

**new courses**

July 2009 – April 2010

Joint Council  
for the Welfare  
of Immigrants



Expert skills  
training in  
immigration,  
nationality,  
refugee law  
and practice

**trainings**

[www.icwi.org.uk](http://www.icwi.org.uk)

Welcome to JCWI's training programme July 2009 to April 2010. This programme has been devised in conjunction with the organisation's large pool of expert trainers drawing on feedback from previous courses, from both trainers and participants.

JCWI continues to assess the courses it runs and to ensure that they are fully up-to-date in light of the many changes in law and policy now being implemented and on the horizon.

If you have any suggestions to make about the future development of our training programme you are invited to contact our Training Services Department by telephoning 020 7553 7468 or emailing [training@jcwi.org.uk](mailto:training@jcwi.org.uk)

### Continual Professional Development (CPD) hours

All courses are accredited by the Solicitors Regulation Authority. However please note **only** some of the courses are regulated by the Bar Standards Board. The latter will have a STAR (\*) next to the title.

### Certificate of Attendance

Delegates will receive a Certificate of Attendance on completion of a course. **This will be sent to delegates within two weeks of the end of the course.**

### OISC Level 3 Courses

Please see the level of individual courses.

### Training Materials

All our training courses come with a comprehensive high quality and up-to-date training pack which can also be used as an easy reference guide by participants.

### In-house Courses

All our programmed courses can be delivered in-house. See page 21 for further details.

### Thanks

We would like to thank the British Council in Manchester for providing us with venues during this training season.

JCWI is the leading independent national organisations campaigning for justice in immigration law and policy. For more than 40 years JCWI has been free of central government funding.

Since 1981, JCWI has provided high quality training in the field of immigration, refugee and nationality law and practice to advisers and practitioners in the voluntary and statutory sectors as well as in private practice.

As specialist practitioners in immigration law, JCWI trainers place great emphasis on the actual practice of the law. Our courses have a particularly high degree of participatory content unique to JCWI. In addition, our courses all come with a user-friendly high quality training pack. Our training packs are used as up-to-date reference guides by participants when they are back at work.

JCWI is committed to taking positive action to fight discrimination in all areas of its work, and specifically in its provision of training. As an anti-racist organisation, JCWI is particularly committed to increasing opportunities for groups traditionally disadvantaged by reason of race or religion.

Each year JCWI trains hundreds of advisers and practitioners with varying levels of expertise, from experienced solicitors to new volunteers in community groups. Our programme ranges from half-day sessions to five-day courses. Courses are provided at a variety of levels, from basic to advanced. We also deliver in-house courses specifically tailored to our clients' requirements.

Our training is based on:

- practical experience of undertaking casework and providing advice to more than 5,000 people per annum
- policy work and lobbying to influence the UK's immigration, nationality and asylum laws and practices
- our regularly updated **JCWI Immigration, Nationality & Refugee Law Handbook** which is the leading publication in its field. The latest 2006 edition of the *Handbook* is available for purchase and is accompanied by an extensive set of electronic legal updates accessible from the Electronic Immigration Network at [www.ein.org.uk](http://www.ein.org.uk).

Visit our website:  
[www.jcwi.org.uk](http://www.jcwi.org.uk)



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## COURSE LEVELS

**Basic:** no prior knowledge required

**Intermediate:** assumes a basic degree of knowledge of immigration law

**Advanced:** assumes a good legal understanding of immigration, asylum and human rights law

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# Training calendar

## July 2009

- **Working under the PBS**  
2 July half-day (PM) London  
Tehmina Khan
- **Level 1 OISC (initial advice)**  
8/9 July two days London  
Tehmina Khan
- **Nationality law – new development and practical guidance**  
16 July half-day (PM) London  
Adrian Berry
- **Permanent residence and settlement in the UK**  
23 July half-day (PM) London  
Kate Lewis
- **Entry clearance and other non-asylum Appeals**  
30 July one day London  
Azhar Chohan

## August 2009

- **Administrative review under the Points-Based System**  
3 August half-day (PM) London  
Azhar Chohan
- **Level 1 OISC (initial advice)**  
6/7 August two days London  
Tehmina Khan
- **Application for review/reconsideration: procedure and practice**  
11 August half-day (PM) London  
Amir Zaidi
- **Entry clearance application procedure**  
18 August half-day (PM) London  
Azhar Chohan

## September 2009

- **Nationality law – new development and practical guidance**  
3 Sept half-day (PM) London  
Adrian Berry
- **OISC 1 – update**  
7 Sept one day London  
Tehmina Khan
- **Judicial review of immigration decisions**  
9 Sept half-day (AM) London  
Ranjiv Khubber



# Training calendar

- **Level 2 OISC (caseworker)**  
21-25 Sept      five days      London  
JCWI
- **Nationality law – new development and practical guidance**  
29 Sept              half-day (PM)      Manchester  
GMIAU

## October 2009

- **Level 1 OISC (initial advice)**  
1/2 October      two days      London  
Derek Beoku-Betts
- **EEA law including the 2006 citizen's directive**  
7 October              one day      London  
Adrian Berry
- **How to win asylum appeals – preparation and presentation**  
8 October              one day      London  
Amir Zaidi
- **Working under the PBS**  
26 October              half-day (PM)      London  
Tehmina Khan
- **Level 1 OISC (initial advice)**  
29/30 October      two days      Manchester  
GMIAU

