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Confirmation of Employment (CoE)

Guidance for Employers

Version 12 valid from 01 July 2024

The guidance is not a substitute for the immigration rules which set out the requirements an Isle of Man employer and the employee or transferee wishing to come to the Isle of Man to work, must comply with. Reference should be made to Appendix W: Part 6 of the Isle of Man Immigration Rules.

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Section 1: Overview

Isle of Man Worker Routes:

1. The **Worker Migrant** route enables Isle of Man employers to recruit and retain employees from overseas to fill a specific vacancy that cannot be filled by a suitable settled worker.
2. The **Isle of Man Health and Care Visa** is available for qualified doctors, nurses and other allied health professionals trained to a recognised standard, who are applying under the Worker Route for Entry Clearance or Leave to Remain, who will be taking up a job under one of the Standard Occupational Classification (SOC) Codes listed in section 4 of this guidance.
3. The **Worker (Intra Company Transfer (ICT)) Migrant** route enables multinational employers to transfer their existing employees from outside the UK and Islands to their Isle of Man branch for training purposes or to fill a specific vacancy. **This route is for Intra Company Transfers and not a route specifically for those in the Information & Communications Technology sector.**
4. The Worker (Seasonal) Migrant- **This route is now closed to new applicants.**

A Confirmation of Employment (CoE) is a document issued by the Isle of Man Immigration Service¹ to an **Isle of Man Employer** wishing to **employ or retain** a person who is not a settled worker. A potential employee who is not a settled worker must have a valid CoE, issued by the Isle of Man Immigration Service. The issuance of the CoE allows the prospective employee to apply for a Worker Migrant visa. Once this visa is issued, they can travel to and take up their employment in the Isle of Man. It is strongly advised that travel should not be booked before the visa is issued.

The Isle of Man employer must apply for the CoE on behalf of their employee before they start a new job and before the employee can make an application for entry clearance or to extend their leave to remain in the Isle of Man.

Applications for a CoE that are incomplete or missing documents will be returned without consideration.

¹ The Isle of Man Immigration Service is an office within the Customs and Immigration Division of the Treasury, a Department of the Isle of Man Government.

Full details can be found in Part 6 of Appendix W to the Immigration Rules. The current version of the Rules is on the Isle of Man Government website at www.gov.im/immigration.

Fee - There is no fee charged for an application for a CoE.

Section 2: Isle of Man Employer

In order to be eligible to apply for a CoE you must meet the below criteria to be considered an "Isle of Man employer", meeting one of the 4 requirements below. You will be required to provide evidence with your first application for a CoE

The requirements are that:

- a. you are an Isle of Man Government Department, Statutory Board or an office of the Government; or
- b. you are an Isle of Man legal entity; or
- c. you have a registered office or principal place of business in the Isle of Man or
- d. you are registered as a foreign company under the Foreign Companies Act 2014.

Except where you meet (1) above, with your first application for a CoE you **must** also provide evidence that you:

- a. have a current, corporate bank account with a bank licensed by the Isle of Man Financial Services Authority, or a current account with an overseas deposit taking institution; and
- b. are subject to Isle of Man taxation and registered with the Isle of Man Treasury Income Tax Division for income tax and national insurance purposes as an employer; and
- c. are not classed as a sole trader or partnership.

Franchises operated by individuals and which are not a separate legal entity will not be issued with a Confirmation of Employment.

The Immigration Office may request the above information in any subsequent applications.

Section 3: About the vacancy

Establishing the details of the employment

The current [Isle of Man Immigration Rules](#) are found on our website. Part 7 of Appendix W contains 15 Tables that determine the details of the employment that are eligible for the issuance of a CoE. The vacancy must fall into one of the Eligible Employment categories set out in these Tables. The Tables are divided into Sectors (see list below) you can use the Contents at the start of the Immigration Rules to jump directly to each Sector Table.

Table 1	E-Business & Information Communication Technology
Table 2	Medical, Health & Social Care
Table 3	Education & Training
Table 4	Hospitality, Catering and Food Production
Table 5	Horticulture and the Environment
Table 6	Financial & Professional Services
Table 7	Engineering & Manufacturing
Table 8	Construction
Table 9	Law
Table 10	Scientific
Table 11	Retail
Table 12	Utilities, Mining and Quarrying
Table 13	Logistics and transport
Table 14	Public Service
Table 15	Other roles not elsewhere specified

The job description must closely correlate with the example job tasks provided.

The Standard Occupational Classification (SOC) codes are based on the SOC 2010 system designed by the Office for National Statistics, except where otherwise stated. This system is designed to cover all possible employments.

References to "job" refer to the most appropriate match for the employment in question, as it appears in the tables in this Part. The job description must correlate with the most appropriate match, according to the SOC 2010 system. The Isle of Man Immigration Office will apply the most appropriate match based on the job description in an application, even if this is not the match stated by the applicant or their Employer

When the appropriate job title and description is identified, employers must note the relevant 4-digit SOC code from the table and record this on the CoE. This is required to establish the appropriate salary.

