

*.....providing you the stepping stones to a higher level*



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## Immigration Practice Course (IPC)

### Information Pack

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## **1. Introduction - about ILT**

Immigration Law Training (ILT) was established in 2008 and is a recognised professional training provider of U.K. Immigration law, Human Rights law, European Law and Asylum Law. We offer a wide range of professional training courses and seminars prepared by lawyers and delivered to the highest standard.

Our client groups consist of individuals from all walks of life, including those with no formal academic qualifications to graduates, LPC students, Solicitors, Barristers, voluntary sector organisations and multinational companies.

## **2. Overview of Immigration Practice Course**

For individuals, one of our most popular course is our Immigration Practice Course ('IPC'). It is a unique course which has been specifically designed to train students who have no prior qualifications or experience in the immigration field. The duration of our standard IPC course is 6 or 12 months and is studied from home by distance learning with tutorial support via email and telephone communication where necessary.

Students are not required to attend any 'face to face' teaching classes. The course is a step-by-step training program which is very different from any other conventional college or home study course. The IPC is flexible and takes, into account your individual and family circumstances. The course duration can be extended if you fall behind with your coursework due to personal or work commitments, however, we encourage students to try and meet the 6 or 12 months deadline by studying regularly, where possible. You will only have to study for a few hours a week at your own convenience.

The course modules and communication relating to the course is sent by email so you can study from anywhere in the world, provided of course, you have access to the internet to download the study materials and to access your emails.

## **3. Course Content**

The course has been created by ILT following extensive research and contributions from its panel of tutors, consisting Lawyers, Immigration Practitioners and Business Consultants, all of whom are highly experienced in their respective field of profession. The contents contain up-to-date immigration material which is reviewed and updated on an ongoing basis. It covers all the areas of work permitted under 'OISC Level 1' category and provides further practical tips and training on legal research, letter writing, drafting legal representations and tips on various aspects of managing clients and complying with the OISC regulatory codes of practice.

Added to this, the course provides opportunities for students to participate in work experience with a regulated Immigration practice (chosen by us from our panel of regulated immigration practices) prior to their course completion date. Our IPC course is therefore unique, as no other course provider in the U.K is currently providing a similar course with a practical focus and work experience placement incorporated into the course as a complete package.

#### **4. Course Tutors**

We have a panel of highly experienced immigration experts to provide you the very best study support during your 6 or 12 months training with us. All tutors have a minimum of 15 years of practical work experience in the field of immigration law, are currently working as Immigration Practitioners and have passed our rigorous in-house quality standard tests.

Students who enrol on our IPC course can therefore, rest assured, that they will be supported by a fully experienced and professional team of tutors and support staff during the full duration of their training with us.

#### **5. About UK Immigration Law**

There are many different categories of immigration law at varying degrees of complexity. The field of immigration law work is also regulated by the Government to ensure that members of the public who seek immigration advice or services, receive competent advice from qualified Immigration Advisors who are duly authorised to provide such services. Immigration Advisors deal with various type of immigration cases in their day to day practice. Immigration law is also a fast changing area of law, and it is therefore, essential for Immigration Advisors to keep up-to date with the current law, consisting of Acts of Parliament, Case law, Home Office policies and International Treaties.

#### **6. Unqualified Immigration Advisors**

Those who provide immigration advice and services must be authorised and regulated by an appropriate regulatory body before providing immigration advice. It is a criminal offence for anyone in the U.K to provide immigration advice or services without being duly authorised by a regulatory body. The penalty for providing unauthorised immigration advice can be very severe, and in numerous cases over recent years, unregulated individuals who were caught providing immigration advice have been handed down prison sentences by the Criminal Courts.

#### **7. Misconception about Immigration Advisors**

A common misconception amongst some people is that Immigration Advisors are either Barristers or Solicitors, or at least someone who holds a law degree. This is simply not true. Some of you may be surprised to learn that providing immigration advice or services is not the monopoly of Solicitors or Barristers. In fact, people from all walks of life and non- legal background are working as Immigration Advisors and Advocates. For example, ordinary people who have previously had very little or no legal or academic qualifications are working as Immigration Advisors after completing the necessary training and obtaining authorisation from the relevant regulatory body. Such individuals can be found working in immigration law firms (employed and self-employed), citizens advice bureaux, charities, Home Office, Local Authorities and in many other organisations within the U.K.

