



# Immigration Practice Course

## Information Pack

**IPC                      Information Pack**

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

We are regarded by our clients and legal commentators as the leading provider of immigration law training services in the United Kingdom. We offer a wide range of professional immigration law training courses and seminars prepared by professionals and delivered to the highest standard in every respect. Our client groups consists of individual students and corporate and voluntary sector organisations based in the U.K. and overseas.

## **2. Immigration Practice Course (IPC)**

One of our most popular courses is the Immigration Practice Course. It is a unique course and has been specifically designed to train students who have no formal qualifications or prior legal experience. The 12 month step-by-step training program is very different from any other conventional college or home study course. The reasons will become obvious to you by the time you have studied module 1 of the course.

## **3. Course Contents**

The content of the course has been developed by ILT with contributions from our Course Director, Solicitors, Barristers, Immigration Practitioners and Business Consultants, all of whom are highly experienced in their field of profession.

## **4. Course Tutors**

We have a panel of highly experienced immigration experts to provide you the very best study support during your 12 months training with us. All tutors have a minimum of 8 years of practical work experience in the immigration field, are currently working as Immigration practitioners and have passed our in-house quality standard tests. Every student who enrolls on our IPC course can therefore rest assured, that they will be supported by a fully experienced and professional team for ongoing study support during their training to become an Accredited Immigration Advisor.

## **5. Immigration Law**

There are many different categories of immigration law at varying degrees of complexity. The field of immigration law is also regulated 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 come across many different types of immigration cases in their day to day practice. Immigration law is also a fast changing area, 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 have to be authorised and regulated by the appropriate regulatory body (or granted exemption) 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 (or exempted) by a regulatory body. The penalty for providing immigration advice without being properly authorised can be very severe. In numerous cases, unqualified individuals who have been found to be providing immigration advice have been convicted and 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. 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 very little or no legal or academic qualifications are working in the immigration field after completing the necessary training and obtaining authorisation from the relevant regulatory body. Such individuals can be found working in various organisations,

for example, in immigration law firms (employed and self-employed), citizens advice bureaux, charities, Home Office, etc.

## **8. Regulatory Framework**

There are 3 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 3<sup>rd</sup> 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 are practising as Immigration Consultants under the OISC regulatory body and are not regulated by the Bar Council or the Law Society.

## **9. Course Aim & Objectives**

The aim of the course is to train you on all the necessary skills and knowledge for you 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 (3 being the highest). The IPC course will train you towards becoming accredited at entry level 1 and lay the foundations for you to develop and acquire further experience and skills to progress to level 2 and 3.

In order for you to progress from level 1, we have also developed level 2 and 3 courses (including advocacy training courses for those who wish to further develop their skills and represent clients in Court). However, these courses are only relevant after you have successfully completed level 1 and have set up your own immigration practice. Furthermore, we also offer additional business support services (such as the ‘mentoring service’) which are invaluable to those who are new to the profession and may require ongoing legal and business support until they become fully established in their new immigration practice. Details and costs of such services and courses will be offered to students at the appropriate stage.

## **10. Comparisons with other immigration courses**

If you were to browse the internet or college brochures, you may come across a few other immigration course providers in the U.K. However, you are also likely to find that such course providers only offer immigration courses of very limited duration, usually, between 1 to 2 days. Such courses are usually for individuals with some prior legal background and designed to 'top up' existing knowledge. In addition, the time constraint put on candidates to learn all the relevant areas may also prove to be unrealistic for those who are new to the legal field. Moreover, the course providers generally hire external speakers for a day or so to give a lecture and candidates are often not tested fully as to whether or not they have fully understood what they have been taught.

At the end of these short courses, candidates often go away home with bundles of immigration material to read, but if they have any queries, there is no one to turn to (as clearly, speakers are only available for the limited duration of the lecture!). In addition, these types of courses generally teach you only the 'knowledge' element of immigration law and rarely touch upon any additional legal skills such as, legal letter writing, drafting application forms, interviewing clients, advising a client or drafting a witness statement. This is due to the fact that these legal skills are considered to be 'separate topic areas' covered in other separate courses.