Salary and terms of employment

For Worker Migrants and Worker (ICT) Migrants, the gross annual salary offered must be at least £20,800 or the appropriate rate for the employment as set out in the relevant SOC code and shown in the Part 7 Tables, whichever is the higher. For Worker (Seasonal) Migrants, there is a blanket minimum salary of at least £20,800.

The SOC codes entries in Part 7 contain two salary columns "New Entrant" and "Experienced".

The New Entrant salary only applies to certain employees who are under the age of 26, the Experienced Worker salary applies in all other cases: See the introduction of Part 7 of Appendix W for the full requirements.

For Worker Migrant & Worker (ICT) Migrant applications the pay must be compliant with regulations under the Minimum Wage Act 2001.

If the vacancy does not meet these criteria, a CoE will not be issued. An example entry from the Tables in Part 7 is below ²:

SOC Code	Description	Related Job Titles	Example Job Tasks	New Entrant Salary	Experienced Salary	Key Employment
1131	Financial Managers & Directors	<ul style="list-style-type: none"> • Investment banker • Treasury manager 	<ul style="list-style-type: none"> • participates in the formulation of strategic and long-term business plans, assesses the implications for the organisation financial mechanisms and oversees their implementation; • plans external and internal audit programmes, arranges for the collection and analysis of accounting, budgetary and related information, and manages the company's financial systems; • determines staffing levels appropriate for accounting activities; • assesses and advises on factors affecting business performance. 	£26,700	£40,400	Yes

Appropriate Salary

The following items only will be taken into account to calculate the appropriate salary:

- (a) guaranteed gross basic pay, and
- (b) guaranteed allowances which will be paid for the duration of the applicant's employment in the Isle of Man and which would be paid to a Settled Worker in similar circumstances.

The following items will not be taken into account in reckoning the amount of the appropriate salary:

- (a) any allowances other than those specified in (b) above,
- (b) one-off payments, such as those associated with the cost of relocation, which do not form part of the applicant's regular salary package,
- (c) payments which cannot be guaranteed, such as bonus or incentive related pay,
- (d) overtime payments, whether or not overtime is guaranteed,
- (e) payments to cover business expenses, including (but not limited to) training, travel to and from the sending country, hotels and business travel within the British Islands,
- (f) payment of any tuition fees, or

² You will note in the below table that the Key Employment column has been marked as "Yes". This means that the Resident Labour Market Test does not need to be conducted.

- (g) payment of any tuition fees, or
- (h) the value of any shares which the applicant has obtained during their Isle of Man employment. **The Worker (Seasonal) route has different requirements relating to Salary.** See Section 5 of this guidance for further information.

Resident Labour Market Test (RLMT) and Advertising

The Isle of Man employer must ensure that they have carried out the appropriate Resident Labour Market Test (RLMT) demonstrating that settled workers were given priority for the offered job position over a prospective non-settled worker³ before a CoE application can be made. The only exceptions to this are where the vacancy is exempt from the RLMT (See exemptions section below)

To meet the Resident Labour Market Test, the vacancy must have been advertised to settled workers for at least 14 days by the Isle of Man **JobCentre** and in **at least one other medium**. Part 6.3 of Appendix W sets out the full requirements for the advertisement content and publication. **6.3 (2) contains "Table 1" which details the other methods of advertising that may be used to meet this requirement.**

Type of medium	Criteria for suitable media
Newspaper	<p>Must be:</p> <ul style="list-style-type: none"> • marketed throughout the UK and Isle of Man, and • published at least once a week
Professional journal	<p>Must be:</p> <ul style="list-style-type: none"> • available throughout the UK and Isle of Man, published at least once a month, and • related to the nature of the employment i.e. a relevant trade journal, official journal of a professional occupational body, or subject-specific publication
Website	<p>Must be one of the following:</p> <ul style="list-style-type: none"> • an online version of a newspaper or professional journal which would satisfy the criteria above, • the website of a prominent professional recruitment organisation, which does not charge a fee to jobseekers to view employment advertisements or to apply for employments via those advertisements, or • if the Employer is a multinational organisation or has over 250 permanent employees in the UK/Isle of Man, the Employer's own website

³A settled worker is defined in Appendix W and includes British or Irish Citizens and those who hold Settled Status.

The advertisements must be in English and be fair and must not be tailored to suit a certain person. The advertisements must be lawful under the Employment (Sex Discrimination) Act 2000, the Employment Act 2006, the Control of Employment Act 2014 and the Equality Act 2017.

The advertisements must contain the employment title and state the main duties and responsibilities of the employment (job description). The location of the employment must be stated in the advert, along with an indication of the salary package or salary range or terms on offer.

Details must be given of the skills, qualifications and experience required for the employment, the closing date for applications, and have been advertised within six months before the date the application for a Confirmation of Employment is received by Immigration Officers.

Exemption from the RLMT

Key Employment- Certain SOC codes in the Tables in Part 7 of Appendix W are marked "Yes" in the Key Employment column; see example above. The employment must also be for at least 30 hours per week to qualify for this exemption. Being considered Key Employment means that the RLMT does not need to be carried out.