## November 2009

- **Entry clearance application procedure**  
4 Nov              half-day (PM)      London  
Azhar Chohan
- **Nationality law – new development and practical guidance**  
5 Nov              half-day (PM)      London  
Adrian Berry
- **Entry clearance and other non-asylum appeals**  
10 Nov              one day      London  
Azhar Chohan
- **Level 1 OISC (initial advice)**  
12/13 Nov              two day      London  
Derek Beoku-Betts
- **Level 2 OISC (caseworker)**  
23–27 Nov              five days      London  
JCWI

## December 2009

- **OISC 1 – update**  
2 Dec one day London  
Tehmina Khan
- **Administrative review under the Points-Based System**  
3 December half-day (PM) London  
Azhar Chohan
- **Permanent residence and settlement in the UK**  
4 Dec half-day (PM) London  
Kate Lewis
- **Advanced Human Rights for immigration & asylum practitioners**  
9 Dec one day London  
Navtej Singh Ahluwalia
- **Level 1 OISC (initial advice)**  
17/18 Dec two days London  
Derek Beoku-Betts

## January 2010

- **Application for review/reconsideration: procedure and practice**  
12 January half-day (PM) London  
Amir Zaidi
- **Level 1 OISC (initial advice)**  
14/15 January two days London  
Tehmina Khan
- **Entry clearance application procedure**  
21 January half-day (PM) London  
Azhar Chohan
- **Level 2 OISC (caseworker)**  
25–29 January five days London  
JCWI

## February 2010

- **Level 1 OISC (initial advice)**  
4/5 Feb two days Manchester  
GMIAU
- **Entry clearance and other non asylum appeals**  
9 Feb one day London  
Azhar Chohan
- **Working under the PBS**  
11 Feb half-day (PM) London  
Tehmina Khan
- **How to win asylum appeals – preparation and presentation**  
16 Feb one day London  
Amir Zaidi
- **Level 1 OISC (initial advice)**  
23/24 Feb two days London  
Tehmina Khan



# Training calendar

## March 2010

- **Level 2 OISC (caseworker)**  
1–5 March      five days      London  
JCWI
- **OICS 1 – update**  
12 March      one day      London  
Tehmina Khan
- **Advanced Human Rights for immigration & asylum practitioners**  
17 March      one day      London  
Navtej Singh Ahluwalia
- **Judicial review of immigration decisions**  
24 March      half day (AM)      London  
Ranjiv Khubber

## April 2010

- **Level 1 OISC (initial advice)**  
13/14 April      two days      London  
Tehmina Khan
- **Entry clearance application procedure**  
15 April      half-day (PM)      London  
Azhar Chohan
- **Permanent residence and settlement in the UK**  
20 April      half-day (PM)      London  
Kate Lewis
- **Working under the PBS**  
22 April      half-day (PM)      London  
Tehmina Khan
- **Administrative review under the Points-Based System**  
27 April      half-day (PM)      London  
Azhar Chohan

# Courses for OISC levels of competence

## Level 1 OISC (initial advice)

Two days 10am - 5pm  
CPD: 12 hours  
Level: Basic  
Trainer: Tehmina Khan/Derek Beoku-Betts/GMIAU

8/9 July 09	91OISC07	London
6/7 Aug 09	91OISC08	London
1/2 Oct 09	91OISC10	London
29/30 Oct 09	91OISC10M	Manchester
12/13 Nov 09	91OISC11	London
17/18 Dec 09	91OISC12	London
14/15 Jan 10	101OISC01	London
4/5 Feb 10	101OISC02M	Manchester
23/24 Feb 10	101OISC02	London
13/14 Apr 10	101OISC04	London

This two-day course intends to provide a foundation to immigration law and is in line with the OISC Code of Standards and Guidance of Competence at Level 1. Attending this course will not in itself lead to the OISC granting exemption or registration which is dependent on passing OISC audits and procedures.

### Course content

- an introduction to the structure of UK immigration control – who is subject to control; Home Office and entry clearance application procedures
- sources of immigration law – the legislation; immigration rules; concessions and policies; and European law
- the main categories of entry and stay under the immigration rules

**Please note: we strongly advise trainees to familiarise themselves with the OISC Code of Standards requirements and Guidance on Competence before attending the above courses.**  
(These can be found on [www.oisc.gov.uk](http://www.oisc.gov.uk))

- acquiring nationality through naturalisation and registration
- visiting & studying in the UK
- family applications for settlement
- an overview of the various schemes governing working in the UK
- EEA rights of movement and residence, including the Workers Registration Scheme
- an introduction to the European Convention on Human Rights and Refugee Protection.

## OISC 1 – update

One day 10am - 5pm  
CPD: 6 hours  
Level: Intermediate  
Trainer: Tehmina Khan

7 Sept 09	9RF0709	London
2 Dec 09	0RF0212	London
12 March 10	10RF1203	London

This one day course intends to provide an update of legal developments for those who have taken the OISC level 1 and need to keep their knowledge up to date in line with the OISC new CPD Scheme requirements. Delegates attending this course will be expected to have already attended the “level 1 OISC (initial advice)” course or have an equivalent knowledge of the subjects covered.

