



JOB DESCRIPTION

JOB TITLE: Assistant International Student Advisor & Visa Compliance Officer

DEPARTMENT: Registry

LOCATION: Shepherds Bush, London

POSITION: Full-time, permanent

REPORTS TO: Head of Visa Compliance

JOB PURPOSE:

This post will focus on both the operational aspects of complying with BPP's sponsor duties under Tier 4 of the Points Based System and offering support and guidance to International Students in respect of these regulations and general support and welfare.

The successful candidate will work closely with colleagues and students across the university to develop, implement and review processes aimed at ensuring BPP University complies fully with our Tier 4 sponsor duties and to deliver an outstanding student advice service, with specific responsibility for providing essential immigration advice and guidance to International students.

It will also be necessary for the post holder to liaise regularly with students and maintain up to date records for BPPs registered Tier 4 students.

PRINCIPAL JOB ELEMENTS AND RESPONSIBILITIES:

Key Responsibilities

1. To work closely with the International Recruitment and Admissions teams to provide advice on the immigration requirements that an individual applicant must meet in order to register at BPP University.
2. To provide basic immigration advice to prospective Tier 4 students and those registered at BPP, as they progress through the application / CAS request process.
3. To check all CAS requests and the corresponding documents thoroughly to ensure that only genuine students who meet the requirements of Tier 4 are issued with a CAS.
4. To work closely with the Head of Visa Compliance Manager/Compliance Officers to ensure that all CASs are assigned correctly and within agreed deadlines.
5. To track the lifecycle of each CAS issued and submit reports to the UKVI in accordance with the Tier 4 Sponsor Guidance. This will require communication with all students who have been issued a CAS in order to obtain regular updates on the progress of their Tier 4 application, copies of all refusal notices or a copy of the Tier 4 visa, once granted.

6. To work closely with the Student Records team to ensure that only students with valid immigration permission allowing them to study with us are allowed to register on a course at BPP University and to communicate regularly with registered Tier 4 students at BPP University to ensure that our student records are updated to reflect any changes in circumstances, such as a change of contact details or immigration status and where necessary obtain evidence to confirm the student's departure from the UK.
7. To provide the Schools with accurate up-to-date lists of all registered Tier 4 students at each intake, and at other points throughout the year as appropriate.
8. To work closely with colleagues across BPP University as part of our process to monitor the attendance of all registered Tier 4 students, and retain an up-to-date summary of attendance levels for these students including details of any approved absences.
9. To flag up to the Head of Visa Compliance all students who are "at risk" of failing to meet their attendance requirements under Tier 4 and to agree appropriate action that should be taken in each case. This will require follow up contact with the students and in some cases, refer the students on for additional academic and general student support.
10. To contact all Tier 4 registered students in advance of their visa expiry date and provide basic immigration advice to each according to their situation.
11. To liaise with key external stakeholders as required, in particular the UK Visa and Immigration.
12. To contribute to the development and update of immigration related information for prospective international students provided via the university websites and in printed publications, as required.
13. To provide effective and proactive pastoral support for BPP students & to provide information, support and advice on non-academic queries – including but not limited to – university policies and procedures, immigration and student welfare matters.
14. To provide effective guidance for staff and students with international student support queries relating to Tier 4, administrative review and dependents.
15. To disseminate knowledge within the International Student Advice team and other front-facing staff
16. To represent the International Student Advice and Visa Compliance services as required at meetings and events, including student induction days and open days, and specifically support the organisation and operation of orientation events for international students.
17. To maintain key skills and knowledge and stay abreast of UKVI updates and regulations pertaining to Tier 4 and HTS guidance for sponsors.
18. Undertake any other reasonable duties as required commensurate with the grade of the position.

Skills, knowledge, qualifications required for job

Essential

- Knowledge of Home Office procedures and SMS system
- Knowledge of the Higher Education Sector and the challenges surrounding this
- Knowledge of the Immigration Rules and the ability to interpret complex rules and regulations
- Administrative experience, preferably in the education sector
- Advanced knowledge of Microsoft Outlook, Word, Excel, Power Point and Access
- Outstanding customer service skills
- Problem-solving
- Strong organisational skills with the ability to successfully multi-task