Worker (ICT) Migrants- are also exempt from the RLMT where the employer is transferring a current employee to an Isle of Man branch using the Worker (Inter Company Transfer) See 6.3.1 (1)) () of the Immigration Rules.

Worker Migrants staying in the same employment while renewing their visa are also exempt. See 6.3.1 (c) & (d) of the Immigration Rules for full detail.

Worker (Seasonal) Migrants- have different RLMT requirements which are contained in 6.4 of Appendix W. The key difference is that only the advert with the Job Centre is required and no second medium of advertising is required.

Working for a third party

A CoE will not be issued where the employment amounts to either the hire of the migrant to a third party who is not the employer OR undertaking ongoing routine employment or service for a third party.

However, certain Worker Migrants may undertake work for a third party if they meet the criteria set out in Appendix W of the Rules. The third party and nature of the work must be stated and approved on the Worker Migrant's current valid Confirmation of Employment before they begin any work for the third party. The work done for the third party must fall within the job roles and tasks that are carried out in the following SOC codes:

- 2135 (IT business analysts, architects and system designers)
- 2136 (Programmers and software development professionals)

- 2137 (Web design and development professionals)

The third party themselves must be an Isle of Man employer and you may be asked to provide evidence of this, such as proof of their registration with Isle of Man Treasury Income Tax Division for income tax and NI purposes, copies of the third party's annual returns.

You must remain responsible for paying the Worker Migrant's salary at all times, and not the third party.

You must apply for a new Confirmation of Employment where you require the Worker Migrant to work for a third party who has not already been stated and approved on the Worker Migrant's current valid Confirmation of Employment document.

Worker Migrants undertaking work for a third party not in accordance with the above criteria (detailed fully in the Immigration Rules) may invalidate their Confirmation of Employment and have their Immigration permission curtailed.

Supplementary Employment

In the case of a Worker Migrant and Worker (Intra Company Transfer) Migrant, supplementary employment means other employment which appears in Part 7 of this Appendix, or in the same profession and at the same professional level as that which the migrant is being employed to do. Supplementary employment is allowed provided that the migrant remains working for the Employer in the employment that the Confirmation of Employment records that the migrant is being employed to do. The **supplementary employment must not exceed 20 hours per week** and take place outside of the hours when the migrant is contracted to work for the Employer in the employment the migrant is being sponsored to do.

In the case of a Worker (Seasonal) Migrant supplementary employment means any other employment which appears as an eligible SOC code listed under section 5 of this Confirmation of Employment guidance document, provided that the migrant remains working for the Employer in the employment that the Confirmation of Employment records that the migrant is being employed to do.

The total combined working hours of any supplementary employment roles does not exceed the total number of hours that is confirmed on the Worker (Seasonal) Migrant's primary employment as stated on their current valid Confirmation of Employment.

Prohibited Changes to Employment

The changes set out in paragraph 5.1(2) of Appendix W are prohibited changes to the employment circumstances of a Worker Migrant, Worker (Seasonal) Migrant and Worker (ICT) Migrant. A prohibited change may only be carried out if an application for a new Confirmation of Employment is made and issued which expressly permits that prohibited change. Where a

prohibited change is made without a new Confirmation of Employment being issued permitting that change, then the current Confirmation of Employment will be invalidated.

An application for a further Confirmation of Employment made in accordance with paragraph 5.1(1) does not require a new application for leave to remain to be made unless it lists an employment duration which is greater than the period for which the migrant's current entry clearance or leave to remain was granted.

The following are prohibited changes:

- the migrant is absent from work without pay for four weeks or more in total, according to his/her normal working pattern (whether over a single period or more than one period), during any calendar year (1 January to 31 December), unless the absence from work is due solely to: (i) Maternity leave, (ii) Paternity leave, (iii) Adoption leave, or (iv) Long term sick leave of one calendar month or more during any one period.
- The employment changes such that the migrant is working for a different employer, unless:
 - the migrants' Employer transfers the trade, business or undertaking for which the migrant works to another Employer (the "Transferee") and the Migrant continues to work in the same employment,
 - the migrant is issued with a valid Confirmation of Employment by the Transferee within 28 days of the business being transferred, and
 - the length of the period of engagement remains the same as the migrant's current grant of leave.
 - The employment changes to employment in a different Sector (as defined in this Appendix) to that recorded by the Confirmation of Employment.
 - The employment changes to employment in a different Standard Occupational Classification (SOC) code to that recorded by the Confirmation of Employment where the applicant was subject to, or relied on, that Confirmation of Employment in the application which led to his or her current grant of entry clearance or leave to remain.
- The gross annual salary (including such allowances as are specified as acceptable for this purpose in paragraph 1.1 of the Appendix) falls below the appropriate rate for that Employment as specified in paragraph 1.1 of this Appendix.
- If the migrant holds a Confirmation of Employment in a Standard Occupational Classification Code listed, in Part 7 of this Appendix, as a Key Employment and the employment changes to one with a Standard Occupational Classification Code that is not listed as a Key Employment in Part 7 of this Appendix.