### Course content

The course will look at:

- update on the New Points Based Scheme and working in the UK
- new changes to the Working Holiday Makers Scheme
- changes introduced by the Borders Act 2007



## Courses for OISC levels of competence

- proposed changes to the visit visa system
- recent changes to the Immigration Rules, including those relating to students, children and spouses
- current position regarding re-entry bans and general grounds of refusal
- update on the marriage of foreign nationals in the UK
- update on law relating to European nationals, including the A2 countries
- update of citizenship and nationality law
- Policies and concessions outside the immigration rules.

### Level 2 OISC (Ccaseworker)

Five days 10am - 5pm  
 CPD: 27.5 hours  
 Level: Intermediate  
 Trainer: JCWI

**21-25 Sept 09 92OISC09 London**  
**23-27 Nov 09 92OISC11 London**  
**25-29 Jan 10 102OISC01 London**  
**1-5 March 10 102OISC03 London**

Attending this course will not in itself lead to the OISC granting exemption or registration which is dependent on passing OISC audits and procedures.

#### Course content

- overview of UK immigration control; entry clearance, leave to enter and remain
  - the main categories of entry and stay under the Immigration Rules
  - working in the UK under the various managed migration schemes
- the rights of refugees and those with discretionary leave/humanitarian protection to family reunion, benefits, etc
- asylum application procedures; fast-track and detention
- application of the European Convention of Human Rights to UK immigration decisions, absolute and qualified rights and relevant caselaw

- EEA nationals and their rights under EU law; the rights of family members who are third country nationals; procedures relating to residence and family permits: the Workers Registration Scheme
- new paragraph 320 – dealing with the general grounds for refusal and re-entry bans
- enforcement of immigration control – offences; illegal entry and overstaying; new offences under 2004 Act; liability to administrative removal and deportation
- detention and bail; powers of detention; how to secure release through bail from a CIO
- entitlement to British nationality and the right of abode; acquiring citizenship through registration/naturalisation/discretionary applications
- rights of appeal; time limits; appeal procedures; the one-stop process

#### Course Breakdown – Day Time Sessions

Day 1: 10am-5pm	Immigration and Nationality
Day 2: 10am-5pm	Human Rights law
Day 3: 10am-5pm	European Law
Day 4: 10am-5pm	Asylum Law
Day 5: 10pm-5pm	Appeals Law and Detention+ Bail

# Nationality

## Nationality law – new development and practical guidance\*

Half day	1pm - 5pm
CPD:	3.5 hours
Level:	Intermediate/OISC level 2
Trainer:	Adrian Berry/GMIAU

<b>16 July 09</b>	<b>9NL1607</b>	<b>London</b>
<b>3 Sept 09</b>	<b>9NL0309</b>	<b>London</b>
<b>29 Sept 09</b>	<b>9NL2909M</b>	<b>Manchester</b>
<b>5 Nov 09</b>	<b>9NL0511</b>	<b>London</b>

### Course content

This course includes coverage of:

- new developments in nationality law: the language and knowledge tests and civil partnerships
- naturalisation and registration processes
- pitfalls for refugees and those with ELR seeking to become British citizens
- how to fill in the right forms
- the special policies for children
- spotting those who are automatically British citizens
- changing status from British national to British citizen
- appeal rights and judicial review
- planned legislative changes
- new case law

### Objectives

At the conclusion of the course participants will have

- a thorough knowledge of how to apply for naturalisation and registration as a British citizen.
- know which forms to fill in and what policies and concessions it is necessary to consider when making an application.

In addition to the practicalities of making an application, they will be able to

- spot those who are automatically British citizens.
- have a thorough understanding of how to challenge adverse decisions, of recent case law and of planned changes to the law.

The course is intended to assist solicitors and other advisers who encounter issues of nationality law and policy in their casework. The coverage is aimed at those immigration advisors who require a good grounding in the practicalities of nationality law. It also covers the more complex issues in the field in greater depth.

\* This course is accredited by the Bar Standards Board.



# Immigration Appeals & Court Procedure

## Entry clearance and other non-asylum appeals

One day                    10am - 5pm  
 CPD:                        6 hours  
 Level:                      Intermediate/advanced  
                                   LSC level 2/OISC level 3  
 Trainer:                    Azhar Chohan

**30 July 09            9EC3007            London**  
**10 Nov 09            9EC1011           London**  
**9 Feb 10              10EC0902        London**

This updated course will give participants a detailed overview of the immigration appeals system, including rights of appeal and the Asylum & Immigration Tribunal.

The focus will be upon preparation of and representation of non-asylum immigration appeals such as entry clearance appeals and appeals against in-country Home Office refusals.

This course is aimed at people who already have OISC Level 3 or considerable experience at OISC Level 2 and are about to apply for Level 3 OISC accreditation.

