

new courses

May 2010 – January 2011

Joint Council
for the Welfare
of Immigrants



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

Online booking
now available on
JCWI website
www.jcwi.org.uk

trainings

www.jcwi.org.uk

Welcome to JCWI's training programme May 2010 to January 2011. 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

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 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 20 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 a leading independent national charity 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.
- we also have a new **Guide to the Points-Based System** which is due to be published in the middle of 2010 – see page 26.

Visit our website:
www.jcwi.org.uk



Contents

TRAINING CALENDAR

2010-2011 5-8

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

OISC levels of competence

- Level 1 OISC (Initial advice) 8
- OISC 1 – Update 8
- Level 2 OISC (Caseworker) 9

Nationality

- Nationality law – new developments and practical guidance 10

Immigration appeals and court procedures

- Entry clearance and other non-asylum appeals 11
- Entry clearance application procedure 11
- Judicial review of immigration appeals 12
- How to win asylum appeals – preparation and presentation 12
- Challenging decisions of the First Tier Tribunal (IAC): procedure and practice 13

General immigration law

- Permanent residence and settlement in the UK 13

Points-Based System

- Working under the PBS 14
- Administrative Review under the Points-Based System 14
- Tier 4 – recent changes and legal challenges 15

European rights of free movement

- EEA law including the 2006 Citizen's Directive 15

Human rights law

- Advanced human rights law for immigration and asylum practitioners 16

SPECIAL: Courses for unions

- Migrant workers and their rights 17

OTHER

- Trainers' biographies 18-19
- In-house and customised training 20
- Subsidy scheme 20
- How to book 21
- Venues 22
- JCWI membership 22
- Course fees 23
- Booking form 24-25

May 2010

- **Nationality law – new developments and practical guidance**
6 May half-day (PM) London
Adrian Berry
- **How to win asylum appeals – preparation and presentation**
19 May one day London
Ali Bandegani
- **EEA Law including the 2006 Citizen's Directive**
24 May one day London
Adrian Berry
- **Level 1 OISC (Initial advice)**
27/28 May two days London
Azhar Chohan

June 2010

- **Level 1 OISC (Initial advice)**
3/4 June two days Manchester
GMIAU
- **Level 2 OISC (Caseworker)**
14-18 June five days London
JCWI
- **Permanent residence and settlement in the UK**
22 June half-day (PM) London
Kate Lewis
- **Working under the Points-Based System**
29 June half-day (PM) London
Jonathan Kingham/Andrew Tingley
- **Nationality law – new developments and practical guidance**
30 June half-day (PM) Manchester
Bryony Poynor

July 2010

- **Entry clearance and other non-asylum appeals**
5 July one day London
Azhar Chohan
- **Advanced Human Rights for immigration and asylum practitioners**
6 July one day London
Navtej Singh Ahluwalia
- **Level 1 OISC (Initial advice)**
8/9 July two days London
Tehmina Khan
- **Challenging decisions in the First Tier Tribunal (IAC): procedure and practice**
13 July half-day (PM) London
Ali Bandegani
- **Level 2 OISC (Caseworker)**
19-23 July five days Manchester
GMIAU



Training calendar

August 2010

- **Entry clearance application procedure**
4 August half-day (PM) London
Azhar Chohan
- **Level 1 OISC (Initial advice)**
5/6 August two days London
Tehmina Khan
- **Tier 4 – recent changes and legal challenges**
10 August half-day (PM) London
Azhar Chohan
- **OISC 1 – Update**
18 August one day London
Azhar Chohan
- **How to win asylum appeals – preparation and presentation**
25 August one day London
Ali Bandegani

September 2010

- **Permanent residence and settlement in the UK**
1 September half-day (PM) London
Kate Lewis
- **Administrative Review under the Points-Based System**
2 September half-day (PM) London
Azhar Chohan
- **Level 2 OISC (Caseworker)**
13-17 September five days London
JCWI

