

Job Description

Job title	CAS Compliance Officer
School / department	UKVI Compliance
Grade	Grade 5
Line manager	Senior CAS Compliance Officer
Responsible for (direct reports)	NA
Date of creation or review	13/01/2026

Main purpose of the job

The UKVI Compliance team plays a pivotal role within UWL to ensure the UKVI sponsor license is maintained and fully compliant with student visa sponsorship duties.

The postholder is required to have overview of UKVI student visa holders, have a clear understanding of the UKVI Student visa regulations, sponsor duties and support the Senior UKVI CAS Officer to ensure the University remains complaint under the UKVI sponsorship license duties.

The postholder is required to work collaboratively and liaise with colleagues across the University departments e.g. International Admissions and International Recruitment teams and undertake the various activities required as part of the UKVI procedures and processes. As a Level 1 UKVI SMS user, the role involves checking student documentation, credibility checks, and issuing CAS to eligible students and assist with queries relating to UKVI via applications and process.

The postholder is required to liaise regularly with applicants/students and maintain up to date records of all student visa holders. Together with the ability to assess and react to any possible UVKI breaches and advise on appropriate measures/actions to be taken to solve the situation.

The postholder is required to ensure accurate student records and documentation is kept, maintained and up to date, ready for audit purposes in line with UKVI requirements.

Key areas of responsibility

Pre-CAS issuing:

To act as a UKVI SMS level 1 user to issue CAS for offer holders

To liaise and guide applicants through the CAS issuing cycle and keep them informed of their progress.

To undertake credibility interviews with 'offer' holders and keep accurate records of conversations.

To undertake pre-CAS financial document checks to ensure they meet the UKVI financial requirement.

CAS Issuing:

To take responsibility for the accurate, timely, and UKVI compliant issuance of CAS for Student Route for new applicants and students once all pre-checks have been verified.

To work with the international admissions and recruitment team to manage offer holders to CAS ready stage.

To ensure SMS is updated with any changes once a CAS has been issued.

To take responsibility for CAS issuing for extensions, including assessing previous study for time caps and academic progress; assessing previous academic performance, together with attendance and engagement. Liaison with School and Colleges to obtaining academic approval, when needed, in line with UKVI guidance and UWL policies.

Arrival & Enrolment

To assist in the enrolment process to ensure thorough visa checks are carried out while students are provided with a high level of service and provide guidance on acceptable visa status to students before and during the enrolment process and ensure the Right to Study checks are met.

General requirements:

Maintain up to date knowledge of UKVI compliance requirements and an overview of the Student Route guidance and policy. Keep up to date knowledge of issues and developments, attending training and information days as required.

To escalate any concerns where necessary to the Senior CAS Compliance officer for action.

To respond to emails, telephone calls and assist with face to face enquiries requiring specialist knowledge relations to UKVI compliance duties, with a particular specialism in CAS and change of circumstances related queries.

To maintain and ensure visa holding students files, both soft and hard copies are kept up to date in line with the University guidelines, retention policy and UKVI audit requirements.

To lead and run ad hoc mini audits to ensure the University is audit ready.

To hold an active and key role in the undertaking of a UKVI audit by gathering appropriate information and data required.

To assist the UKVI Visa compliance team with sponsor duties as and when required.

To deputise for the Senior CAS Compliance Officer at any meetings on UKVI compliance matters.

To always undertake duties with due regard to the university's Equal Opportunities Policy and Equality and Diversity Policy

To be aware of and always comply with the General Data Protection Regulation (GDPR) and Freedom of Information Act.

Adhere to all the university's procedures and policies.

Any other duties assigned by the Head of Visa Compliance and Senior CAS Compliance Officer to ensure the efficient and effective operation of the UKVI Compliance team.

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	Educated to a degree level or equivalent demonstrable experience	Essential	X	X	
	Understanding of the issues in Further/Higher Education, either through personal experience or previous work in Higher Education	Essential	X	X	
Knowledge and experience	Extensive administration office experience, including management of sensitive personal data	Essential			
	Excellent IT skills – particularly, MS office (word, excel, outlook) and excellent knowledge and experience of databases e.g. Tribal SITS or similar	Essential	X	X	X
	Experience of providing excellent customer service in person, by telephone and via email.	Essential	X	X	
	Experience and ability to manipulate different sets of data	desirable	X	X	
Specific skills to the job	Previous work experience in using UKVI SMS as a Level 1 user	Essential	X	X	
	Experience of the CAS process and issuing of CAS	Essential	X	X	
	Knowledge of current UKVI requirements for CAS issuing and visa sponsorship regulations	Essential	X	X	
	Ability to balance conflicting workloads and prioritise own workload effectively	Essential	X	X	
General skills	Methodical - ability to follow set processes and procedures	Essential	X	X	
	Understanding of data integrity and attention to detail regarding data quality	Essential	X	X	

	Excellent spoken and written communication skills with a wide range of stakeholders at all levels	Essential	X	X	
	Experience of planning and prioritising competing and complex workloads, frequently under pressure.	Essential	X	X	
Other	Able to communicate with international students where English is not a first spoken language	Essential	X	X	
	Able to convey complicated legal information and processes to students and working with all levels of management	Desirable	X	X	
	Resilience and the ability to perform consistently well under pressure in an environment where the pace of work is demanding	Essential	X	X	
<p>Disclosure and Barring Scheme Is a DBS Check required: <input checked="" type="checkbox"/> DBS <input type="checkbox"/> This post does not require a DBS check</p> <p>Before making a selection, please refer to the University's Disclosure and Barring Checks Guidance for Staff and Criminal Convictions, Disclosures and Barring Staff Policy and Procedure. If a DBS check is required for the role, a Check Approval Form will need to be completed.</p>					
<p>¹Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.</p> <p>²Demonstration: Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.</p>					