### Course content

- the general grounds for refusal and re-entry bans
- rights of appeal in non asylum cases under current legislation
- preparing and presenting an appeal: rules of evidence, procedure before, during and after hearings
- evidence relevant to entry clearance and non-asylum appeals

### Objectives

At the end of the course participants will be able to:

- advocate before the Asylum and Immigration Tribunal
- lodge and prepare appeals
- acquire and present evidence
- identify relevant law

## Entry clearance application procedure

Half day                   1pm - 5pm  
 CPD:                        3.5 Hours  
 Level                        Basic/intermediate/  
                                   OISC levels 1 & 2  
 Trainer:                    Azhar Chohan

**18 Aug 09            9CA1808            London**  
**4 Nov 09              9CA0411           London**  
**21 Jan 10            10CA2101        London**  
**15 April 10          10CA1504        London**

### Course content

This updated course will enable attendees to prepare Entry Clearance applications more effectively and provide an overview of the relevant considerations that Entry Clearance Officers (ECOs) should take into consideration.

The course will focus on:

- the general grounds for refusal and re-entry bans
- how to prepare an application
- what documents are needed
- time scale
- what will lead to refusal
- how to lodge an application
- how the new points system will shift decision making overseas to ECOs.

# Immigration Appeals & Court Procedure

## How to win asylum appeals – preparation and presentation\*

One day 10am-5pm  
CPD: 6 hours  
Level Intermediate/advanced/  
LSC level 2/OISC level 3  
Trainer: Amir Zaidi

**8 Oct 09 9PP0810 London**  
**16 Feb 10 10PP1602 London**

Winning appeals against refusal of asylum remains one of the difficult areas of immigration law. With focused preparation and careful presentation, however, the chances of success can increase dramatically. This course is designed to maximise chances of success in asylum appeals by giving candidates clear guidance from a barrister who has presented thousands of appeals before the Asylum and Immigration Tribunal. The course will provide candidates with proven tactical approaches to common problems in asylum appeals as well as a thorough grounding in requirements of counsel, solicitors and caseworkers in presenting appeals.

### Course content

- how to prepare your client for giving evidence
- credibility – ensuring your case is believed by the Immigration Judge
- using the current appeals structure to your advantage
- case law and Procedure Rules – advantages and pitfalls
- the responsibilities of caseworkers in presenting oral and documentary evidence
- discussion of relevant standards of proof, issues of persecution, exclusion, credibility
- current case law on practice and procedure

- case study discussions - common pitfalls and how to get around them
- submissions – leading the Immigration Judge to your conclusions

### Objectives

At the end of the course participants will be able to:

- prepare and present an asylum appeal
- advocate before the Asylum and Immigration Tribunal

## Judicial review of immigration decisions\*

Half day 10am - 1.15pm  
CPD: 3 hours  
Level Advanced/LSC level 2/  
OISC level 3  
Trainer: Ranjiv Khubber

**9 Sept 09 9JR0909 London**  
**24 Mar 10 10JR2403 London**

### Course content:

- the purpose of this course is to provide a practical guide to challenging immigration decisions by way of judicial review
- the course will look at the essential principles in judicial review and the practical steps to challenging a decision

### Objectives:

At the end of the course participants will be able to:

- understand the basic principles of Judicial Review
- identify which decisions can be challenged by way of judicial review
- understand the process of pursuing a challenge the way of judicial review
- understand current legal issues in relation to practice and procedure

\* These courses are accredited by the Bar Standards Board.



## Immigration Appeals & Court Procedure

### Application for review/ reconsideration: procedure and practice\*

Half day 1pm - 5pm  
 CPD: 3.5 hours  
 Level: Intermediate/LSC level 2/  
 OISC level 3  
 Trainer: Amir Zaidi

**11 Aug 09 9AS1108 London**  
**12 Jan 10 10AS1201 London**

#### Course content:

- the purpose of this course is to provide a practical guide to challenging appeal decisions of the AIT by applications for review/reconsideration
- the course will look at the legal and procedural framework including the error of law jurisdiction and time limits
- the course will look at the process of 'first stage', 'second stage' reconsideration hearings; refusal and 'opt-in' applications to the Admin Court

#### Objectives

At the end of the course participants will be able to:

- understand the basic principles of the review/reconsideration procedure and practice
- identify typical types of legal error
- understand the process of pursuing a challenge through the review/ reconsideration process
- understand current legal issues in relation to practice.

\* This course is accredited by the Bar Standards Board.

## General immigration

### Permanent residence and settlement in the UK

Half day 1pm - 5pm  
 CPD: 3.5 hours  
 Level: Basic/intermediate/  
 OISC level 1  
 Trainer: Kate Lewis

**23 July 09 9SL2307 London**  
**4 Dec 09 9SL0412 London**  
**20 April 10 10SL2004 London**

The purpose of this course is to provide a guide to who can apply to settle in the UK and the requirements for settlement or permanent residence.