- **Nationality law – new developments and practical guidance**

24 September half-day (PM) London
Adrian Berry

- **Level 1 OISC (initial advice)**

29/30 September two days Manchester
GMIAU

October 2010

- **Working under the Points-Based System**
5 October half-day (PM) London
Jonathan Kingham/Andrew Tingley
- **Level 1 OISC (Initial advice)**
6/7 October 2 days London
Tehmina Khan
- **Advanced Human Rights for immigration and asylum practitioners**
20 October one day London
Navtej Singh Ahluwalia
- **Challenging decisions of the First Tier Tribunal (IAC) procedure and practice**
21 October half-day (PM) London
Ali Bandegani
- **Judicial review of immigration decisions**
28 October half-day (PM) London
Ranjiv Khubber

November 2010

- **Level 1 OISC (Initial advice)**
3/4 November two days London
Tehmina Khan
- **EEA Law including the 2006 Citizen's Directive**
10 November one day London
Adrian Berry
- **OISC 1 – Update**
11 November one day London
Azhar Chohan
- **Entry clearance and other non asylum appeals**
16 November one day London
Azhar Chohan
- **Level 2 OISC (Caseworker)**
22-26 November five days Manchester
GMIAU

December 2010

- **Administrative Reviews under the PBS**
1 December half-day (PM) London
Azhar Chohan
- **Level 2 OISC (Caseworker)**
6-10 December five days London
JCWI
- **Tier 4 – recent changes and legal challenges**
14 December half-day (PM) London
Azhar Chohan
- **Level 1 OISC (Initial advice)**
15/16 December two days London
Tehmina Khan

January 2011

- **Entry clearance application procedure**
19 January half-day (PM) London
Azhar Chohan
- **Nationality law – new developments and practical guidance**
20 January half-day (PM) London
Adrian Berry
- **Working under the Points-Based System**
25 January half-day (PM) London
Jonathan Kingham/Andrew Tingley
- **Level 1 OISC (Initial advice)**
26/27 January two days London
Tehmina Khan



Courses for OISC levels of competence

Level 1 OISC (initial advice)

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

27/28 May 10	101OISC05	London
3/4 June 10	101OISC06M	Manchester
8/9 July 10	101OISC07	London
5/6 Aug 10	101OISC08	London
29/30 Sept 10	101OISC09M	Manchester
6/7 Oct 10	101OISC10	London
3/4 Nov 10	101OISC11	London
15/16 Dec 10	101OISC12	London
26/27 Jan 11	111OISC01	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
- acquiring nationality through naturalisation and registration

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)

- 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:	Azhar Chohan

18 Aug 10	10RF1808	London
11 Nov 10	10RF1111	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 continual professional development (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 Points Based Scheme and working in the UK
- 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.

Courses for OISC levels of competence

Level 2 OISC (Caseworker)

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

14-18 June 10 **102OISC06** **London**
19-23 July 10 **102OISC07M** **Manchester**
13-17 Sept 10 **102OISC09** **London**
22-26 Nov 10 **102OISC11M** **Manchester**
6-10 Dec 10 **102OISC12** **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 case law
- 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
- 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

Course Breakdown – Day Time Sessions

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

Nationality

Nationality law – new developments and practical guidance*

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

6 May 10 **10NL0605** **London**
30 June 10 **10NL3006M** **Manchester**
24 Sept 10 **10NL2409** **London**
20 Jan 11 **11NL2001** **London**

Course content

This course includes coverage of:

- new developments in nationality law under the Borders, Citizenship and Immigration Act 2009
- the language and knowledge tests and civil partnerships
- naturalisation and registration processes
- pitfalls for refugees and those with HP/DL 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
- 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.

* 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

5 July 10 **10EC0507** **London**
16 Nov 10 **10EC1611** **London**

This updated course will give participants a detailed overview of the immigration appeals system, including rights of appeal and the Tribunal Service – Immigration and Asylum Appeals (Lower Chamber).

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 Tribunal Service – Immigration and Asylum Appeals (Lower Chamber)
- 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

4 Aug 10 **10CA0408** **London**
19 Jan 11 **11CA1901** **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 main focus is on NON Points Based Applications (PBS) – mainly settlement and family cases.

