



## Requirements for UK training and work experience scheme work permit (TWES)

The purpose of the TWES is to enable individuals to gain skills and experience to build on their previous education. The general criteria for this scheme is as follows:

- The individual must be additional to your normal staffing requirements rather than filling a position that would be otherwise taken by a resident EEA worker;
- The individual intends on leaving the UK at the end of their agreed period;
- The individual would not be eligible for another work permit until they had spent the same period of time outside the UK;
- The individual should already have an academic or vocational qualification at least at NVQ level 3;
- The training or work experience offered should be for a minimum of 30 hours per week, excluding study time.

Further, there are additional criteria for TWES depending on whether the individual is training for a professional qualification or completing work experience.

### TWES Training Criteria

- The training should lead to a recognized professional or specialist qualification that requires an entry level qualification of at least N/SVQ level 3 or equivalent;
- The person should have appropriate qualifications where this is necessary to do the training of at least N/SVQ level 3 or equivalent;
- Your company and the person who will be managing the training should be competent to provide the training. This will normally involve being registered or approved by the relevant professional body. You should send copies of the registration with the application;
- The training should be completed in the shortest possible time. If you, or the person, end the training before a qualification is gained, you must inform the Home Office in writing;
- The Home Office will normally issue the permit for the average time expected to complete the training up to a period of five years (they may limit the length of approval for new employers who have not been able to provide the Home Office with enough information. If a permit is required for over five years, you will need to apply for an extension and we will expect the individual to have taken any exams at the earliest possible sitting. The individual will be allowed two attempts (or possible attempts) for

each exam. Three attempts may be allowed in exceptional circumstances. The Home Office count each exam not taken at the expected time as a possible attempt.

### **TWES Work Experience Criteria**

The work experience should be at least at N/SVQ level 3 or equivalent.

The person should either:

- (a)** already have a relevant academic/vocational qualification of at least N/SVQ level 3 or equivalent;
- (b)** or have 12 months previous relevant experience at N/SVQ level 3 to enable them to benefit from a work experience program; or
- (c)** be a student studying at a college overseas for a qualification relevant to the proposed work experience who has reached a level of study at or above N/SVQ level

The work experience program should describe the type and level of experience to be gained and how this will be supervised. The program should be specific to the work experience provider/employer and appropriate to the skills/experience of the individual.

- The employer should be able to deliver all aspects of the program. It should set out a detailed timetable for each stage of the program and a description of the tasks to be done and who will be supervising the work experience.
- In general, we expect most work experience programs not to exceed 12 months. If the work experience is likely to take longer than 12 months to complete you should explain this in your initial application.
- Home Office for extension to work experience permit only where there are exceptional circumstance and a longer period, up to an overall maximum of 24 months, can be justified.

### **Medical Training Initiative**

This is a new category within the Training and Work Experience Scheme (TWES) to accommodate overseas post-graduate medical specialists to undertake further continuing training in the UK, normally within the NHS. It covers all schemes and arrangements sponsored or administered by the Medical Royal Colleges and similar organizations (for example, Commonwealth Scholarship Commission) for the training of overseas medical professionals, doctors or dentists. The individual is expected to return overseas to put into practice the training they have received in the UK.

## Applications for UK Work Permits

[www.workingintheuk.gov.uk](http://www.workingintheuk.gov.uk)

For further advice, please contact your New York or London office of BritishAmerican Business for a referral to an Immigration Law Specialist from one of our member companies.

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