The course will look at the different categories of applicant who can apply and will include the requirements and law for:

- spouses and other family members
- workers
- long residence
- people granted leave under international instruments
- EEA nationals and their family members
- policies outside the rules and future proposals

#### Objectives

At the end of the course participants should be able to:

- advise clients on whether they qualify to enter/remain permanently in the UK
- understand documents/evidence required and the application process
- understand current legal issues
- know when to challenge refusals

# Working in the UK

## Working under the PBS

Half day 1pm - 5pm  
CPD: 3.5 hours  
Level: Intermediate/advanced/  
OISC level 2 & 3  
Trainer: Tehmina Khan

**2 July 09** **9LW0207** **London**  
**26 Oct 09** **9LW2610** **London**  
**11 Feb 10** **10LW1502** **London**  
**22 April 10** **10LW2204** **London**

### Course content:

The course will specifically provide you with:

- a break down of each of the categories that fall into each of the tiers under the PBS
- the timetable for the introduction of each of the tiers together with an explanation of what is in force
- a broad overview of the conditions, entitlements and checks that will attach to each of the tiers
- appeal rights
- an explanation of the system of sponsorship, the general duties on sponsors, the circumstances in which certificates are offered
- penalties for illegal working
- the right of dependants to join those working in the UK

## Administrative review under the Points-Based System

Half day 2pm - 5.15pm  
CPD: 3 hours  
Level: Intermediate/advanced/  
OISC level 2 & 3  
Trainer: Azhar Chohan

**3 Aug 09** **9AA0308** **London**  
**3 Dec 09** **9AA0312** **London**  
**27 April 10** **10AA2704** **London**

### Course content:

This is a new course for people with OISC accreditation level 2 and above who are dealing with applications/clients and drafting representation under the PB and have a comprehensive understanding of the PBS system.

It aims to deal with application process, criteria and to deal with negative decisions with no rights of appeal and look at how to ask for administrative reviews and the practical aspects of this.

Best Practice issues will be looked at.

- overview of PBS – Appeal Rights and Administrative Reviews
- tier 4 and Administrative reviews (overseas decisions)
- tier 4 and appeals in country
- sponsorship certificates.
- maintenance requirements.
- applications and documentation varification.
- tier 1 and Tier 2 Appeals
- tier 5 Appeal rights and Admisntrative Reviews

# European Rights of Free Movement

## EEA law including the 2006 citizen's directive\*

One day            10am - 5pm  
 CPD:                6 hours  
 Level:              Intermediate/LSC level 1/  
                          OISC level 2  
 Trainer:            Adrian Berry

**7 Oct 09            9EA0710            London**

### Course content

The course will look in detail at European Community law, UK domestic regulations and the immigration rules which apply to citizens of EU member states and their families. The new Citizen's Directive and Immigration (EEA) Regulations 2006 will be discussed. In particular, it will examine in detail:

- the range of people who benefit from EC law ('qualified persons')
- the position of family members of EEA nationals
- the new Citizen's Directive: what stays the same and what changes
- rights to reside arising out of European Court of Justice case law and domestic courts
- filling in forms for EC residence documents
- rights of admission, rights to EC documents and withdrawal of EC rights
- appeal rights.

### Objectives

At the conclusion of the course participants will have thoroughly reviewed UK law and practice in relation to EEA nationals and others, and good indicators will be given on how to deal with a range of cases of differing complexity.

The course is intended to assist solicitors and other advisers who encounter issues of EEA law and policy in relation to their immigration caseloads. Primarily intended as a general introduction to the area, it will also touch upon recent developments in law and policy which will be of benefit to more experienced case workers.

\* This course is accredited by the Bar Standards Board.

# Human rights law

## Advanced human rights for immigration and asylum practitioners\*

One day	10am - 5pm
CPD:	6 Hours
Level	Advanced/LSC level 2/ OISC level 3
Trainer:	Navtej Singh Ahluwalia

<b>9 Dec 09</b>	<b>9HR0912</b>	<b>London</b>
<b>17 Mar 10</b>	<b>10HR1703</b>	<b>London</b>

This is an advanced course designed to coincide with the requirements of accreditation at Senior Caseworker – Level 2. It requires legal knowledge and experience of the domestic immigration legal framework.

### Course content

- human rights instruments – the effect of incorporation and the difference between domestic application of a) ECHR b) other international instruments
- the principles of interpretation which apply to the ECHR, intensity of scrutiny by the courts
- remedies under the HRA 1998 and domestic immigration/asylum legislation
- what is meant by ‘extra-territoriality’ – the scope of protection from (i) removal and (ii) exclusion permits
- Article 3 ECHR –
  - absolute protection, Strasbourg principles
  - domestic principles – medical treatment, mental illness, rape victims, prison conditions, absolute protection versus the ‘extension to an extension’ approach
  - in-country breaches

- Article 8 ECHR –
  - qualified protection, Strasbourg principles, domestic caselaw a) family life; b) private life
- scope of remaining Articles in removal/exclusion context
- update on human rights case law in Europe and UK
- case studies.

### Objectives

At the end of the course participants should be able to:

- understand the scope of protection under the ECHR and which Articles can avail clients in context of removal and exclusion
- understand the difference between absolute and qualified rights and the scope of the court’s jurisdiction in respect of each
- understand principles and rules of interpretation derived from Strasbourg
- understand the way that human rights principles are applied in the UK in an immigration and asylum context
- be up to date with current caselaw
- be aware of the consequences of the grant of humanitarian protection or discretionary leave
- understand how to apply the principles to the facts in their clients’ cases

\* This course is accredited by the Bar Standards Board.



## Migrant workers and their rights

**JCWI can organise an in-house course for union officials and organisers. To discuss further, please contact Lucia Vanzo on 020 7553 7468 or [training@jcwi.org.uk](mailto:training@jcwi.org.uk)**

(This course has already been delivered successfully to some of the largest unions in the UK.)