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

Judicial review of immigration decisions*

Half day 1pm - 5pm
 CPD: 3.5 hours
 Level Advanced/LSC level 2/
 OISC level 3
 Trainer: Ranjiv Khubber

28 Oct 10 10JR2810 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

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: Ali Bandegani

19 May 10 10PP1905 London
25 Aug 10 10PP2508 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 practitioner with longstanding experience of presenting appeals before the Immigration & Asylum Chambers of both the First and Upper Tier Tribunals. 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

- Understanding the process and procedure of seeking protection in the UK;
- Correct approach to assessment of evidence including credibility, oral and documentary evidence;
- Understanding legal test for refugee status, exclusion, and cessation;
- Understand what constitutes an immigration decision and the grounds of appeal.

Objectives

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

- Prepare and present an asylum appeal;
- Advocate before the First Tier Tribunal (Immigration and Asylum Chamber)

* Accredited by the Bar Standards Board.

Immigration Appeals & Court Procedure

General immigration

Challenging decisions of the First Tier Tribunal (IAC): procedure and practice

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

13 Jul 10	10FT1307	London
21 Oct 10	10FT2110	London

Course content

- the purpose of this course is to provide a practical guide to challenging appeal decisions of the First Tier Tribunal (Immigration and Asylum Chamber) by applications for permission to appeal;
- the course will look at the legal and procedural framework for applications made to the First Tier Tribunal (IAC) and the Upper Tier (IAC) including time limits;
- how to complete the notice of appeal forms and practical tips.

Objectives

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

- understand the basic principles of practice and procedure pursuing an application for permission to appeal;
- identify typical types legal error;
- understand the relevant time frames for applications;
- be familiar with the Practice Directions and Statements.

Permanent residence and settlement in the UK

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

22 June 10	10SL2206	London
1 Sept 10	10SL0109	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



Points-Based System

Working under the PBS

Half day	1pm - 5pm
CPD:	3.5 hours
Level:	Intermediate/advanced/ OISC level 2 & 3
Trainer:	Jonathan Kingham/ Andrew Tingley

29 June 10	10LW2906	London
5 Oct 10	10LW0510	London
25 Jan 11	11LW2501	London

Course content

The course will specifically provide you with:

- a breakdown of each of the categories that fall into each of the tiers under the PBS
- the Points-Based System – background and sources of law
- a breakdown of each of Tiers 1, 2 and 5 under the PBS – including an overview of the eligibility criteria and application procedures
- the rights of dependants to join those working in the UK
- touches upon challenging PBS decisions: appeal rights and administrative review
- an explanation of the system of sponsorship: the general duties on sponsors, the circumstances in which certificates are issued
- illegal working – civil penalties and the criminal offence
- an introduction to the General Grounds of Refusal and how they can be relevant to PBS applications

Administrative Review under the Points-Based System

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

2 Sept 10	10AA0209	London
1 Dec 10	10AA0112	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 PBS 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 verification.
- Tier 1 and Tier 2 Appeals
- Tier 5 Appeal rights and Administrative Reviews

Points-Based System

Tier 4 – latest changes and legal challenges

Half day 1pm - 5pm
CPD: 3.5 hrs
Level: All levels
Trainer: Azhar Chohan

10 Aug 10 **10T11008** **London**
14 Dec 10 **10T11412** **London**

Course content

This course will provide an overview of the Tier 4 scheme and anticipated changes to it. The training will be suitable for advisers and solicitors, as well as institutions, such as universities, that provide services to students.

The course will specifically deal with:

- the Tier 4 requirements in the Rules and guidance including the new requirement for a Confirmation of Acceptance of Studies (CAS).
- the powers of universities to carry out checks on students.
- in country rights of appeal.
- a brief account of administrative review for applicants living outside of the United Kingdom
- provisions laid before parliament that bring about changes to Tier 4, will be covered if as expected that are enacted within the next few months. These potential changes include new work restrictions for students studying courses below degree level, bans on family members from accompanying students who are following a course of study which is six months or less, and new limits on employment for accompanying family members.

Objectives

At the end of the course participants will have a good grasp of Tier 4 and its requirements, and any changes that are coming/have come into force at the date of the course.

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

24 May 10 **10EA2405** **London**
10 Nov 10 **10EA1011** **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 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 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.

* 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:	Navej Singh Ahluwalia

6 July 10	10HR0607	London
20 Oct 10	10HR2010	London

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 case law
- 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

* Accredited by the Bar Standards Board.

