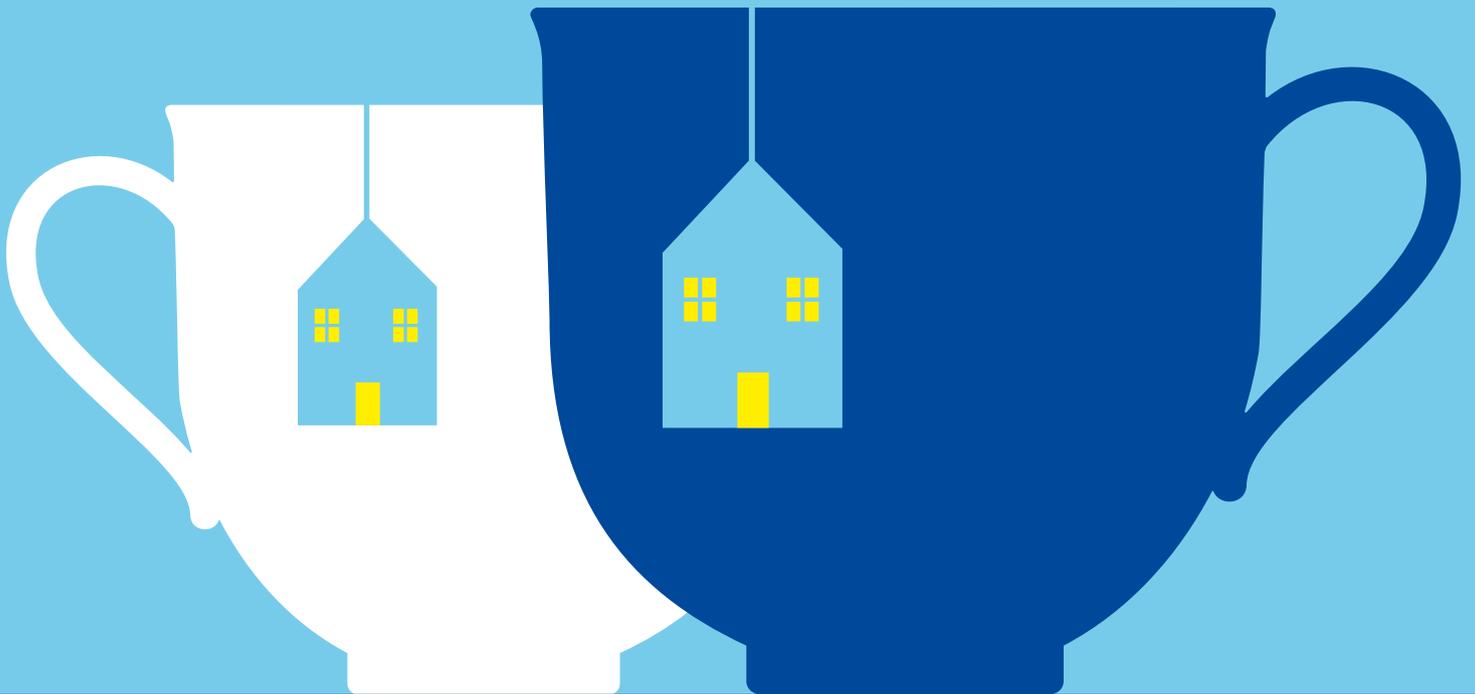




HM Government

# EU SETTLEMENT SCHEME INTRODUCTION FOR EMPLOYERS



For more information on the EU Settlement Scheme, including the support available, visit  
[gov.uk/eusettlementscheme](https://www.gov.uk/eusettlementscheme)

November 2020

# WHAT DOES THE EU SETTLEMENT SCHEME MEAN FOR EMPLOYERS?

**EU citizens<sup>1</sup>** and their **family members** (including children and non-EU citizens) need to apply to the **EU Settlement Scheme** to continue to live, work and study in the UK **beyond 30 June 2021**.

Given the valuable contribution EU citizens make to businesses and organisations across the UK, employers may wish to communicate with their EU staff about the EU Settlement Scheme.

## Your obligations as an employer

- There is **no legal obligation for you to communicate** the EU Settlement Scheme, however, you may wish to direct employees to the information that the government is providing.
- It is the **responsibility of the individual** to make an application to the EU Settlement Scheme. There is no requirement for the individual to inform you, as their employer, that they have applied or the outcome of their application. Likewise, you **should not check** that an employee has applied.
- You have a **duty not to discriminate against EU citizens** in light of the UK's decision to leave the EU as both a prospective and current employer. You cannot make an offer of employment, or continued employment, dependent on an individual having made an application.
- **You should not interpret information on the EU Settlement Scheme** provided by the government and you must be careful not to provide immigration advice for your employees, unless you are qualified to do so.
- EU citizens must be **resident in the UK by 31 December 2020** to apply to the EU Settlement Scheme. The **deadline** for applications to the EU Settlement Scheme is **30 June 2021**.
- From **1 January 2021**, the UK will introduce a **points-based immigration system**. You will need to be a **licensed sponsor** to hire eligible **employees from outside the UK**. Anyone you want to hire from outside the UK, excluding Irish citizens, will need to apply for permission in advance. Further information is available at [gov.uk/HiringFromTheEU](https://www.gov.uk/HiringFromTheEU)



EU Settlement Scheme guidance can be found at [gov.uk/eusettlementscheme](https://www.gov.uk/eusettlementscheme)

<sup>1</sup> All references to 'EU citizens' in this document include EEA and Swiss citizens, who can all apply to the EU Settlement Scheme. EU citizens do not need to apply if they have indefinite leave to remain or enter, or are an Irish citizen, but they can if they want to.