#### **8. Regulatory Framework**

There are 3 main regulatory bodies which regulate Immigration Advisors, 2 of which regulate Barristers and Solicitors (the Bar Council and the Law Society of England and Wales respectively). The 3rd regulatory body is the Office of the Immigration Services Commissioner (OISC) which regulates most other Immigration Advisors. However, there are some qualified Barristers and Solicitors who practise as Immigration Consultants under the OISC regulatory body, but are not regulated by the Bar

Council or the Law Society. They are not entitled to use their professional title of 'Solicitor' or 'Barrister' when working under the regulation of the OISC.

## **9. Aim of the IPC Course**

The aim of the Immigration Practice Course is to train you on the necessary skills and knowledge required to become an Accredited Immigration Advisor under the OISC regulatory body. Under this regulatory body, Immigration Advisors are accredited to practice at either level 1, 2 or 3. Level 3 is the highest level. Application for accreditation is made to the OISC which is a separate and independent process from us. We do not apply to the OISC for regulation on your behalf, although we do provide guidance. Please visit the [OISC.gov.uk](http://OISC.gov.uk) website for full requirements on how to become an Immigration Advisor so that you fully understand the requirements before applying to enrol on our IPC course.

Our IPC course will train you towards becoming accredited at entry level 1 and lay the foundations for you to further develop and acquire experience and skills to progress to levels 2 and 3.

To progress to a higher level from OISC level 1, we also offer IPC level 2 and 3 (including advocacy training courses). Level 3 is for those who wish to further develop their skills and represent clients in Court. However, IPC level 2 and 3 courses are only relevant after you have successfully completed IPC level 1 and get registered with the OISC. Furthermore, we also offer additional business support services\*, such as the 'mentoring service' which is invaluable to those who are new to the profession and may require on-going legal and business support until they become fully established in their new immigration practice.

[\*Please note that our IPC Level 1 course fee does not include the additional courses and services mentioned above. You may wish to apply for enrolment on these additional courses/services at a later date, but this will be subject to availability and terms and conditions will apply.

## **10. IPC -v – Online OISC Course (L1)**

You may ask- 'so what is the difference between the Online OISC Course and IPC course (Level 1)? The key difference is summarised below.

### **IPC**

- (a) Includes training on Immigration law (incorporating OISC Level 1 Course)
- (b) Includes additional legal training (such as drafting letters and witness statements)
- (c) Includes Tutor Support
- (d) Includes work experience with a regulated Immigration Practice for a period of **3 months**
- (e) Includes guidance on OISC registration procedure (via study module)
- (f) Includes guidance on setting up your own immigration practice (via study module)
- (g) The course is significantly more expensive than OISC L1 Course.

## OISC Level 1

Includes basic training on immigration law – covering all key categories of OISC Level 1 work.

This is a self-study course **Without** any tutor support

There is **NO** work experience placement opportunity

### 11. Importance of work experience

When you apply to register as a level 1 Advisor with the regulatory body (the OISC), you will be required to demonstrate that you have the necessary immigration knowledge by sitting and passing OISC exams and show that you have practical work experience. Currently, you are required to show that you have a minimum of **3 months** of immigration work experience through a regulated immigration practice/organisation (or 6 months in non -immigration advice sector, such as Welfare Benefits Advice, Housing Advice, etc).

If you can arrange 3 or 6 months of work experience by yourself (or already have this), then you may wish to enrol on our OISC Level 1 course instead of applying to enrol on our IPC Course. However, some students may still feel that they would benefit from a 'more comprehensive' course and hence still choose the IPC course over the OISC L1 Course. Whether you choose the OISC or IPC Course will very much depend on your individual circumstances and future career plans.

### 12. Your Personal and family circumstances

The IPC course is designed to work around your existing work, personal and family commitments. The course is a comprehensive training program which teaches you more than the core immigration knowledge and skills relevant to 'OISC level 1' work and in a logical step-by-step approach.