Immigration law and policy has become a significant issue for trade unions in terms of their organising strategies, capacity to provide effective workplace representation and advice to migrant workers, and their obligation to represent the interests of this category of increasingly marginalised and excluded workers.

The aims of the course are:

- To provide an account of the 'managed migration' policies of the Home Office as the context in which immigration law and policy is currently being developed
- To examine the various immigration statuses which permit access to employment/self-employment in the UK and the different categories of migrant workers
- New European Union Accession state workers – their legal status and workplace issues
- To examine what employment law rights migrant workers have

- To review the sanctions that can be placed on employers
- To discuss the range of workplace issues which typically affect migrant workers, including immigration enforcement action in the workplace
- To discuss what an organising agenda would look like for migrant workers

The format of the course will be a mixture of presentations on policy and legal issues with a case study, and discussion of practical experiences and suggestions on how trade union activity in the area can produce optimum outcomes.

### **Costs of course**

The cost of the course will incorporate development and preparation of the course, administration, delivery and production of training packs. A training pack will be provided for each participant on the day of the course. Repeat courses will cost a lower amount and reduced costs can be negotiated depending on the number of repeat courses planned.

**To discuss course costs, please contact Lucia Vanzo on 020 7553 7468.**

# Trainers' biographies

## Navtej Singh Ahluwalia

Navi is a practicing barrister at Tooks Chambers specializing in public law, EU law and immigration and asylum law with over 12 years of experience in these areas. He is the former Assistant Director of Advice on Individual Rights in Europe, the AIRE Centre and former Head of International Legal Affairs at the Sikh Human Rights Group. He regularly teaches at seminars organized by the Council of Europe, UNHCR and non-governmental organizations for the judiciary and for civil society throughout central and eastern Europe.

## Ali Bandegani

Ali is a non-practicing barrister. He works as a Legal Officer at the Refugee Legal Centre. Ali has been involved in several reported asylum decisions of the AIT and provides training for organisations including the RLC, Refugee Council, JCWI and Citizens Advice Bureau on all aspects of asylum, immigration and human rights law.

## Derek Beoku-Betts

Derek was called to the Bar in 1986 and admitted as a solicitor in 1996. He has been working in the field of immigration, asylum and nationality law since 1987 both in private practice and within the voluntary sector. Until April 2008 he was the Casework Director of JCWI and is now in private practice.

## Adrian Berry

Adrian is a barrister at Garden Court Chambers. He practices in immigration, housing, asylum support and community care. He specialises in national security issues in immigration hearings and in the Special Immigration Appeals Commission and has a particular interest in the use of EC law as a source of welfare rights. He has been actively involved in campaigning on public legal funding, on the terrorism laws and on access to justice. Adrian is also a contributor to the JCWI *Handbook*, the accompanying electronic updates as well as *Macdonald's Immigration Law and Practice*.

## Azhar Chohan

Azhar is an experienced immigration caseworker. He was until recently the Immigration Unit supervisor at Paddington Law Centre. He has worked in three different law centres for the last 15 years. He has delivered training to community organisations, CABs and ILPA on immigration and nationality law. He has extensive experience of preparing and presenting immigration cases before immigration judges at AIT. He has been a panel member at UK Visas and a member of ILPA Family Sub-Committee. Since leaving the Law Centre in summer 2007 he has been a freelance appeals advocate for private practice and he has just finished a locum job with the IAS in Birmingham as an appeals counsellor where he dealt with a wide range of appeals including deportation appeals.



# Trainers' biographies

## Tehmina Khan

Tehmina qualified as a solicitor in 2000 and is an Immigration specialist. In practice she was head of the Immigration department and a supervisor for Franchise purposes, dealing with both a private and public caseload. Tehmina is also a Senior Law Lecturer at London Metropolitan University lecturing on the Legal Practice Course, and is subject leader for Immigration.

## Ranjiv Khubber

Ranjiv is a barrister at 1 Pump Court and practices in immigration, judicial review and criminal defence. He specialises in the inter-relationship between immigration, asylum law and welfare rights, and immigration and criminal law, and has been involved in public law challenges to the provision of the community care legislation to asylum seekers and those with immigration status. Ranjiv has also been involved in community organisations and anti-racist campaigning work.

## Kate Lewis

Kate became involved with immigration and asylum law as a volunteer at JCWI in 1995. Since then she has worked in private practice and the voluntary sector. She was called to the Bar in 2003. She was a member of JCWI staff for around five years. During that time she was involved in and specialised in challenges to provision of support to people subject to immigration control, in particular as a result of the changes brought about by section 54 and 55 of the Nationality, Immigration and Asylum Act 2002. Kate transferred to become a solicitor and was admitted in August 2006. She is currently working in the Solicitors Unit at IAS undertaking predominantly Judicial Review and Court of Appeal work

## Greater Manchester Immigration Aid Unit (GMIAU)

GMIAU has been in existence since 1989 and specialises in providing expert advice and legal representation on all issues of immigration, nationality and asylum. GMIAU is a non-profit making organisation and provides a non-fee paying service.