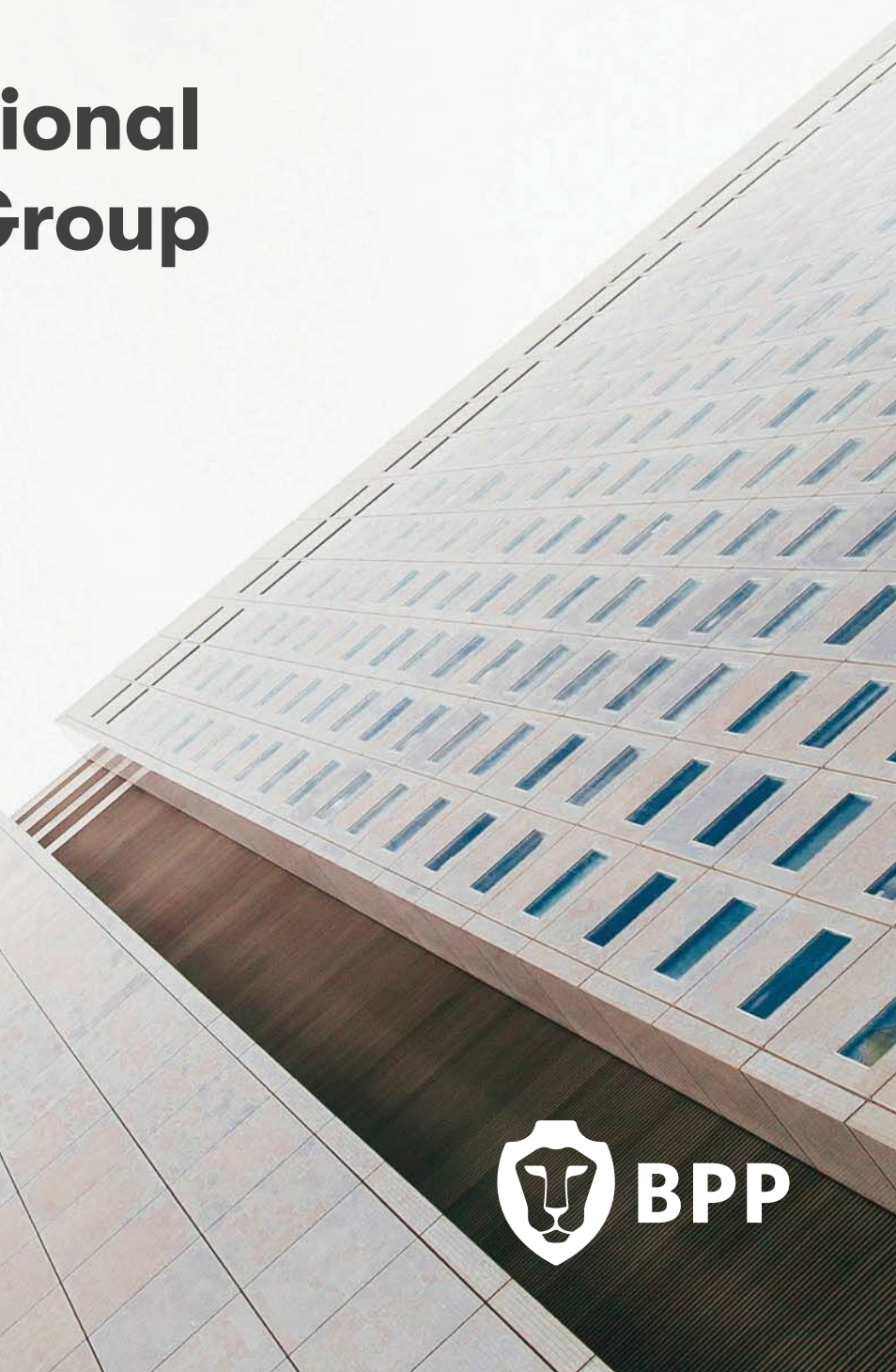
- Maintaining records systems
- A pro active and enthusiastic team player
- Self-motivated with an ability to thrive under pressure
- Customer-focused with the ability to communicate at all levels with internal and external stakeholders

Desirable

- A degree or equivalent level qualification
- Database management knowledge
- Customer facing experience
- Knowledge of a recognised Student Records Database is advantageous



BPP Professional Education Group



Welcome



Today, BPP is both a university for the professions and a professional educator. We concentrate on the law, business and health professions and what we look for in people who come to work for BPP is a passion to be different.

We're already a global company of over 1,500 people, but our ambitious growth targets mean we're always on the lookout for new talent.