The IPC course has been designed to take into account students' personal and family commitments and the modules have therefore been spread over a period of 6 or 12 months. The course is suitable for anyone who has the desire to enter the legal profession and the necessary aptitude, irrespective of his/her background. For example, you may not have had the opportunity in the past to continue with your academic education and are simply stuck in a 'dead end job' looking for a way out to pursue a professional career in the legal field. If you fit into this category, the IPC training course may be the stepping stone that you have been looking for without having to go to University! Alternatively, you may be a graduate or a LPC/BVC Student who wishes to pursue a temporary, medium or long-term career as an Immigration Advisor whilst searching for a Training Contract/Pupillage.

At ILT, we strongly feel that regardless of an individual's previous academic achievements and background, if he/she is logical, analytical, organised and has the intellectual abilities combined with a strong passion to pursue a career in the immigration field, our IPC course is the first unique stepping-stone for them! It is a gateway to the legal profession which helps individuals move into the legal world with real opportunities. This is one of the main reasons why our IPC course has become so popular over the years, and is helping individuals build successful careers and businesses in the immigration Advice Sector.

### **13. Long Term Support**

Our aim is not only to provide you with stepping stones to move into the legal profession, but to assist you in achieving your medium and long-term goals, well beyond the accreditation stage. In this regard, as already mentioned, we offer 'post accreditation' courses and business support services to help you realise your full potential in the legal field and attain financial success. With this vision in mind, we have kept the IPC course fee as low as possible to encourage suitable candidates to enrol on the course. This will hopefully provide us with the opportunity to demonstrate our integrity and capabilities to deliver the highest standard of immigration training services to new students.

To keep course fees down for students and to maintain a track record of the considerable number of enquiries from potential students (including details of our replies), we have restricted communication from prospective enquiries for this course by email only. However, upon enrolling on the IPC Course, you will have the facility to communicate with your tutor by telephone where necessary, and there will be no compromise on the very high standard of training services provided by us.

Moreover, we offer a monthly instalment plan to spread your course fee (see below). Hence, the fee structure makes the IPC course more affordable for ordinary individuals who may not have a lump sum available to pay for their course in one large payment. In addition, we have a very flexible cancellation policy and do not force students to continue paying if they decide to quit for any reason. In short, the IPC course is unique in every aspect.

### **14. Earning Potential**

#### **As an Employee**

Earning potential of an Accredited Immigration Advisor will vary according to obvious factors, such the abilities of an individual and how much an employer is prepared to pay you. However, as an approximate indication, it can be anything between 14k (entry level 1 position) to 35k+ (fully experienced Level 3).

#### **As a self-employed business owner**

The financial rewards naturally depend on how well you run your business. Clearly, just being a bright academic or experienced Immigration Advisor is not enough to build a profitable Immigration Practice. Business skills such as, creating and implementing effective marketing strategies, systemising work policies, maintaining good client and staff relationship, cash flow management and complying with regulatory requirements play a strong part in building a profitable and sustainable business. In this regard, we offer separate courses in these important subject areas which are integral to running a successful immigration practice. These courses have been designed exclusively to help our students in running their immigration practice.

Like any other business, the profit margin of an immigration firm will vary from business to business. You may find that one organisation may be achieving, say a turnover of only £30k p.a. whilst another organisation (operating the same type of business), may be turning over more than £200k p.a. (and still expanding!). It would therefore not be right for us to raise your expectations by stating that you can achieve a specific amount of turnover or profit once you have set up your own immigration practice or that it is 'easy.' The figures given here are simply to illustrate a comparison and nothing more. Our illustration should therefore not be taken as an indication of what you can achieve.

Nevertheless, in our view, a well-run immigration practice clearly has the potential to generate a good level of fee income and in some cases, a lot more than working as an employee for an organisation.

