and over
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01 Residency Information

Residency Information

STEP ONE

Full address details



STEP TWO

Dates in DD/MM/YYYY format
& covering the full period of
years required



STEP THREE

No gaps!

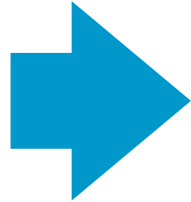


02 Contracts & Employer Letters

Contracts

Easiest to provide as most receive these automatically.

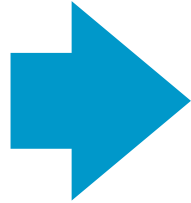
Must contain all of the information we need



- Start date in DD/MM/YYYY
- Contracted hours per week
- Hourly rate of pay
- Contract type e.g. Permanent, Fixed Term, Temporary etc
- Signed by the employer

Employer Letters

Can be provided to supplement a contract (if the contract doesn't provide all details) or instead of.



- Must provide all detail required in a contract (unless supplementing a contract when only the additional information is needed)
- Must be signed and dated by a member of Human Resources or by a manager
- Must be on company letter headed paper
- If, for any reason, any of the information cannot be provided a cover letter from the student must be provided and must detail a valid reason why

03 “Child of” Aged 21 & Over

“Child of” Aged 21 & Over

Case by case basis

- Financial or physical dependency
- If independence/MW status in their own right is established they cannot then become dependent later
- Evidence not limited to but could be requested to cover up to a year prior
- Different evidence for:
 - Living with parents
 - Living away from the parental home



“Child of” Aged 21 & Over

Living with parents

Example evidence:

- Proof of parents paying all household bills e.g. Bills in their name/Bank statements showing payment of the bills
- Tenancy/Mortgage/Lodger agreements where applicable
- Students bank statements



“Child of” Aged 21 & Over

Living away from the parental home

Example evidence:

- Proof that the parents are paying the students household bills e.g. Bills in their name
- Proof that the parents support the student monetarily e.g. Bank statements showing regular money transfers





04 Changes In Employment

Changes In Employment

Changing from one employer to another

With no/minimal gap is fine – Provide P45 from previous employer (or concurrent payslips from old and new employers) & full standard evidence from new employer. If becoming/ending being self employed then first/last invoice.

No P45 (or concurrent payslips)

Provide Statement of Earnings showing end date of employment or Letter from previous employer (signed, dated and on company letter headed paper) showing end date of employment + last payslip.

Changes In Employment

Voluntarily left employment

No longer considered a worker and support will be stopped until such time as appropriate work is undertaken again.

Involuntarily left employment

Such as contract ends, made redundant etc. & actively seeking new employment - remain considered as workers and support will continue if they provide evidence such as registration with Job Centre plus, evidence of job applications etc.

05 Maternity Leave

Maternity Leave

If employed

- Standard employment evidence (Contract, payslips etc)
- Employer letter confirming the date the student started and will return from maternity
- Evidence that they returned to work once maternity period has ended

If self employed

- Standard self employed evidence (Invoices, Bank statements etc)
- BM9 form confirming the dates maternity allowance has been awarded for
- Evidence that they have resumed self employed work once the maternity period has ended

Maternity Leave

Not entitled to maternity pay from employer

Letter from the DWP showing they have been awarded maternity allowance

Leaves employment during maternity leave

No longer considered a worker and support will be stopped.

Maternity started prior to first year of course

Standard work evidence of employment immediately prior to maternity leave to ensure it was genuine and effective and not marginal and ancillary.

06 Summary

Summary

Residency - complete, concurrent and cover the entire period required

Employment contracts/employer letters - must include all information required

“Child of” 21 and over cases - multiple evidence & different depending upon where the child lives

Changes in employment - minimal employment gap + being let go is not necessarily the end of support

Maternity evidence - differ for employed and self employed workers

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The slide features several decorative elements: a teal and yellow geometric shape in the top left; a blue triangle in the top right containing the SLC logo; a white grid pattern in the bottom left and bottom right corners; a vertical orange bar on the left side; and a purple and pink geometric shape in the bottom right corner.

Thank you