## **11. Your personal and family circumstances**

Our course is designed to work around your existing work, personal and family commitments. The IPC course is a comprehensive training program which teaches you more than the legal knowledge and skills relevant to OISC level 1 in a logical step-by-step approach. The course has been designed to take into account students' personal and family commitments and the modules are therefore spread out over a realistic time frame of 12 months. The course is suitable for anyone who has the desire to enter the legal profession and has 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 go to university (perhaps due to personal, family or financial circumstances) or may have had the

benefit of some education, or be in a 'dead end' job and looking for a way to pursue a professional career in the legal field.

Regardless of your academic achievements and background, if you are logical, analytical, organised and have the intellectual abilities and interest to pursue a career in the legal field, our IPC course is the first unique stepping-stone for you! It is a gateway to the legal profession which helps individuals move out of 'dead end' jobs and limited income categories into the legal world with real opportunities. This is one of the main reasons why our IPC course has become so popular, and is already, helping many individuals in building successful careers and businesses both within the U.K and around the globe.

We understand that most students who enrol on our course are likely to be working full time in various fields of employment with different working patterns and personal and family commitments. You are therefore likely to have only a limited number of hours available to study. However, as already indicated, the IPC course has been designed to take these factors into account, and so long as you have the aptitude, desire and dedication, we are confident that our training course will assist you in reaching your goals whilst maintaining your personal and family commitments.

During the 12 months program, we will train you on all the necessary knowledge and skills to prepare you to sit the Immigration Advisor test at OISC level 1 and apply for registration as an Immigration Advisor. In this regard, given the flexibility offered by our course structure, you will not have to compromise your work, personal or family commitments. We will also monitor your progress on a monthly basis to ensure that you are making satisfactory progress towards sitting your external assessment.

## **12. Fast Track IPC**

However, if you do not fall within the above group and have the time and can learn quickly we also offer the 'fast track' IPC course. The fast track IPC study course is spread over 6 and involves studying 2 modules per month. If you are interested in the fast-track course, please request a fast-track application form after you have downloaded module 1 (please refer to paragraphs 20 & 25 for details of course fee and enrolment procedure).

## **13. Long Term Support**

Our aim is not only to provide you with a stepping stone to move into the legal profession, but to assist you in achieving your medium and long term goals, well beyond accreditation stage. In this regard, 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 in order 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.

In order to keep our course fees as low as possible for students, we have restricted initial communication from prospective candidates by email only and have not set up any telephone enquiry lines or produced any expensive course brochures etc. However, all students who enrol on our course, will have the facility to communicate with their tutor by telephone where necessary, and there will be no compromise on high standard of training services provided by ILT.

Moreover, we do not charge any deposit, offer a monthly payment facility and offer a very flexible cancellation policy. Hence, the fee structure makes the IPC course more affordable for ordinary individuals who may not have a lump sum available to pay for the course fee in one payment or put down a large deposit. In short, the IPC course is unique in every respect, and we can assure you that you are very unlikely to find anything similar to this anywhere in the U.K!

## **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 16k (entry level 1 position) to 40k+ (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 an 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 and procedures, cash flow management, client care and regulatory compliance are some of the essential tools for building a profitable and sustainable business. In this regard, we offer separate courses in these 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 firm may be achieving, say a turnover of only £60k p.a. whilst another firm (operating exactly the same type of business), may be turning over well in excess of £300k p.a. (and still expanding!). It would therefore be inappropriate for us to raise your expectations by stating that you can achieve a specific amount of turnover once you have set up your own immigration practice. In this regard, our illustration should not be taken as an indication of what you can achieve, nevertheless, a well run immigration practice clearly has the potential to generate a good level of fee income (in most cases, well beyond what you can expect to be earning as an employee on a fixed salary).