- Except where the foot note applies⁴, the gross annual salary (including such allowances as are specified as acceptable for this purpose in paragraph 1.1 of this Appendix) reduces below: (i) any minimum salary threshold specified in paragraph 1.1 of this Appendix of these Rules, where the applicant was subject to or relied on that threshold in the application which led to his or her current grant of entry clearance or leave to remain, (ii) the appropriate salary rate for the employment as specified in Part 7 of this Appendix, or (iii) in cases where there is no applicable salary rate in Part 7 of this Appendix, the salary recorded by the Confirmation of Employment which led to his or her current grant of entry clearance or leave to remain.
- Where a prohibited change is made as listed in paragraph (2) above and a further Confirmation of Employment has not been granted in accordance with paragraph (1) above, the migrant's leave may be curtailed in accordance with paragraph 4.1(2)(c).

Section 4: Health and Care Visa

The Health and Care Visa is available to qualified doctors, nurses and other allied health professionals who have been trained to a recognised standard and who have good working English. The benefits for such workers are fast-track entry, reduced visa fees and priority support to come to the Isle of Man with their families. The Health and Care Visa is part of the Worker Migrant visa route, anyone wishing to apply must meet all of the requirements of the Worker Migrant route.

Health and Care Visa Eligibility

The Isle of Man Health and Care Visa is available for individuals, who are applying under the Worker Route for Entry Clearance or Leave to Remain, who will be taking up a job under one of the Standard Occupational Classification (SOC) Codes listed below, and will be employed by:

- the National Health Service,
- an organisation/business which provides services commissioned by the Isle of Man NHS,
- the Department of Health and Social Care, or

⁴ Other reductions in salary are permitted if the reduction coincides with a period of: (i) maternity leave, (ii) paternity leave, (iii) adoption leave, (iv) long term sick leave of one calendar month or more, (v) working for the Employer's organisation while the migrant is not physically present in the Isle of Man, if the migrant is a Tier 2 (Intra-Company Transfer) Migrant, or (vi) Undertaking professional examinations before commencing work for the Employer, where such examinations are a regulatory requirement of the employment the migrant is being employed to do, and providing the migrant continues to be employed during that period. (i) The migrant engages in work for a third party and (i) the third party is not recorded on their current, valid Confirmation of Employment as a third party whom they are permitted to undertake work for, or (ii) the work done for the third party in any other way does not comply with the requirements at paragraph 6.2(6A).

- an adult care home (as defined by section 16 of the Regulation of Care Act 2013) that is registered with the Department of Health and Social Care as required by the Regulation of Care Act 2013, or
- a person who is employed or engaged by, or registered with, one of the following organisations: General Chiropractic Council; General Dental Council; General Medical Council; General Optical Council; General Osteopathic Council; General Pharmaceutical Council; Health and Care Professions Council; Nursing and Midwifery Council; or Pharmaceutical Society of Northern Ireland.

Applicants for the Health and Care Visa will need to meet all other criteria for a Worker Migrant such as:

- have a valid confirmation of employment for the job,
- will be paid a salary at the appropriate rate for the job,
- proven level of English,
- required level of personal savings,
- tuberculosis test if they are from a listed country⁵,
- provide a criminal record certificate from any country they have lived in for 12 months or more in the last 10 years, if they will be working with vulnerable people.

These requirements are contained in the Worker Migrant guidance documents found at <https://www.gov.im/categories/travel-traffic-and-motoring/immigration/work/workers/guidance-forms-for-worker-migrant-routes/>

⁵ See Appendix Tuberculosis to the Isle of Man Immigration Rules.

List of Standard Occupational Classification codes to which the Health and Care Visa will apply:

- 1181 – Health services and public health managers and directors
- 1242 – Residential, day and domiciliary care managers and proprietors
- 2112 – Biological scientists and biochemists
- 2113 – Physical scientists
- 2211 – Medical Practitioners
- 2212 – Psychologists
- 2213 – Pharmacists
- 2214 – Ophthalmic Opticians
- 2215 – Dental practitioners
- 2217 – Medical Radiographers
- 2218 – Podiatrists
- 2219 – Health Professionals not elsewhere classified
- 2221 – Physiotherapists
- 2222 – Occupational Therapists
- 2223 – Speech and Language Therapists
- 2229 – Therapy professionals not elsewhere classified
- 2231 – Nurses
- 2232 – Midwives
- 2442 – Social Workers
- 3111 – Laboratory Technicians
- 3213 – Paramedics
- 3217 – Pharmaceutical technicians
- 3218 – Medical and dental technicians
- 3219 – Health associate professionals not elsewhere classified
- 6141 – Nursing auxiliaries and assistants
- 6143 – Dental nurses
- 6145 - Care workers and home carers
- 6146 – Senior care workers

This is an exhaustive list – applicants must be taking up a job in one of the above occupations in order to be eligible for a Health and Care Visa.