Migrant workers and their rights

JCWI can organise bespoke in-house courses for union officials and organisers. To discuss further, please contact Lucia Vanzo on 020 7553 7468 or 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.

This course aims to equip trade unions with all they might need to know about working in the UK. As such the course will cover:

- The Points-Based System
- Routes of employment outside of the Points-Based Scheme
- Sponsorship and civil penalties
- An examination of the immigration statuses that permit work
- The scheme for EEA workers including A2 and 8 workers
- An overview of the scheme for settlement and the new earned citizenship scheme (in the event that it is brought into force)
- The employment law rights migrant workers have
- The range of workplace issues which typically affect migrant workers, including immigration enforcement action in the workplace
- 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 practising barrister at Garden Court Chambers specialising in public law, EU law and immigration and asylum law with over 12 years' 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 organised by the Council of Europe, UNHCR and non-governmental organisations for the judiciary and for civil society throughout central and eastern Europe.

Ali Bandegani

Ali is a non-practising barrister. He works as a Legal Officer at Refugee and Migrant Justice. 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.

Adrian Berry

Adrian is a Barrister at Garden Court Chambers. He practices in British nationality law, EC law, immigration law, asylum support law, social security law, housing law and community care law. He has written articles and contributed chapters to books on various aspects of these subjects. He is a contributor to the *JCWI Handbook*, *Macdonald's Immigration Law and Practice* and the *Blackstone's Guide to the Borders, Citizenship and Immigration Act 2009* among other publications. He has provided legal training to advisors and lawyers for a number of years and teaches international migration law to LLM students.

Azhar Chohan

Azhar is an experienced immigration caseworker and a supervisor. He has worked at four different law centres in the past 18 years and he has also worked as a locum for the IAS in Birmingham as a counsellor dealing with appeals. He now mainly works as an appeals advocate in private practice. 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 Tribunal. He has been a panel member at UK Visas and a member of ILPA Family Sub-Committee. He is also a part time Parliamentary Researcher for an MP.

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.

Jonathan Kingham

Jonathan is a solicitor and advises on the full range of business and personal immigration matters, including complex applications and appeals. Jonathan acts for a range of corporates in the financial and professional sectors, and high net worth individuals, often in the entertainment industry. Over the last year he has delivered training courses to ILPA on EU law and the JCWI on Working under the PBS. Before joining Kingsley Napley LLP, Jonathan trained and practised at Bates,

Trainers' biographies

Wells and Braithwaite, where he had a mixed caseload of legal aid work – including asylum and human rights cases – and private immigration work for companies and individuals. He has also worked in legal publishing, as an Assistant Commissioning Editor for Oxford University Press, where he worked on a number of immigration titles including *Phelan & Gillespie's Immigration Law Handbook*.

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

Bryony Poynor

Bryony is a practicing barrister at Garden Court North chambers specialising in Immigration and European Human Rights Law. Previously a Lawyer at the European Court of Human Rights dealing exclusively with Immigration cases against the UK and a former Lecturer in Law at the University of Manchester teaching EU law. She is also a Member of the Bar Human Rights Executive Committee and has provided training for JCWI, HJT and the British East West Centre.

Andrew Tingley

Andrew joined Kingsley Napley in January 2009 and advises on the full range of business and personal immigration matters, including complex individual applications and appeals. He was called to the Bar in October 2006 and is currently cross-qualifying as a Solicitor. He has been a member of ILPA's Executive Committee and has delivered training courses to ILPA and other organisations on the Points Based System.

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.



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

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. A £3 handling fee is charged on all credit/debit card payments.

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.

Online booking is now available on the 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

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.

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 or emailed to training@jcwi.org.uk.

Venues

Course locations

LONDON courses are held at:

Shelter Training Unit

13 City Forum, 250 City Road,
London EC1V 2PU

Tel: 0844 515 1155

Shelter is within 10 minutes walking distance from Old Street tube station (northern line)

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 (17.5%). 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.

