

Human Resources

Immigration: Advertising

Resident Labour Market Test (RLMT) – Advertising

All posts of a year or more must be advertised. If you wish to sponsor a migrant worker you must complete a RLMT to show that no suitably qualified settled worker (no restrictions on their right to work in the UK) can fill the job.

An application for a Tier 2 sponsorship certificate must be made within six months of the advertisement, or 12 months if the post is on the UKBA Ph.D. list, which can be found on the HR website. A sponsorship certificate is only valid for three months from the date of issue.

To avoid discrimination all applicants should be treated the same whether or not they require permission to work in the UK.

Advertising requirements

Grades 1 -5 roles will be advertised for 2 weeks on the University’s website and any other publication as requested.

RLMT requirements if a Certificate of Sponsorship is necessary

* all Grade 6 (graduate level) and above roles must be advertised for a minimum of 4 weeks, in two media including JobCentre Plus;
* the only exception to advertising on JobCentre Plus is if the post is on the UKBA Ph.D. level list; Academic posts are included on this list;
* two media are still required if the post does not require a JobCentre Plus advert;
* the two media can be from the following: a UKBA approved website e.g. jobs.ac.uk; an approved national newspaper or magazine; JobCentre Plus when mandatory; the University website.

If you have any queries regarding advertising timescales please contact Head of HR Operations, Cherry Bennett, c.l.bennett@reading.ac.uk , telephone +44 (0)118 378 8752.

The advertisement must include:

* The job title;
* The job description and person specification;
* The location of the job;
* An indication of the \*salary package and range, and the terms on offer;
* The closing date for application, unless the job is part of a rolling recruitment programme (in which case the advertisement should state the period of the recruitment programme).

Exceptions to RLMT:

A RLMT is not required where a migrant currently has permission to stay in the UK under:

1. A migrant currently working for us and they wish to extend their leave to continue in the same post;
2. Shortage Occupation posts;
3. Tier 1 (Post study work);
4. Tier 1 (Graduate Entrepreneur)
5. The International Graduates Scheme;
6. The Fresh Talent Working in Scotland Scheme;
7. The Science and Engineering Graduates Scheme; or where
8. If the total salary package for the job will be £153,500 p.a. or above;
9. If they have, or were last granted permission to stay in the UK as a tier 4 migrant or as a student and during their last grant of leave, or a continuous period of leave that includes their last grant of leave, they have received final results confirming they:
	1. Have passed and will be (or have been) awarded a UK recognised bachelor’s or master’s degree, or
	2. Have passed and will be (or have been) awarded a UK Postgraduate Certificate in Education, or
	3. Have finished a minimum of 12 months study in the UK towards a UK Ph.D.

If a settled worker applies for the job but does not have the necessary qualifications, experience or skills, you cannot refuse to employ them unless you specifically requested these qualifications, experience or skills in the job advertisement.

\* Salary cannot be paid at a higher or lower rate than was advertised: If the adverts states £27,000 p.a. that is what must be paid; if a salary scale is used then the figure used must fall within that range. We cannot issue a CoS with a starting salary of £27,000 and then re-negotiate a starting salary at a higher rate. UKBA must be notified of any changes and a re-advertisement may be required.