## Amir Zaidi

Amir is a barrister with over 8 years experience in Immigration Law and Practice, including asylum, EEA matters and Nationality. He practices at 1 Mitre Court Buildings, the Chambers of Lord Gifford QC, formerly 8 Kings Bench Walk. He has appeared extensively in both the High Court and the Asylum and Immigration Tribunal. He is a trainer and marker on the Immigration and Asylum Accreditation Scheme. He also is a Panel member on the Legal Services Commission Review Panel. He holds a Masters degree in Immigration and Asylum Law. A former volunteer for JCWI, Amir advises many law centres and not for profit organisations on Immigration Law. Amir is also an accredited mediator.

# Subsidy scheme

JCWI is keen to assist community-based organisations with their training needs. However presently we do not have any funding to subsidise places on our training scheme. Should future funding become available this will be advertised on our website.

[www.jcwi.org.uk](http://www.jcwi.org.uk)

# In-house training

JCWI has built up an excellent reputation for tailor-made in-house training courses. These courses are offered either directly or in partnership with other training agencies.

Clients and training partners include:

- London authorities throughout the country
- Law centres
- Citizens Advice
- British Red Cross
- Refugee Council
- Local citizens' advice bureaux
- Race Equality Councils
- High street law firms
- Unions/TGWU & Unison

## IN HOUSE COURSES

If you have a group of people requiring the same training course (minimum 8, maximum 15) we can provide in-house courses either from our training programme or tailored to your organisation's needs. Please ring the training department on 020 7553 7468 if you would like to discuss arranging an in-house course.

**For further details on in-house training contact Training Services:  
Tel: 020 7553 7468**



# How to book

## Booking procedure

Bookings will only be accepted on receipt of a completed booking form. Please note that we are unable to accept telephone bookings.

All courses MUST be paid in full to JCWI before the start of the course. **Only bookings already paid are secure.** If full payment is not received at least 10 working days before the date of the course, JCWI is obliged to re-allocate unpaid places to any bookings accompanied with payment. Late bookings will be subject to the standard JCWI cancellation conditions (see below).

## Payment

Payment may be made by cheque (payable to JCWI) or credit card. **Please note that payment by cheque MUST be received three weeks prior to the course date.** If you require an invoice before payment can be made please ensure that you provide your email address in the appropriate space in the Booking Form.

Course fees are inclusive of all training materials and light refreshments. Sandwich lunches are included **except** for half-day courses.

## Closing date for bookings

All bookings must be received and paid for one week before the course date.

**On line booking will be available soon – please keep an eye on JCWI website.**

## Confirmation of bookings

**Acknowledgements of bookings are not normally sent.**

Approximately 5-10 days before the course date you will be sent a letter giving details on how to reach the venue and course times.

## Course cancellation

JCWI reserves the right to cancel a course. In the event that a course is cancelled we would seek to give as much notice as possible. Course fees will be reimbursed in full. However, JCWI cannot accept liability for refunds for any expenses incurred other than the course fees.

## Delegate cancellations and transfers

If you decide to cancel your booking up to two weeks before the course date you will receive a full refund minus an administration charge of £35 for cancellation and transfer. **All cancellations must be in writing.** No refund is available for courses cancelled with less than two weeks' notice. **However, please note replacement trainees are accepted without notice.**

**Late bookings are subject to the above cancellation policy.**

If you wish to transfer to another course you must notify us in writing at least one week before the course commences, otherwise a £35 administration fee will be charged. **Please note that no requests for transfer will be accepted less than four days prior to the course and no refunds will be available from transfer bookings.**

*Cancellation and transfer requests should be faxed to JCWI Training Services on 020 7251 8707.*

## Venues

### Course locations

#### LONDON courses are held at:

YMCA

8 Errol Street, London EC1Y 8JR.

Tel: 020 7628 8832

YMCA is within 10 minutes walking distance from both Old Street (Northern Line) and Barbican (Circle and Metropolitan lines) stations.

#### MANCHESTER courses are held at:

The British Council,

Bridgewater House,

58 Whitworth Street, Manchester M1 6BB.

Tel: 0161 957 7000,

www.britishcouncil.org

### Access for people with disabilities

All venues are fully accessible to wheelchair users and have toilet facilities for people with disabilities. Any participants requiring assistance with access please contact JCWI or the venue with details of the assistance required.

## JCWI Membership

By becoming a member of JCWI you will be supporting JCWI's efforts to secure justice in the sphere of immigration law. You will also have substantial discounts on JCWI training, discounts on selected publications and JCWI quarterly bulletin. New editions of the JCWI training programme will be sent to you automatically

### JCWI membership fees

**Unwaged** including students and pensioners (without any supplementary income) £20

**Individuals** (excluding practising lawyers) £40

**Individuals** (practising lawyers)

I Lawyers in training £40

II Practising Lawyers, less than 5 years £50

III Practising Lawyers, over 5 years £90

**Voluntary organisations, NGOs, statutory and other organisations**

Annual income less than £300,000 £70

Annual income more than £300,000 £150

Annual income over £1 million £200

**Commercial organisations**

Solicitors practices, barristers' chambers, practising consultants

I Annual turnover less than £300,000 £70

II Annual turnover more than £300,000 £150

**For further information on**

**membership contact 020 7553 7458**

**To join JCWI please complete the relevant section on the booking form on page 30.**

## Joining JCWI



# Course fees

Course fees are inclusive of all training materials and light refreshments. Sandwich lunches are included except for half-day courses

VAT is charged on all JCWI courses at the standard rate (15%). Please note the course fees below do not include VAT.