The IPC course has been developed with a bias towards training individuals to become self-employed Immigration Advisors after accreditation. The reason for this are two-fold; firstly, we take the view that, like any field of trade or profession, it may not be easy to secure employment quickly at an 'entry level position' after accreditation due to the high-level of competition for such positions. Secondly, even if you were to secure an entry level position, the initial salary (being an 'entry level' position) is likely to be low, as already indicated above. Nevertheless, some individuals may still prefer to work for an organisation initially after accreditation before setting up their own practice to gain further work experience and build confidence in practice management. Other individuals may simply have no desire to set up their own business at any stage and will therefore be quite content with the salary scale and future promotion prospects offered by a prospective employer.

Whether you decide to start up an immigration practice on your own, in partnership with a friend or investor, or just wish to work for a private practice or charity, you are welcome to apply for enrolment on our IPC course.

### **15. Training Method**

The course is divided into 12 study modules taught over a maximum of either 6 or 12 months which will be sent to you via email monthly. The modules are in pdf format.

#### **6 Months Course**

You will be required to study 2 modules per month (including completing an assessment for each module)

#### **12 Months Course**

You will be required to study 1 module per month (including completing an assessment for each module)

### **16 Module Content**

The modules will aim to cover the key legal topics which you are likely to be assessed on during your potential external accreditation examination with the regulatory body, OISC (when you apply for regulation at Level 1). The purpose of the end of month assessment is for us to monitor your progress and where necessary, provide feedback and guidance so that you can improve.

The modules have been written in simple plain English and generally, without any legal jargon. However, where it has been necessary to use a legal term, this has been clearly defined. The legal topics are introduced in the modules in an 'easy to follow' format and you should therefore be able to understand and apply these to case scenarios presented in the modules as part of your training.

### **17. An important reminder**

Please remember that it is illegal to provide immigration advice or services until you are authorised by the regulatory body OISC. We would therefore reiterate that attendance on any of our courses, or passing any form of assessment with us does not authorise you to provide any type of immigration

advice or services. We also do not guarantee that training on our IPC course or any related work experience acquired through any organisation recommended by us will be considered as sufficient by any regulatory body for regulation or other purposes.

To apply for authorisation to provide immigration advice, you will have to make a separate application to the regulatory body, OISC and pass any appropriate test(s) as set by the OISC. In this regard, the OISC will consider your competence and fitness to practice and decide whether to approve your application. We do not submit any application to the OISC on your behalf and nor do we have any influence over the OISC's decision making process.

### **18. Tutor Support**

Should you have any problems in understanding any part of the IPC course study modules or in applying the legal principles to 'case scenarios' you can email your questions to a tutor for further clarification. You can do this as many times as required, however, if you find that you are still having difficulties in understanding anything and the problem can't be resolved by email communication, you can ask for a tutor for a telephone discussion at a mutually convenient time (generally, Monday to Friday, between the hours of 10 am and 6pm).

### **19. Flexibility of Tutor Contact/study period**

If you are not free during the normal telephone contact time to hold a discussion with your tutor, you can ask a tutor to call you in the evening (up to 8pm) or even over the weekend at no extra cost! However, we would request that any such telephone discussion should be limited to assisting you with the topic concerned, and only in circumstances described above at paragraph 18. Telephone contact should therefore not be used as a substitute to email communication.

As has already been mentioned, the study period will be either 6 or 12 months depending on your chosen course duration. Given that we would like you to successfully complete your course within a reasonable time frame, you will be asked to complete your modules on time, unless there is good reason for delay (such as the need to attend to an unexpected personal or family matter or due to ill health or going away on a family holiday). If this happens, we will be flexible and try and find a way to bring you up-to speed with the modules. This may mean completing additional modules when you resume your studies. All we ask is that you keep us informed and keep your payments up-to-date!

### **20. First Module & Pre-Enrolment Skills Assessment**

The first module will include a pre-enrolment assessment. This is not to test your knowledge of immigration law or any existing legal skills. It is simply to assess your general analytical reasoning and written English language skills (irrespective of whether you have any prior qualification in

these areas). Candidates who fail this assessment will not be accepted on the IPC course. Our decision will be final and we will not be obliged to provide any feedback or reasons for refusing to accept a student on the course. In this regard, although we have said that no prior experience or qualification is required, we are sure that you will agree, it would be irresponsible for us to accept anyone and everyone who applies to enrol on the course, without first making some initial assessment as to their 'basic abilities' to successfully complete the course.

