

6 July 2010

Dear

**Re: Implementing Changes to the Knowledge of Language Requirement for  
Citizenship and Settlement**

We recently wrote to you about changes to the ESOL provisions within the knowledge of language and life requirement for people seeking settlement in the UK or naturalisation as a British citizen. These changes came into force on 7 April 2010.

In order to meet the revised requirements applicants must have obtained a relevant ESOL qualification from an approved awarding body following attendance on a course which was taught using specified citizenship materials. Since 7 April 2010, they must also meet the following additional requirements:

- They must have studied for their ESOL qualification at an “accredited college”; and
- They must be able to demonstrate that they have progressed at least one level in order to obtain their qualification.

An “accredited college” means a college which is either

- a publicly funded college subject to inspection by Ofsted or its devolved equivalents;  
or
- a private college which is accredited by Accreditation UK, the British Accreditation Council (BAC), the Accreditation Body for Language Services (ABLS) or the Accreditation Service for International Colleges (ASIC).

Those applying for settlement or naturalisation will be asked to provide a letter-headed document from the college, containing the official stamp or seal of the college. This should include:

- The student's name
- The title of the qualification obtained
- The name of the awarding body
- That the course contained citizenship materials derived from the document entitled "Citizenship Materials for ESOL Learners" produced by NIACE/LLU+
- That the student was assessed at the beginning of the course by a suitably qualified teacher
- The level at which the student was originally assessed
- The level to which he or she has progressed
- The duration of the course

In addition to this letter we are now asking colleges to provide evidence of how they meet the definition of an "accredited college". We would like you to provide the following information to ensure this is clear:

- If you are a publicly funded college, you should provide evidence of your current funding.
- If your college is a private college which delivers courses by arrangement with or under contract to a publicly funded institution, you should provide details of that arrangement, and a letter from the publicly funded institution confirming the arrangement.
- If you are subject to inspection by Ofsted, the Education and Training Inspectorate (Northern Ireland), Her Majesty's Inspectorate of Education or Estyn, you should provide evidence of this.
- If you have been accredited by Accreditation UK, the British Accreditation Council, the Accreditation Body for Language Services or the Accreditation Service for International Colleges, you should provide evidence of your accreditation.

This should be in the form of a photocopy of the relevant contract or agreement, which clearly confirms this information. We will not retain this information centrally, in view of the fact that the status of institutions can change, and so copies of this evidence will need to accompany each letter (unless the students are making a family application and attended the same institution).

It is also possible that you may be contacted by former students who obtained a qualification before the recent changes to the KOL requirements but who are only now applying for settlement or citizenship. If your college was not then accredited but now is, you should provide evidence of how you currently meet the definition of an accredited college. If the college was accredited when the qualification was received, but no longer meets that definition, you would need to provide evidence that it did so at the date the qualification was obtained. You should also use the attached template when providing this information to your client.

A template for the new letters is included at Annex A. This information will additionally be published on our website.

Yours sincerely

Jane Whitehead (Ms)  
Knowledge of Life Operational Policy

## **ANNEX A – Template letter**

This is to confirm that \_\_\_\_\_ (name)

was awarded the attached certificate in ESOL Skills For Life Speaking and Listening/National Qualifications Unit in ESOL by \_\_\_\_\_ (name of awarding body).

The certificate was gained after successful completion of an ESOL course provided by this institution. The course was delivered in a citizenship context by a suitably qualified teacher and used materials derived from “The Citizenship For ESOL Learners” pack produced for the Home Office by NIACE and LLU+.

I can confirm that the student was assessed at \_\_\_\_\_ level before commencing the course and has progressed to \_\_\_\_\_.

This qualification was obtained at \_\_\_\_\_ (name of institution) following a course which was \_\_\_\_\_ in duration.

This institution is an accredited college because it is: (please tick)

- a publicly funded college that is subject to inspection by Ofsted (England)
- a publicly funded college that is subject to inspection by the Education and Training Inspectorate (Northern Ireland)
- a publicly funded college that is subject to inspection by Her Majesty’s Inspectorate of Education (Scotland)
- a publicly funded college that is subject to inspection by Estyn (Wales)
- a publicly funded college that is subject to an inspection programme that has been approved by the Island’s Government (Channel Islands or Isle of Man)
- a private college that has been accredited by Accreditation UK
- a private college that has been accredited by The British Accreditation Council
- a private college that has been accredited by the Accreditation Body for Language Services
- a private college that has been accredited by the Accreditation Service for International Colleges
- a private college that has been accredited by an accreditation body that has been approved by the Secretary of State. *Please state accreditation body:*  
\_\_\_\_\_ .

Signed:

College stamp

Print name:

Position:

Date:

**You should attach evidence of how you meet the criteria to be an accredited college:**

- If you are a publically funded college, you should provide evidence of your current funding.
- If your college is a private college which delivers courses by arrangement with or under contract to a publicly funded institution, you should provide details of that arrangement, and a letter from the publicly funded institution confirming the arrangement.
- If you are subject to inspection by Ofsted, the Education and Training Inspectorate (Northern Ireland), Her Majesty's Inspectorate of Education or Estyn, you should provide evidence of this.
- If you have been accredited by Accreditation UK, the British Accreditation Council, the Accreditation Body for Language Services or the Accreditation Service for International Colleges, you should provide evidence of your accreditation.

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**WARNING:** To give false information on this form knowingly or recklessly is a criminal offence punishable with up to 3 months' imprisonment or by a fine not exceeding £5,000 or both. (Section 46(1) of the British Nationality Act 1981, as amended, or section 26(1) of the Immigration Act 197, as amended).