



# Guidance for Seafood Businesses on how to navigate the **Skilled Worker Visa**

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## **Glossary:**

Key technical and legal terms that  
relate to the Skilled Worker Visa

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## Overview of the Guides

There are five guides included in the Skilled Worker Visa Guidance, alongside a glossary which explains the technical terms. We recommend you take the time to read through each of these guides before starting the application process. The five guides are summarised here.

[Follow this link](#) to access the other guides



### **Guide 1: Introduction to the Skilled Worker Visa - explaining the fundamentals**

Guide 1 provides an overview of the sponsorship and recruitment process and explains why it has been structured in this way. It also explains the preparation you should take before you start the application process and the costs involved in sponsoring a person under a Skilled Worker Visa. Make sure you have read and understood the details in Guide 1 before you embark on the sponsorship process.



### **Guide 2: How to become a sponsor**

Guide 2 is a detailed step by step guide through the online application process. It includes screenshots from the application systems and explains how to make a successful application. It also details the information, documents, and systems you will need to have in place before you are ready to submit your application.



### **Guide 3: How to employ migrant workers under a Skilled Worker Visa**

Guide 3 covers the process of sponsoring migrant workers via the Skilled Worker route, once your sponsor license has been approved. This includes important things that both you and your potential employee should know, such as job codes, salary and language requirements, the different types of certificate of sponsorship and how they should be used.



#### **Guide 4:** **Your ongoing responsibilities as a sponsor of Skilled Workers**

Visa sponsorship is a long-term commitment, and Guide 4 will help you understand your ongoing responsibilities and how to ensure you are complying with them. These responsibilities include the need to maintain accurate records, to notify the Home Office of any changes, and managing the relationship with your sponsored worker.



#### **Guide 5:** **Your wider legal responsibilities**

The final guide includes general information on your wider legal responsibilities as a seafood business engaging migrant workers. UK employment law is likely to apply to any person working in the UK and in territorial waters. These duties will be in addition to your sponsorship duties and if you fail to meet these wider obligations it could impact on your ability to remain a sponsor.



#### **Glossary:** **Provides explanations of key technical and legal terms that relate to the Skilled Worker Visa**

The glossary contains definitions of key terms used across the Skilled Worker Visa Guidance – see text in **bold** in each Guide.

## Introduction

UK immigration requirements mean that if you wish to employ migrant workers in the seafood industry, either onshore or within 12nm of the shore, you will more than likely need to use a Skilled Worker Visa.

This visa allows for the employment of migrant workers for **certain skilled jobs** in the UK. This includes experienced deckhands on fishing vessels, fish filleters, and seafood processing line operatives, as well as food manufacturing engineers, mechanics, or skippers.

We understand that many seafood businesses will be new to this system and may find it difficult to understand the process involved. This guidance should assist you to:

- Apply to become a sponsor
- Employ overseas workers
- Meet all your responsibilities as a sponsor.

The guidance is specifically tailored to seafood businesses, whether you are a fishing vessel, aquaculture business or a processing company, regardless of where you are based across the UK.

The information contained in these guides is to be used as guidance only. It does not constitute legal advice and if you are unsure about any aspect of the sponsor regime or Skilled Worker Visa requirements you should seek independent legal advice. It is not a substitute for the published official Home Office guidance on the sponsorship regime, or the Immigration Rules. Where possible we have included links to the official guidance.

If you have any questions about this guidance, please email [skilledworkervisa@seafish.co.uk](mailto:skilledworkervisa@seafish.co.uk)

This glossary supports the Seafish Guidance for Seafood Businesses on how to navigate the skilled worker visa. It explains the key terms highlighted in the individual guides.

## Glossary of Terms

TERM	EXPLANATION
<b>Authorising Officer</b>	A senior and competent person, responsible for the actions of staff and representatives who use the SMS
<b>Biometrics</b>	Biological measurements – or physical characteristics – that can be used to identify individuals. These are need for an individual's visa
<b>Border Force</b>	A law-enforcement command within the Home Office, responsible for frontline border control operations at air, sea and rail ports in the United Kingdom
<b>Certificate of Sponsorship (CoS)</b>	A CoS is not a paper certificate or document, but a database record which confirms details of the worker you intend to sponsor and the job they will do
<b>Defined CoS</b>	A Defined CoS is a CoS which is used to sponsor a worker who will enter the UK from abroad. This type of CoS must be applied for before it can be assigned
<b>Dependents</b>	The family members of a sponsored worker, who can also be granted a visa to join the sponsored worker. The family members which qualify as dependents are generally a spouse, civil or unmarried partner, along with any minor dependent children.
<b>English language test</b>	A Secure English Language Test (SELT) taken with a test provider authorised by the Home Office
<b>Genuine vacancy</b>	Requires the jobholder to perform the specific duties and responsibilities for the job and meets all of the requirements of the relevant route, does not include dissimilar and/or predominantly lower-skilled duties, is appropriate to the business in light of its business model, business plan and scale
<b>Home Office</b>	A ministerial department responsible for immigration, security, and law and order