# WHAT DOES THE EU SETTLEMENT SCHEME MEAN FOR EMPLOYERS?

## Right to work checks

Job applicants can prove their right to work using any of the following:



**their valid passport or national identity card (until 30 June 2021)**  
if they are an EU, EEA or Swiss citizen



**their valid biometric residence card (until 30 June 2021)**  
if they are a non-EU, EEA or Swiss citizen family member



**their digital status under the EU Settlement Scheme**  
using the Home Office's online view and prove your immigration status service to generate a share code: [gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)

**There will be no change to right to work checks until after 30 June 2021** and you will not be required to undertake retrospective checks on existing EU employees.

For more information, visit [gov.uk/check-job-applicant-right-to-work](https://www.gov.uk/check-job-applicant-right-to-work)

## Access further information

The Home Office has set up various channels for you to access information about the EU Settlement Scheme:



Access EU Settlement Scheme guidance and refer your employees to the application start page at [gov.uk/eusettlementscheme](https://www.gov.uk/eusettlementscheme)



View the employer toolkit at [gov.uk/settled-status-employer toolkit](https://www.gov.uk/settled-status-employer-toolkit) to download communication materials to share with your EU citizen employees. Digital and social media assets are available to download via the online platform **Brandworkz**.

For information on how to prepare for the UK's points-based immigration system, visit [gov.uk/HiringFromTheEU](https://www.gov.uk/HiringFromTheEU)

# WHAT DOES THE TOOLKIT CONTAIN?

Download the below materials at [gov.uk/settled-status-employer-toolkit](https://www.gov.uk/settled-status-employer-toolkit) and share them with EU citizens, to inform them about the EU Settlement Scheme.

<b>Toolkit item</b> 	<b>Purpose</b> 	<b>Recommended use</b> 
PowerPoint presentation	Provides key information about the EU Settlement Scheme including support.	Use in presentations or webinars about the EU Settlement Scheme to leadership, HR, line managers of EU citizens and EU citizens themselves.
Template letter to EU citizen employees	Sets out key information about the EU Settlement Scheme, including how to apply and where to get support.	Circulate to EU citizen employees, working with HR colleagues and line managers.
Leaflet and factsheets (A5)	Provides key information on eligibility requirements, how to apply and the support services available.	Issue leaflets via desk drops or in your communal areas. Share via email or include in your newsletters.
Poster (A3)	Raises awareness about the need to apply.	Display in communal areas in your organisation. Upload to internal portals or share via email.
Translated materials: <ul style="list-style-type: none"> <li>• Factsheet (A5)</li> <li>• Poster (A3)</li> <li>• Video</li> </ul>	Provides information in 25 European languages and Welsh.	Issue leaflets via desk drops or in your communal areas. Share via email or include in your newsletters.
Digital and social media assets (e.g. videos and graphics) Further social media assets are also available to download via the online platform <b>Brandworkz</b>	Raises awareness of the scheme in a visual and engaging format and provides key information.	Upload to internal portals, share via email and on social media accounts (e.g. Facebook, Twitter and LinkedIn).



## Translated information on GOV.UK

EU Settlement Scheme guidance and materials have been translated into 25 European languages and Welsh.

For translated guidance, visit [gov.uk/settled-status-translations](https://www.gov.uk/settled-status-translations)

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# INFORMATION FOR EU CITIZENS

To support your employees, you can signpost the support services below:



## EU Settlement Resolution Centre

For questions about their application, applicants can call: **0300 123 7379 (from inside the UK)** +44 (0) 20 3080 0010 (from outside the UK) (Mon–Fri, 8am–8pm and Sat–Sun, 9.30am–4.30pm)

Find out about call charges at [gov.uk/call-charges](https://www.gov.uk/call-charges)

They can also ask a question using the online form:  
[eu-settled-status-enquiries.service.gov.uk](https://eu-settled-status-enquiries.service.gov.uk)



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## Assisted Digital

This free service is available over the phone and in person if applicants do not have the right access, skills or confidence to complete the online application form. Contact We-Are-Digital by calling **03333 445 675** (Mon–Fri, 9am–5pm). To check availability of this service and for more information, visit [gov.uk/eu-assisted-digital](https://www.gov.uk/eu-assisted-digital)



## ID document scanning service

This service is available to complete the proof of identity step if applicants do not have access to the EU Exit: ID Document Check app. There may be an administrative fee to use this service. To check availability of this service and for more information, visit [gov.uk/eu-id-scanner-locations](https://www.gov.uk/eu-id-scanner-locations)



## Community support

If applicants need more help with their application, they can contact a support organisation. A full list of funded organisations is available on [GOV.UK](https://www.gov.uk). There is also a postcode checker showing local support, visit [gov.uk/help-eu-settlement-scheme](https://www.gov.uk/help-eu-settlement-scheme)



For more information about the EU Settlement Scheme, including the support available, visit [gov.uk/eusettlementscheme](https://www.gov.uk/eusettlementscheme)