## Credit/debit card payments

Please note that payment made by credit/debit card will be charged a £3 handling fee for amounts over £200.

Fee categories	Half day 3 hours	Half day 3.5 hours	One day course	Two day course	Five day course
<b>JCWI members:</b>					
● Private practitioners, statutory organisations and individuals)	£160	£190	£235	£355	£650
● Voluntary organisations/ students/unwaged and pensioners	£125	£155	£200	£280	£560
<b>Further discount for Members</b>					
10% discount will apply when booking on three or more courses or if you book on a 5-day course plus another course.					
<b>Non-members</b>	£230	£250	£300	£400	£800

**To become a member of JCWI, please complete the appropriate part at the bottom of the booking form on page 25. For more information on the fees, please see page 23. If you have further enquiries, please contact our membership department on 020 7553 7458.**

# Booking form

## PLEASE USE BLOCK CAPITALS

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Where did you hear of JCWI courses? \_\_\_\_\_

Name of participant	Course	Code	Date	Fee
1				
2				
3				
4				
5				
6				

Fee for course(s) before discount £ \_\_\_\_\_

(Members Only) For multiple course bookings

I am applying 10% discount £ \_\_\_\_\_

**Sub Total**

£

**(Please Note all courses are subject to VAT)**

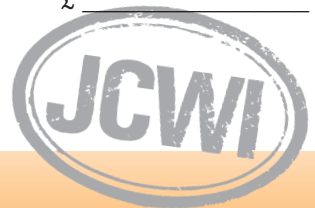
Please add VAT @ 15% £ \_\_\_\_\_

Fee for Membership (if applicable – see page 23) £ \_\_\_\_\_

Credit/debit card handling charge of £3 for amount over £200 £ \_\_\_\_\_ *continued overleaf*

**GRAND TOTAL**

£ \_\_\_\_\_



# Booking form

Fee Category, please tick all boxes applicable (without this information we will be unable to process your booking):

- Non member
- JCWI Member: Number \_\_\_\_\_ Category \_\_\_\_\_  
(please choose from the categories below)
- Individual/Freelance
- Private practitioner
- Commercial organisation
- Voluntary organisation/group
- Statutory body
- Unwaged (inc Students and Pensioners)
- I enclose a cheque payable to JCWI

- Please debit my credit/debit card account (Visa/MasterCard /Switch) delete as applicable

Card No. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Issue no.(Switch): \_\_\_\_\_ Valid from date: \_\_\_\_\_

Expiry date: \_\_\_\_\_ 3 digit security code: \_\_\_\_\_

Name of cardholder: \_\_\_\_\_

Signature: \_\_\_\_\_

- I / We declare that I/We will abide by the JCWI constitution (those applying for membership only)

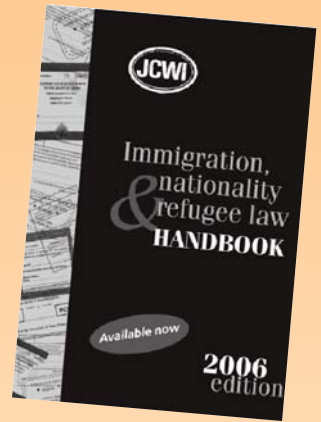
Signature: \_\_\_\_\_

Address where credit/debit card is registered at  
(please write in block capitals)

Please return your booking form with your cheque payable to JCWI to:

JCWI, 115 Old Street, London EC1V 9RT  
Tel: +44(0)20 7553 7468 Fax: +44(0)20 7251 8707  
Email: [info@jcwi.org.uk](mailto:info@jcwi.org.uk) Website: [www.jcwi.org.uk](http://www.jcwi.org.uk)

# Electronic update of JCWI's Immigration, Nationality and Refugee Law Handbook is now available from the EIN website by subscription



In a unique partnership between the Joint Council for the Welfare of Immigrants (JCWI) and the Electronic Immigration Network (EIN), JCWI brings you the electronic update of its highly acclaimed *Immigration, Nationality, and Refugee Law Handbook 2006*. The handbook has become an indispensable guide to law and practice in this area.

To order an Electronic update please contact EIN:  
**[www.ein.org.uk](http://www.ein.org.uk)**

## Cost of the Electronic update of JCWI's Handbook

Subscription per annum for  
the updates – £24 plus VAT.

Non EIN members can  
subscribe to this  
independently for an annual  
fee of £24 plus VAT.

Subscribers to the electronic version will need a hard copy of the Handbook for reference which is available from selected Book Stores or directly by order from JCWI at the cost of £56 plus postage and packing.

Please contact:  
JCWI Publications,  
115 Old Street,  
London EC1V 9RT  
Tel: + 44 (0) 20 7553 7458  
Fax: +44 (0) 20 7251 8707  
Email: [helen.hibberd@jcwi.org.uk](mailto:helen.hibberd@jcwi.org.uk)



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