Employer requirements

When applying for the Confirmation of Employment, the Isle of Man employer will be required to include a brief explanation setting out how the employee will meet the Health and Care Visa requirement. They should also tick the applicable box on the CoE.

Where an organisation/business is an Isle of Man Employer providing services commissioned by

the Isle of Man NHS, when applying for the Confirmation of Employment the Isle of Man Employer must provide evidence of the contract arrangement with the Isle of Man NHS.

When issued, the Confirmation of Employment will show the role is eligible for a Health and Care Visa.

The employer will be responsible for informing the applicant they are eligible for the Health and Care Visa, so that the applicant can correctly complete the visa application form.

Applicants for the Health and Care Visa will need to meet all of the other criteria for a Worker Migrant. Further information is found in Appendix W of the Immigration Rules and on the [Immigration section of the Government Website](#).

Entry Clearance – Health and Care Visa application process

Please see our [“Worker Migrant - Entry Clearance Guidance Notes”](#) found here when making a Health & Care Entry Clearance application.

In Country – Health and Care Visa application process

Please see our [“Worker Migrant - Leave to Remain Guidance Notes”](#) found here when a Health & Care Further Leave to Remain application.

Health and Care Visa Fast-track entry

Entry Clearance Health and Care Visa applications will be processed, and a decision arrived at, within 7 working days from the date the application, and all relevant specified evidence, is referred to an Isle of Man Immigration Officer by UK Visas and Immigration.

In Country Health and Care visa applications will be processed, and a decision arrived at, within 7 working days from date the application and all relevant specified evidence is submitted and the correct fee is paid, to the Isle of Man Immigration Office.

Whilst every effort is made to work to and often exceed these processing times, some applications may take longer to process, due to their complexity or if further information is needed from the applicant, or where checks made to 3rd parties are not returned to us in a timely manner.

Health and Care Visa Priority Support

The Immigration Service will provide priority support to any employers or applicants who may have questions or an issue in relation to their Health and Care Visa, Health and Care Visa application or application for a Confirmation of Employment in support of a Health and Care

Visa. The Immigration Service can be contacted by emailing immigration@gov.im.

Section 5: Seasonal Worker

This route is now closed to new applicants

In addition to this route being closed to new applications. This visa cannot be extended, dependants cannot apply alongside or to join their partner or parent and this is not a route to settlement.

For holders of existing valid Worker (Seasonal) Migrant visas the conditions and expiry (as set out Immigration Rules at the time that the visa was granted) are unchanged by the closure of the route to new applicants.

The conditions and expiry will be reflected in a visa vignette in the holder's passport and are (unless stated otherwise) as follows:

- no recourse to public funds;
- no employment except:
 - (i) working for the Employer in the employment that the Confirmation of Employment records that the migrant is being employed to do, subject to any notification of a change to the details of that employment, (other than prohibited changes as defined in Part 5 of Appendix W of the Immigration Rules,)⁶ and;
 - (ii) supplementary employment; and
 - (iii) voluntary work;
- study subject to the condition set out in Part 15 of the Rules where the applicant is 18 years of age or over at the time their leave is granted, or will be aged 18 before their period of limited leave expires; and
- a valid Confirmation of Employment (in accordance with paragraph 6.1 of Appendix W of the Rules) must be held at all times during the grant of leave.

Any employee or employer with questions about the above should contact the Immigration service at Email: Immigration@gov.im, Tel: 01624 685203 or by visiting our [Public Counter](#) at Government Offices.

⁶ See Appendix T to the Isle of Man Immigration Rules.

If a CoE is required to authorise a Prohibited Change (See “ **Prohibited Changes to Employment**” in Section 3 above) for the holder of an existing Worker (Seasonal) Migrant visa (for example, the holder wants to change Employer) you will still need to meet the Confirmation of Employment requirements and have this issued as set out in Appendix W of the Immigration Rules.

The employee must be taking up a job in one of the occupations in Standard Occupational Classification (SOC) Codes listed below, and be employed by an Isle of Man Employer.

Eligible Standard Occupational Classification (SOC) Codes

Only the SOC codes listed in the tables below are eligible for the Worker (Seasonal) Migrant route. Employees who hold Worker (Seasonal) Migrant visas must continue to be in job in one of the occupations in Standard Occupational Classification (SOC) Codes listed below, meet the salary requirements and be employed by an Isle of Man Employer as recorded in their valid CoE.

Salary requirements

Seasonal visa holders must be paid a minimum of £20,800 per year. This rate must be pro-rata the duration of their employment. i.e. were they employed for 12 months their salary would amount to £20,800. See the “Salary and terms of employment” part of Section 3 of this guidance for general information on salary.

Example A

Employer A wants to hire a Worker (Seasonal) Migrant for 6 months, and will pay them a monthly salary of £1,800.

$$£1,800 \times 12 = £21,600$$

The salary requirement in this case will be met, as the monthly salary of £1,800 would amount to more than £20,800 were the migrant to be paid this salary for an entire 12 month period.