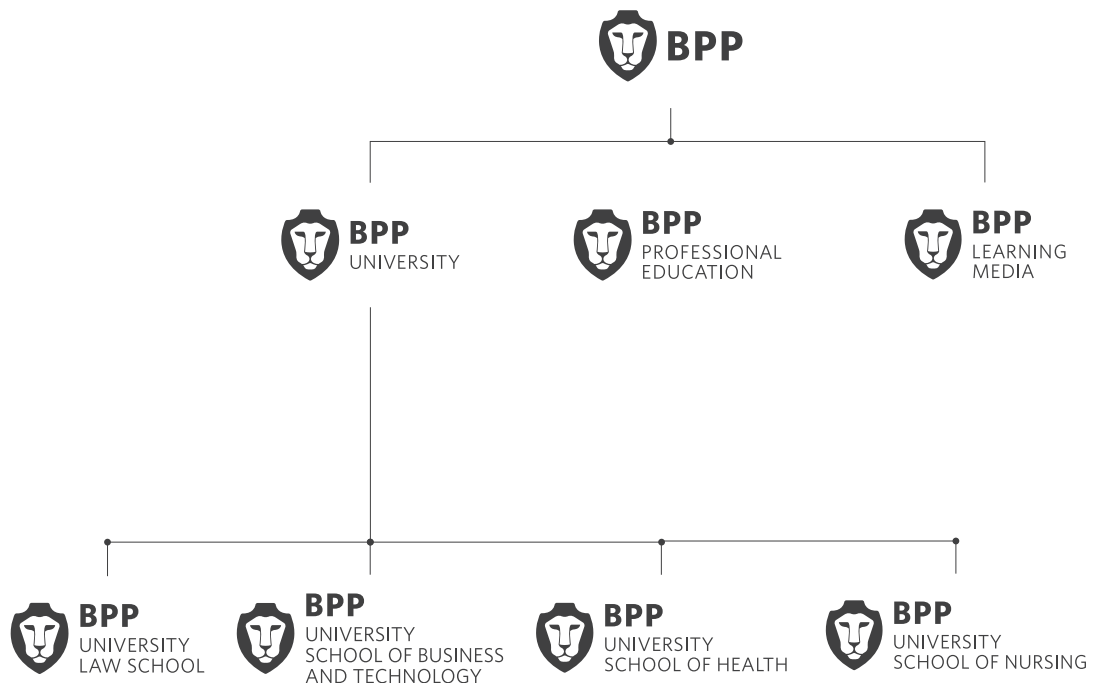
If you share our passionate and innovative approach to education, come and join the BPP team, we'd love to welcome you.



About BPP Professional Education Group

The BPP Professional Education Group, founded by Alan Brierley, Richard Price and Charles Prior (the BPP of our name), is a global education provider delivering world-class professional qualifications. The Group delivers undergraduate and postgraduate degree programmes, apprenticeships and professional qualifications across the UK, internationally and through innovative online learning platforms.

When you work with BPP, you will be part of a business that really believes in supporting your personal and professional development. With so many different business areas, we offer a wide range of exciting opportunities within a culture of encouragement, respect and teamwork.



BPP University

BPP University is part of the BPP Professional Education Group. However, BPP University is a distinct legal entity with its own degree-awarding powers approved by the UK Privy Council.

Voted the UK's Best Higher Education Provider by Education Investor Magazine in 2013, we are the UK's only university solely dedicated to business and the professions. Our links with leading businesses and organisations allow us to provide a highly regarded professional education. Our programmes are designed in partnership with employers and respected professionals in the fields of law, business, finance and health.

We look for lecturers who share our passion for education and making a real difference in students' lives.

BPP University Schools

BPP University Law School

BPP University School of Business and Technology

BPP University School of Nursing

BPP University School of Health



BPP University School of Business and Technology programmes have been successfully delivered to leading companies such as Lloyds Banking Group and TUI.



15,000 students currently study with BPP University



BPP University Law School was ranked in the top five universities for quality of teaching in Legal Week's 2014 annual Law Student Report.

BPP Professional Education

BPP Professional Education is one of Europe's leading specialist providers of professional education, delivering a range of industry-leading Professional Qualifications, Professional Apprenticeships, Professional Development programmes and Learning Media. We enjoy a trusted adviser status for many of our clients and institutes and offer professionals opportunities to progress through a variety of qualifications in accountancy, tax, insolvency and banking and finance.

Our courses are all supported by BPP Learning Media, which provides a wide range of learning materials for students, colleges and bookshops all over the world.

As one of the world's leading providers of top quality printed and digital learning resources, BPP Learning Media supports tuition providers, professional bodies and students in over 180 countries.