Fee categories	Half day 3.5 hours	One day course	Two day course	Five day course
JCWI members:				
● Private practitioners, statutory organisations and individuals)	£190	£235	£355	£650
● Voluntary organisations/ students/unwaged and pensioners	£155	£200	£280	£560
Further discount for Members				
10% discount will apply when booking on three or more different date courses or if you book on a 5-day course plus another course. Please note the discount does not apply when booking 3 or more delegates on the same course.				
Non-members	£250	£300	£400	£800

To become a member of JCWI, please complete the appropriate part at the bottom of the booking form on page 24. For more information on the fees, please see page 22. 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 @ 17.5% £ _____

Fee for Membership (if applicable – see page 22) £ _____

Credit/debit card handling charge of £3 £ _____

GRAND TOTAL £ _____

continued overleaf

* 10% discounts apply when booking on three or more different date courses or if you book on a 5-day course plus another course. Please note the discount does not apply when booking 3 or more delegates on the same course.

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 following categories below)
- | | |
|--|--|
| <input type="checkbox"/> Individual/Freelance | <input type="checkbox"/> Voluntary organisation/group |
| <input type="checkbox"/> Private practitioner | <input type="checkbox"/> Statutory body |
| <input type="checkbox"/> Commercial organisation | <input type="checkbox"/> 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 Website: www.jcwi.org.uk





GUIDE TO THE 'POINTS-BASED' SYSTEM

JCWI's 'Guide to the Points-Based System' is a new Handbook designed to help applicants, their advisers and 'sponsors' to get to grips with the new system for migration to the UK based on work, business and study. The Guide also covers similar routes that remain outside the PBS.

The PBS is the main part of a strategy described by the Government as the "biggest shake-up of the immigration system for 45 years".

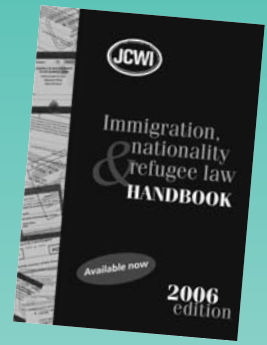
Following a similar format and style to JCWI's acclaimed *Immigration, Nationality and Asylum Handbook*, the new publication is a practical, accessible and comprehensive guide to the PBS covering:

- Overview of the new PBS and the allocation of points
- How to make applications to enter, remain and 'switch' under the PBS
- Qualifying and applying for sponsorship licences (employers and educational institutions)
- PBS Tier 1: general, entrepreneur, investor, post-study work
- PBS Tier 2: general, intra-company transfer, minister of religion, sportsperson
- PBS Tier 3: incorporating temporary, quota-based schemes
- PBS Tier 4: students
- PBS Tier 5: creative/sporting; charity work; exchange; international agreements
- Non-PBS work/study routes, including: business and special visitors, post-graduate doctors/dentists, prospective students, sole representatives and concessions
- General grounds of refusal under the Immigration Rules
- Human rights under the PBS
- Challenging decisions under the PBS, including: administrative review, appeals to the Two Tier tribunal, judicial review and discrimination remedies

Please contact:

**JCWI Publications,
115 Old Street, London EC1V 9RT,
Tel: +44 (0) 20 7553 7458
Fax: +44 (0) 20 7251 8707
Email: info@jcwi.org.uk**

Electronic update of JCWI's Immigration, Nationality and Refugee Law Handbook is 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), we bring you the electronic update of our highly acclaimed *Immigration, Nationality, and Refugee Law Handbook 2006*. The Handbook is an indispensable guide to law and practice in this area.

We wish to inform subscribers to the electronic update of JCWI's *Immigration, National and Refugee Law Handbook* that:

- The contents of the 2006 edition of the Handbook (printed version) is up to date until November 2005.
- The 1st tranche of the electronic update, posted on the EIN website, dealt with the relevant changes of the Handbook up to the date of 31 August 2007.
- The 2nd tranche was current until February 2008 which was posted on the EIN website in September/October 2008.

As there has been a rapid change in law and practice, including the enactment of the Borders, Citizenship and Immigration Act 2009 and the introduction of the new Points-Based System, we have decided not to prepare any more electronic updates of the JCWI's Handbook.

However, JCWI has embarked upon preparing a supplement to the Handbook which will be on the Points-

Based System, expected to be published in early 2010. We will begin work on the new edition of the Handbook as and when we are aware of the future Government's planned legislative programme.

To order an electronic update please visit: **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: info@jcwi.org.uk



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May 2010 – January 2011

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