Example B

Employer B wants to hire a Worker (Seasonal) Migrant for 3 months, and will pay them a monthly salary of £1,000.

$$£1000 \times 12 = £12,000$$

The salary requirement in this case will not be met, as the monthly salary would not amount to

at least £20,800 were the migrant to be paid this salary for an entire 12 month period.

Example C

Employer C wants to hire a Worker (Seasonal) Migrant for 3 months, and will pay them a monthly salary of £1,600, and will also pay a bonus of £2,000.

$$£1,600 \times 12 = £19,200$$

The salary requirement in this case will not be met, as the £2,000 bonus will not be considered in assessing the salary requirement. Only guaranteed gross basic pay and guaranteed allowances will be considered. One off-payments such as a relocation fee will not count towards meeting the minimum salary requirement.

Employer requirements

The requirements for employers to meet to be issued a Confirmation of Employment are set out in Section 6 of this guidance and paragraph 6.2 of Appendix W to the Isle of Man Immigration Rules.

When applying for the Confirmation of Employment, the Isle of Man employer will be required to confirm the CoE is for a Worker (Seasonal) Migrant. There is a checkbox at the top of the CoE for this.

List of Standard Occupational Classification codes – For existing Worker (Seasonal) Migrants only

SOC Code	Description	Related job titles	Example job tasks	Key employment
1221	Hotel and accommodation managers and proprietors	Caravan park owner Hotel manager Revenue manager Food & beverage manager Front of house manager	Analyses demand and decides on type, standard and cost of services to be offered; determines financial, staffing, material and other short and long-term needs; ensures physical comfort of residents or passengers and makes special arrangements for children, the elderly and the infirm if required; approves and arranges shipboard entertainment and shore trips and liaises with ship's agent to ensure that ship is adequately provisioned; arranges for payment of bills, keeps accounts and ensures adherence to licensing and other statutory regulations.	
1223	Restaurant and catering establishment managers and proprietors	Restaurant manager Catering manager Food & beverage manager Front of house manager	Plans catering services and directs staff; decides on range and quality of meals and beverages to be provided; discusses customer's requirements for special occasions; purchases or directs the purchasing of supplies and arranges for preparation of accounts; verifies that quality of food, beverages and waiting service is as required, that kitchen and dining areas are kept clean and appropriate hygiene standards are maintained in compliance with statutory requirements; plans and arranges food preparation in collaboration with other staff and organises the provision of waiting or counter staff; checks that supplies are properly used and accounted for to prevent wastage and loss and to keep within budget limit; determines staffing, financial, material and other short and long-term requirements.	
5119	Agricultural and fishing trades not elsewhere classified	Trawler skipper Share fisherman Fish processor	Harvests oysters, mussels, scallops and clams from artificial or sea beds; Navigates and maintains shipping vessels, assists with the shooting, hauling and repairing of fishing nets, prepares, lays and empties baited pots, and guts, sorts and stows fish; Processes fish and shellfish by sorting, cleaning, gutting and separating product from waste material.	

5431	Butchers	Butcher Butchery manager Master butcher Slaughter man	Slaughters animal and removes skin, hide, hairs, internal organs, etc., cuts or saws carcasses into manageable portions; removes bones, gristle, surplus fat, rind and other waste material; cuts carcass parts into chops, joints, steaks, etc. for sale; prepares meat for curing or other processing; cleans tools and work surfaces.	
5434	Chefs	Head Chef Sous Chef Chef de Partie / Pastry Chef Cmmis Chef	Requisitions or purchases and examines foodstuffs from suppliers to ensure quality; plans menus, prepares, seasons and cooks foodstuffs or oversees their preparation and monitors the quality of finished dishes; supervises, organises and instructs kitchen staff and manages the whole kitchen or an area of the kitchen; ensures relevant hygiene and health and safety standards are maintained within the kitchen; plans and co-ordinates kitchen work such as fetching, clearing and cleaning of equipment and utensils.	Yes
5435	Cooks	Fish fryer Cook	Requisitions or purchases foodstuffs and checks quality; plans meals, prepares, seasons and cooks foodstuffs; cooks and sells a range of meals, such as fish and chips, over the counter; plans and co-ordinates kitchen work such as fetching, clearing and cleaning of equipment and utensils.	
5436	Catering and bar managers	Floor manager Food and beverage manager Bar manager	Plans catering or bar services and supervises staff; decides on range and quality of meals and beverages to be provided or discusses customer's requirements for special occasions; purchases or directs the purchasing of supplies and arranges for preparation of accounts; verifies that quality of food, beverages and waiting service are as required and that kitchen and dining areas are kept clean in compliance with statutory requirements; checks that supplies are properly used and accounted for to prevent wastage and loss and to keep within budget limit.	