The IPC course has been developed with a bias towards training individuals to become self-employed Immigration Advisors after accreditation. The reasons 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 high levels 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. Nevertheless, some individuals may still prefer to work for an organisation initially after accreditation before setting up their own practice in order to gain work experience. Other individuals may simply have no desire to set up their own business and will therefore be quite content with the salary scale and promotion prospects offered by a prospective employer.

Whether you decide to start up an immigration practice on your own, in partnership or just wish to work for an employer, the additional business skills taught on the IPC course will provide you with a good overview of managing a small immigration law practice effectively.

## **15. Training Method**

The course is divided into 12 modules taught over a maximum of 11 months on a self-study basis. You will be required to study 1 module per month from home which will cover various legal topics and include different types of assessments at the end of each module. These will cover all the legal topics which you will be assessed on during your potential external accreditation assessment with the regulatory body (OISC). The purpose of the end of month assessment is for us to monitor your progress and where necessary, to provide feedback and further guidance.

During month 11, you will be studying modules 11 & 12 in preparation to sit the external accreditation assessment in month 12. In addition, with prior planning, you may also be ready to set up your Immigration Practice after passing your accreditation assessment. However, please note that this is an approximate indication of timescale which may vary depending on your progress, availability of the regulator's assessment dates and application processing time. Moreover, if you are making very good progress, we may offer you the opportunity to complete the course at a shorter period (but the total course fee will still be payable).

## **16. Providing Immigration Advice - an important reminder!**

Please remember that it is illegal to provide immigration advice or services (or advertise services) until you are fully authorised by the regulatory body. We would therefore re-iterate that attendance on any of our courses, or passing any form of internal or external assessment does not authorise you to provide any type of immigration advice or services. You will have to be authorised by the regulatory body before you can start providing any type of immigration advice or services. In order to be authorised, you will have to apply to the OISC which involves a separate application procedure regarding which we can provide guidance.

## **17. The Modules**

In relation to the modules, the content has 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. Your understanding and application of the legal principles will, as already mentioned, be assessed on a monthly basis by a tutor and feedback will be provided where necessary.

Should you have any problems in understanding any part of the modules or in applying the legal principles to problem questions, you can email your questions to a tutor asking 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).

## **18. Flexibility of Tutor Contact**

When we say that we want you to succeed, we genuinely want you to succeed, as your success is our success! It is therefore necessary for us to understand and appreciate your personal and family circumstances. In this regard, if you are not free during the normal telephone contact time to hold a discussion with your tutor, you can contact your tutor in the evening (up to 8pm) or even over the weekend at no extra cost! However, any such telephone discussion should be limited to assisting you with the topic concerned, and only in circumstances described above at paragraph 17. Telephone contact should therefore not be used as a substitute to email communication.

The IPC course is practical and designed to achieve the aim and objectives within 6-12 months. Given that we want you to succeed within a reasonable time frame, we have set a maximum study period of 12 months for you to complete the course. You therefore have to complete 1 module per month except month 11 where you need to complete 2 modules. Alternatively, under the fast track, you will complete 2 modules per month. However, if you

can't complete a module, for example due to going away on holiday or due to other exceptional reasons, we will try and find a way to bring you up-to speed with the modules. This may mean, completing 2 modules during a particular month when you resume your studies and have some free time. Moreover, as already indicated, if you are making very good progress on the course, we may reduce the duration of your course, but this is solely at our discretion.

## **19. 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 language skills (irrespective of whether or not 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 no prior experience or academic qualification is required, we are sure that you will agree with us, that it would be irresponsible for us to accept anyone and everyone who applies to enrol without first making some initial assessment as to their abilities to follow the course.

On the other hand, we would also mention that acceptance on the course does not imply that we are providing a 100% guarantee that a 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. We have therefore offered a free 30 day trial period for you to study the 1<sup>st</sup> module and sit the pre-enrolment assessment. If you decide after studying the 1<sup>st</sup> module that it's not for you, you do not have to proceed any further or make any further payment to us - simple as that! However, as already indicated, even if you decide to proceed with the course, enrolment is subject to you passing the pre-enrolment assessment and us accepting you on the course.

