

---

**Overview**

This standard is about the provision of specialised immigration advice and representation. This includes advising clients on the detail of specialised areas of immigration law and related areas of legislation.

**Performance**

**criteria**

**You must be able to:**

- P1 explain to clients the services that you can offer in line with their requirements
- P2 check that clients' understanding of legal advice services is consistent with information you have provided
- P3 agree with clients where situations require immediate action in line with their requirements, and:
  - P3.1 take steps to implement this
- P4 agree next steps with clients in line with their requirements
- P5 agree further actions with clients in line with their requirements, including:
  - P5.1 procedures
  - P5.2 responsibilities
  - P5.3 time limits
- P6 analyse available client information to assign relevance to their case in line with your professional judgement
- P7 review sources of information to assess applicability to clients situations
- P8 check that information obtained enables you to advise clients
- P9 analyse information received from clients and the research process to formulate options in line with clients' needs
- P10 present clients with information and possible options for action in line with organisational requirements
- P11 advise clients on the implications of possible options in line with organisational requirements
- P12 check clients' understanding of the advice offered in line with organisational requirements
- P13 open client case files in line with organisational procedures
- P14 design an action plan with clients in line with organisational processes, and:
  - P14.1 agree roles and responsibilities for progressing actions
- P15 progress actions on behalf of clients in line with agreed timescales
- P16 evaluate case progress against milestones and outcomes in line with organisational procedures

## SFJIB29

### Provide specialist legal immigration advice and casework

---

- P17 progress case outcomes to conclusion in line with organisational requirements
- P18 record client details and agreed actions in line with organisational requirements

**Knowledge and  
understanding**

You need to know and  
understand:

- K1 the primary and secondary legislation relating to immigration in the UK
- K2 who is subject to immigration control
- K3 the terms used in immigration control
- K4 the concessions and policies that operate outside the immigration rules, and:
  - K4.1 how to use and apply these to individual cases
- K5 the procedures in relation to applications to the Home Office and entry clearance officers
- K6 the leading cases relating to the interpretation of immigration law by the courts
- K7 the status of European Community law treaties
- K8 the operation of European Community free movement law in the UK context as defined by relevant legislation
- K9 the leading cases relating to the interpretation of European Community free movement law by the European Court of Justice and the domestic courts
- K10 the impact of European Union law on third-jurisdiction nationals
- K11 the European Union treaties that impact on reciprocal rights to benefits and health care
- K12 the structure and operation of business-related entry to the UK

## SFJIB29

### Provide specialist legal immigration advice and casework

---

<b>Developed by</b>	Skills for Justice
---------------------	--------------------

---

<b>Version number</b>	3
-----------------------	---

---

<b>Date approved</b>	November 2013
----------------------	---------------

---

<b>Indicative review date</b>	November 2018
-------------------------------	---------------

---

<b>Validity</b>	Current
-----------------	---------

---

<b>Status</b>	Original
---------------	----------

---

<b>Originating organisation</b>	Skills for Justice
---------------------------------	--------------------

---

<b>Original URN</b>	SFJ IB29
---------------------	----------

---

<b>Relevant occupations</b>	Legal Advisers; Legal Associate Professionals
-----------------------------	---

---

<b>Suite</b>	Legal Advice
--------------	--------------

---

<b>Key words</b>	Provision of specialist immigration advice; representation; immigration
------------------	---