6211	Sports and leisure assistants	Croupier Lifeguard Sports assistant Compere	<p>Maintains sports and leisure equipment and prepares equipment for use; supervises the use of swimming pools, gymnasium apparatus, fitness machines and other recreational equipment;</p> <p>assesses likely outcome of an event and establishes odds, accepts and records bets, issues receipts and pays out on winning bets;</p> <p>controls the progress of games of cards, roulette and other gambling activities according to established rules;</p> <p>provides support in production and broadcasting operations, such as helping set up and maintain the set, running errands, moving equipment, looking after guests, and transporting crew and cast between locations;</p> <p>maintains hygienic operation of swimming pools and associated facilities such as hot tubs, showers and changing areas;</p> <p>carries clubs for golfers, advises on the layout and distance of golf courses and appropriate choice of golf club;</p> <p>announces acts, makes introductions, proposes toasts and maintains the continuity of entertainment events and social functions.</p>	
9111	Farmhand	Farm labourers Agricultural worker Shepard	<p>Operates farm machinery to prepare soil, fertilise and treat crops; cultivates growing crops by hoeing, spraying and thinning as necessary;</p> <p>weighs and measures foodstuffs, feeds animals and checks them for any signs of disease;</p> <p>cleans barns, sheds, pens, yards, incubators and breeding units and sterilises milking and other equipment as necessary;</p> <p>treats minor ailments and assists veterinary surgeon as required;</p> <p>moves and handles livestock and tends them during birth and rearing of young; carries out maintenance on farm buildings, hedges, ditches and erects and repairs fences.</p>	
9272	Kitchen and catering assistants	Kitchen porter Sandwich artist Crew member (fast food)	<p>Cleans or prepares food for cooks by hand or machine;</p> <p>carries meat, vegetables and other foodstuffs from delivery van to storeroom and from storeroom to kitchen;</p> <p>cleans and tidies service area, kitchen surfaces, crockery, cutlery, glassware, kitchen utensils and disposes of rubbish;</p>	

			prepares and serves beverages and light refreshments, accepts payment and gives change; keeps service area well stocked.	
9273	Waiters and waitresses	Waiting on staff Food & beverage assistant Server	Sets tables with clean linen, cutlery, crockery and glassware; presents menus and wine lists to patrons and may describe dishes and advise on selection of food or wines; takes down orders for food and/or drinks and passes order to kitchen and/or bar; serves food and drinks; presents bill and accepts payment at end of the meal.	
6231	Housekeepers and related occupations	Housekeeper	Controls the purchase and storing of food, cleaning materials, linen and other household supplies; maintains household records; performs a variety of domestic tasks including food preparation and service, cleaning and laundry; assists employer in washing, dressing, packing and other personal activities.; provides general housekeeping services in a hospitality business.	
6240	Cleaning and housekeeping managers and supervisors	Cleaning supervisor Guest service manager Hotel services supervisor	Oversees the provision of cleaning and housekeeping supplies; arranges for replacement of broken, defective tools and handles arrangements for repairs to fixtures and fittings; manages budget for cleaning and housekeeping supplies and keeps record of expenditure; supervises the activities of cleaners and other housekeeping staff and inspects work undertaken; recruits or participates in the selection process for cleaning and housekeeping staff and takes charge of staff training; assigns duties and responsibilities to staff and oversees working rotas.	
4151	Sales administrators	Marketing administrator Sales team member Sales assistant	Provides information to customers on products and prices; fields telephone enquiries from prospective customers on behalf of the sales team; prepares sales invoices and maintains records and accounts of sales activity; handles customer complaints or forwards them to relevant member of sales team; carries out general clerical duties.	

7130	Sales supervisor	Team leader Retail supervisor	Directly supervises and coordinates the activities of sales and related workers; establishes and monitors work schedules to meet sales and productivity targets; liaises with managers and other departments to resolve operational problems; determines or recommends staffing and other needs to meet sales and productivity targets; reports as required to managerial staff on departmental activities.	
4216	Receptionist	Dental receptionist Doctor's receptionist Medical receptionist Receptionist-secretary	Receives callers and clients and directs them to the appropriate person or department; records the details of enquiries and makes appointments and reservations; answers, screens and forwards or otherwise deals with telephone enquiries; supplies brochures, pamphlets and other information for clients; records details of visitors, issues security passes and informs visitors of any actions to be taken in case of an emergency; maintains reception area in good order.	
7111	Sales and retail assistants	Retail assistant Sales adviser Sales assistant Sales consultant (retail trade) Shop assistant	Discusses customer requirements, including type and price range of goods/services desired; advises customer on selection, purchase, use and care of merchandise and quotes prices, discounts and delivery times; advises customer making major purchase on credit terms and arranges finance as appropriate; receives full or partial payment, checks validity of form of payment, writes or prints bill, receipt or docket and packages merchandise for customer; arranges and replenishes goods on display stands, undertakes stock checks and assists with the receipt of deliveries from suppliers into the stock room; handles returns and deals with customer complaints.	
9233	Cleaners and domestics	Cleaner Domestic Home Help	Cleans the interiors of private houses, shops, hotels, schools, offices and other buildings.	