## **20. Course Fee**

For the standard 12 Months IPC Course, the total course fee is £1,199. This is payable by monthly instalments of £99.97 by standing order. There is no deposit to pay, however, your

first standing order payment will have to include payments for Module 1 (which you would have already studied as part of the pre-enrolment assessment), Module 2 in advance, plus a one off instalment arrangement fee of £75.00. In total, your first payment will be £274.94. Thereafter, you pay the monthly instalment of £99.97 (x 10 payments).

For the fast track 6 months course, the total fee is: £3,000 (payable by six equal monthly payments of £500 at the beginning of each month plus a one off instalment arrangement fee of £75.00).

Towards the end of the course, you will have to pay the external accreditation assessment and registration fee (which is currently £555). For those students who wish to set up their own independent immigration practice, this fee will have to be paid directly to the regulatory body. However, in relation to those students who accept a 'joint venture' business offer from any of our 'business partner firms', this fee will have to be paid to the relevant business partner firm. Further details on 'joint venture' business, is provided later in the course to those students who successfully complete 6 months of training with us. However, please note that the 'joint venture business' proposal is not offered as of right after 6 months, but at the sole discretion of the business partner firm depending on your performance.

## **21. Work Experience Opportunities**

In relation to students who satisfactorily complete 6 months of training with us, we will offer work experience with an Immigration Practice ('business partner firm' as referred to above at para 20). Obtaining a reasonable amount of supervised work experience is also relevant for registration as an Immigration Advisor. Work experience time-table will be mutually agreed between our business partner immigration firms and students by taking into account the student's work and personal/family commitments. This may involve supervised work experience during weekends or evenings as necessary.

## **22. Cancellation Rights**

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

## **23. Refund Policy**

Should you decide to cancel your subscription, please note that, you will not be entitled to any refund for payments made in respect any modules which we have already sent out to you prior to us receiving your cancellation request by email.

## **24. Pass Assurance Scheme**

If you fail your external assessment, you will be eligible to enrol on our revision course free of charge (up-to another 3 months after the course) but you will have to pay for any external re-sit assessment fees where applicable. In the unlikely circumstances that your application is refused due to lack of work experience, we will make arrangements to top – up your work experience. We will do everything possible within our powers to help you succeed! As mentioned earlier, your success is our success and we want to build a long term relation with our students. To this end, the IPC course is only the first stepping stone to your professional legal career!

## **25. Free 30 Day Trial/Enrolment Procedure**

To enrol on the Immigration Practice Course (or take advantage of our 30 day free trial period) you would need to pay a small administration fee of £25.00 (refundable if not successful\*). The procedure for applying for the 30 day free trial or enrolment is as follows:-

1. Go to our website: [www.immigration-law-training.co.uk](http://www.immigration-law-training.co.uk) and click on the PAYPAL icon to pay the administration fee of £25 by following the on-screen instructions.
2. At the last paypal screen -click on the icon to return to our website (icon located at bottom of page)
3. Click and download module 1and application form by saving these onto your computer.
4. Study module 1 (read the module at least two or three times until you fully understand it)
5. On a plain separate sheet of paper, answer the pre-enrolment assessment questions which are at the end of the module.

6. Please write your full name and the date at the top of each answer sheet.
7. Then complete the application form.
8. Send your completed application form and assessment answers to us by recorded delivery to the address stated below (at paragraph 26) with the requested documents/items.
9. Send us an email to confirm that you have returned your application form and assessment answers and keep your proof of postage safe.

(\*This is a one-off administration fee of £25.00 which 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 material, you will not be entitled to a refund of this administration fee. In relation to module 1, should you decide not to proceed with the course, you do not have to pay for the module, as it is free for 30 days. After the 30 days, if you do not wish to enrol on the course, please delete this module from your computer/hard-drive)

## **26. Contact Details**

Should you have any queries, you can contact us by email or post.

Email address: [info@immigration-law-training.co.uk](mailto:info@immigration-law-training.co.uk)

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