On the other hand, we would also mention that acceptance on our IPC course would not imply that we are providing a 100% guarantee that every student will succeed! However, we do want to satisfy ourselves (as far as reasonably possible) that a prospective student has the necessary aptitude to successfully complete the course; otherwise, he/she may be wasting time and money in trying to complete a course which is not suitable for him/her.

## **21. Course Fee**

### **6 Month's IPC Course – Total Cost: (£2,695.00)**

The course fee is £2,400 plus administration fee of £295.00. The total amount is £2,695. The first month's payment will be £695.00 which will include the administration fee and payment for study Module 1 (which you would have already studied) and for Module 2. Thereafter, you will pay monthly instalments of £400.00 spread over 5 months.

### **12 Months IPC Course (£2,695.00)**

The course fee is £2,400 plus initial administration fee of £295.00. The total amount is £2,695. The first month's payment will be £695. This will include the administration fee and payment for study Module 1 (which you would have already studied) and for Module 2. Thereafter, you will pay monthly instalments of £200.00 spread over 10 months.

## **22. OISC Regulation Fee**

The OISC registration fee is currently £575 for those applying to register at Level 1. For those students who wish to set up their own immigration practice after completing the IPC Course, this fee will have to be paid directly to the regulatory body as and when they submit their application for regulation. However, those who decide to work for an organisation following completion of the course, there should be no OISC registration fees to pay, as the organisation would be already be registered, but it is a matter for the employer and employee (based on the terms of engagement).

## **23. Work Experience Opportunities**

In relation to students who satisfactorily complete 11 modules of the IPC course, we will arrange work experience with a regulated Immigration Practice **for 3 months**. A flexible work experience time-table to work around existing commitments of both parties (placement provider and IPC student) will be mutually agreed between one or more of our panel of immigration organisations and the student. This may involve working from home on some days or working over some weekends (with the objective of ensuring that students do not have to give up their main job to complete their work experience!). Work placement locations will be either in Northampton, London or Birmingham. The choice of location will depend on availability at any given time and not will not be based on the student's preference. Students must therefore be prepared to travel if required during their work experience placement.

## 24. Cancellation Rights

You may cancel your enrolment on the course at any time by notifying us by email and cancelling your monthly standing order mandate with your bank. After this, you will not be liable to make any further payments- simple as that!

## 25. Refund Policy

### **IPC Application – Administration fee (£125)**

In relation to the IPC Application administration fee, this will be refunded in full only where a student fails his/her pre-enrolment test and consequently is refused enrolment. However, if a student refuses an offer of enrolment on the course or does not return his/her pre-enrolment assessment on time (within the 30 days) then, the administration fee will not be refunded.

(Note: This Administration fee is in addition and to the main course fee mentioned above).

Should you decide to cancel your enrolment, please note that, you will not be entitled to any refund for payments already made, however, you will not be liable to pay any remaining balance.

## 26. How to apply for enrolment on the IPC Course

1. Go to our website course booking page: <http://immigration-law-training.co.uk/courses-dates/>
2. Select IPC course and click on the PAYPAL icon to pay the IPC application administration fee of £125.00\* using a PayPal Account or Debit/Credit Card.
3. After the payment process is completed, you will be taken to a download page where you should download and save the IPC application pack (containing: A covering letter, Application Form, Module 1 and IPC information pack)
4. Study module 1 and complete the assessment questions located at the end of the study module.
5. Answer the assessment questions in font size 12 and include your full name on each page.
6. Complete the IPC application form and include all additional information/documents as required
7. Send your completed application form and assessment answer sheet by recorded delivery post to our Admissions Team at the address stated on your application form **within 30 days** of downloading the material.
8. Send us an email to confirm that you have returned your application form.

[\*This administration fee of £125.00 will be refunded to you if you do not pass your pre-enrolment assessment. However, if you do not submit your assessment answers within 30 days of downloading the application pack or decide not to proceed for any other reason, you will not be entitled to a refund]

## 27. Contact Details:

Should you have any queries, please send us an email to: [email@immigration-law-training.co.uk](mailto:email@immigration-law-training.co.uk)