BPP Learning Media

We also develop curriculum content for BPP qualifications including Accounting, Financial Services, Tourism, Marketing, Law and Insolvency as well as content for Professional Education Bodies from around the world.

Support Functions

- ✓ IT
- ✓ Finance
- ✓ Human Resources and Learning & Development
- ✓ Commercial
- ✓ Marketing
- ✓ Legal and Compliance
- ✓ Operations



Why work at BPP? – Employee benefits

Training and development

Whether it's something you want to learn or something we recommend you learn, BPP invests heavily in your career development.

We provide a comprehensive in-house leadership and management training programme and a wide range of personal and professional development opportunities.

You will have free access to all of BPP's courses – so from gaining an ACCA accountancy qualification to a Graduate Diploma in Law, you can take your career in any direction you like.

Salary

BPP makes sure it gets the basics right with good, competitive salaries. These are reviewed annually.

Holidays

Everyone needs time to relax and rejuvenate. That's why we provide generous annual leave of 30 days for teaching staff and 25 days for support staff (rising to 30 days after five years and pro-rata for part-time employees).

As part of our annual benefits selection window, you can purchase up to 10 days' extra holiday each year.

Private Medical Insurance

When you work at BPP, you can apply to be covered for the cost of private medical treatment as an outpatient or inpatient (up to defined limits).

Subject to meeting scheme requirements set by our provider, this begins as soon as you join and we'll cover the full cost of the premium. You can also choose to buy cover for your spouse, partner or children at corporate rates.

Health Cash Plan

Our Health Cash Plan provides you with reimbursement, up to a set amount, towards everyday healthcare services such as eyesight tests, new glasses, health screening, etc. You can choose to purchase cover from four different levels.

Dental Insurance

Our Dental Insurance reimburses you for all private dentistry treatment. At the end of your probationary period, cover can be purchased for you and your family at corporate rates.

Life Assurance

In the unfortunate event that you pass away while working at BPP, your nominated beneficiaries will receive a lump sum of four times your annual base salary. At the end of your probationary period you can choose to top up this protection.

Income Protection (PHI)

We know that suffering long-term illness is stressful enough. So if you are unable to work for 26 weeks within a 12-month period because of related illness or injury, you'll be eligible for up to 75% of your annual salary until you are able to return (less £5,312 p.a.)

Employee Assistance

From time to time you may need confidential advice, on anything from legal to personal or financial issues. Our Employee Assistance gives you access to free phone support, 24 hours a day.

Pension

You'll want to look forward to a well-deserved retirement.

If you are assessed as an "Eligible Job Holder", you will be automatically enrolled into our Group Personal Pension Plan. A pension contribution will be deducted from your monthly salary via salary sacrifice and you will receive an Employer pension contribution as well as receiving the full benefit of the Employer's National Insurance contributions of 13.8%. You will be able to increase your contribution, with BPP matching up to 5% either during the Annual Benefits Selection Window or once you have completed your probation period.

Employees who are not assessed as an "Eligible Job Holders" will still be able to join our Group Personal Pension Plan once they have completed their probation or during the Annual Benefits Selection Window.

'Cycle to work' scheme

With so many benefits to your health, we offer a cycle to work scheme in conjunction with CycleScheme. This gives you the loan of a bike and commuting equipment for a period of one year, tax-free.

At the end of the Hire Period, you will have the option to either purchase the bike, extend the Hire Period, or return the bike.

Season Ticket Loan

To ease the expense of public transport, our interest-free loan is put into your bank account and we'll simply deduct monthly repayments.

Credit Union

BPP employees have access to a credit union and can save or repay loans direct from their net pay. The credit union is a not-for-profit co-operative.

Why work at BPP? – Employee benefits

BPP and the community

BPP takes its corporate social responsibility very seriously. With many programmes designed to help our students succeed, we also support the wider community with a range of projects through our Pro Bono Legal Centre – winning Best Contribution by a Team of Students for Streetlaw Homeless in the 2011 Awards.

BPP is supportive of our employees doing voluntary and charity work.

BPP Rewards

BPP Rewards is a company funded scheme that offers genuine discounts and allows you to make significant savings each year on everything from your petrol, groceries, holidays, clothing, and home insurance. BPP Rewards provides exclusive access to discounts and cashback at over 1,500+ retailers, including Marks & Spencer, Sainsbury's, Debenhams, and Lastminute.com to name a few.

Selecting your benefits

Upon starting with BPP, you will be invited to select your benefits via our online platform on the 1st of the month following your start date. You will need to register on the platform when accessing it for the first time.