TERM	EXPLANATION
<b>Immigration Health Surcharge</b>	A charge payable by a visa applicant in order to access the National Health Service (NHS). The fee is paid per year and taken when a visa application is made
<b>Immigration Rules</b>	The Immigration Rules are a published body of formal rules (updated from time to time) which regulate the entry into, and stay in, the UK of people who are subject to immigration control
<b>Immigration Skills Charge</b>	A charge payable by a sponsor for each year that a worker is sponsored. The charge is paid when the CoS is issued
<b>Key Contact</b>	Main point of contact with UKVI - see definition below
<b>Level 1 User</b>	Responsible for all day-to-day management of a sponsor's licence using the SMS
<b>Level 2 User</b>	An additional appointed user of the SMS with restricted access
<b>Majority English speaking country</b>	Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, The British Overseas Territories, Canada, Dominica, Grenada, Guyana, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United States of America
<b>Migration Advisory Committee (MAC)</b>	An independent, non-statutory, non-time limited, non-departmental public body that advises the government on migration issues
<b>Right to work check</b>	A check carried out using a specified process to confirm that a worker has a right to work in the UK <a href="https://www.gov.uk/government/publications/right-to-work-checks-employers-guide/an-employers-guide-to-right-to-work-checks-6-april-2022-accessible-version">https://www.gov.uk/government/publications/right-to-work-checks-employers-guide/an-employers-guide-to-right-to-work-checks-6-april-2022-accessible-version</a>
<b>Settled worker</b>	Very broadly, an individual who can live and work in the UK without restrictions. A detailed definition is at S1.2 of Part 2 of the official Sponsor Guidance, entitled "Sponsor a worker – general information [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1149912/Sponsor_guidance-part-2-sponsor-a-worker-04-23_v1.0.pdf]".
<b>Shortage Occupation List</b>	A list of occupations which are in recognised shortage. These occupations can be sponsored with some discounts in fees and lower salary requirements

TERM	EXPLANATION
<b>Sponsor Management System (SMS)</b>	An online system that allows a Sponsor to issue CoS and report any relevant matters to the Home Office
<b>Standard Occupation Code (SOC)</b>	A numerical classification of occupations according to type and skill level
<b>Switching</b>	Switching is a term used in UK immigration law to describe when it is possible for an individual on one type of visa to apply in-country to 'switch' to another kind of visa
<b>UK Visas and Immigration (UKVI)</b>	A division of the Home Office responsible for the United Kingdom's visa system
<b>Undefined CoS</b>	An undefined CoS is a Certificate of Sponsorship which is issued to a migrant worker who is applying for a visa within the UK, a sponsor is granted a yearly allocation of undefined CoS
<b>Visa</b>	In this guidance we use the term "Visa" as shorthand for a grant of permission to enter or stay in the UK. This grant can now take the form of a physical stamp or vignette in a passport, a biometric card, or digital status which is notified online)
<b>Supplementary Employment</b>	Employment in a job (other than the job for which the person is being sponsored) which appears on the Shortage Occupation Lists in Appendix Shortage Occupation Lists, or in the same profession and at the same professional level as the job for which the person is being sponsored, provided that: (a) the person remains working for the sponsor in the job for which the Certificate of Sponsorship records the person is being sponsored; and (b) the other employment does not exceed 20 hours per week and takes place outside of the hours when the person is contracted to work for the sponsor in the job for which the person is being sponsored
<b>Public funds</b>	A range of benefits that are given to people on a low income, as well as housing support. Further guidance is here <a href="https://www.gov.uk/government/publications/public-funds--2/public-funds">https://www.gov.uk/government/publications/public-funds--2/public-funds</a>
<b>Voluntary work</b>	Has the same meaning as applies to a voluntary worker in the National Minimum Wage Act 1998



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Last updated July 2023