9234	Launderers, dry cleaners and pressers	Carpet cleaner Dry cleaner Garment presser Laundry assistant Laundry worker	<p>Receives garment or item from customer for cleaning, checks pockets, buttons, zips, etc. and issues receipt;</p> <p>sorts articles by fabric, colour and type and determines appropriate cleaning process;</p> <p>removes difficult stains using chemicals or steam gun;</p> <p>loads articles into washing and dry cleaning machines or electrically operated drum cleaning machine, operates controls to admit cleaning fluids and starts machine; sets and operates drying machines and smooths and shapes washed garments using hand iron or machine press;</p> <p>allocates washing machines to customers, ensures correct use of equipment and gives change;</p> <p>performs a variety of laundering, dry cleaning and pressing tasks, including beating carpets and shaping starched collars, cuffs and hats.</p>	
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Section 6: making an application

Applications are made using form CoE that can be accessed from the [Application Form section of the Immigration website](#). Employers must complete all sections of the application form and submit it at the public immigration counter on the Ground Floor of Government Offices, Bucks Road, Douglas or post to:

The Isle of Man Immigration Service,
Government Office, Bucks Road, Douglas,
Isle of Man, IM1 3PN.

Applications cannot be accepted by email

Evidence to be provided with the CoE Application

Original signed offer of employment letter by the Employers addressed to the employee on company headed paper that must include:

- the migrant workers full name, date of birth and current address, and
- the position and duties of the job, and
- gross annual salary, and
- proposed start date & duration of employment (two years, permanent etc), and
- relevant SoC code, and
- any additional employment benefits.

This letter must be included with all CoE applications

Isle of Man Employer Criteria: This is covered in Section 2 of this guidance. Employers are not required to submit documents to prove that they are an Isle of Man Employer unless an Immigration Officer requests this during the process.

When making your first CoE application it is likely evidence you meet this criteria will be requested. The types of evidence that may be requested are listed at Part 6.2(2) of Appendix W.

Resident Labour Market Test: Unless the vacancy is exempt from the RLMT (as covered in Part 2 of this Guidance and Appendix W) you must also provide:
a copy of the advertisements, and
evidence of publication (including the Job Centre reference number), and
the job specification, and

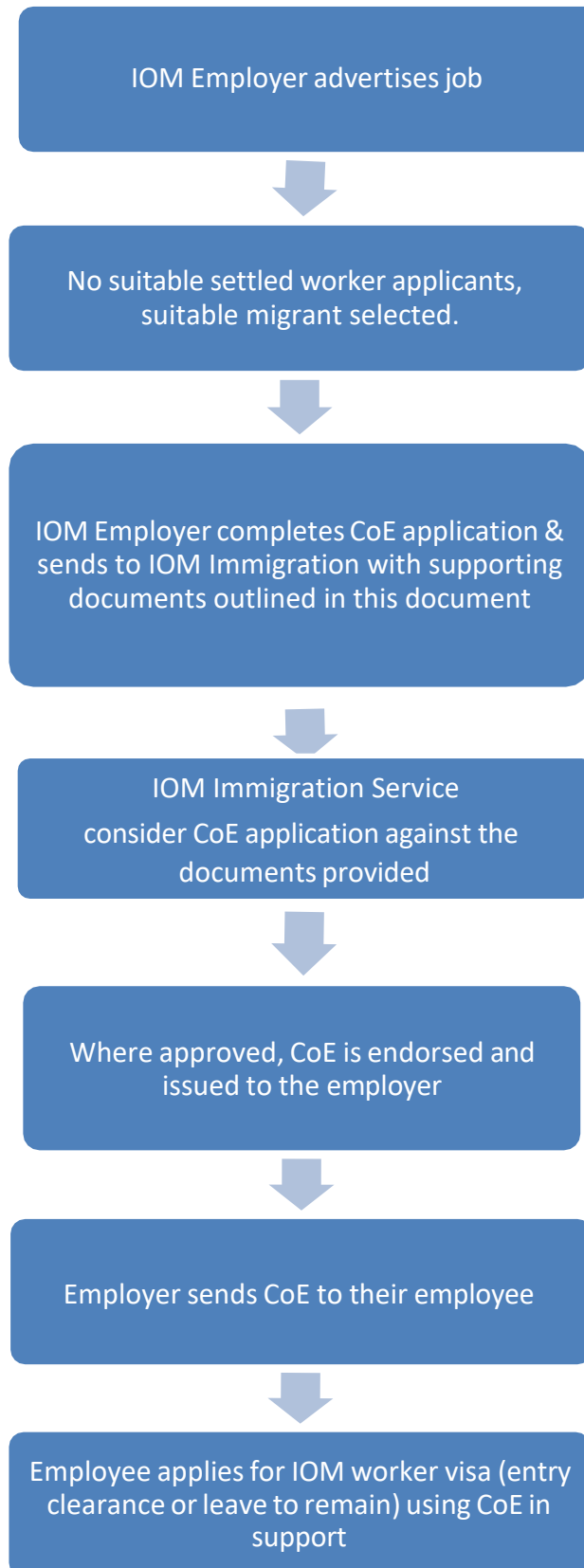
brief details as to why any applications from settled workers received were considered unsuitable.

Immigration Officers may request additional information about the recruitment process followed if the above is considered insufficient, as set out at Part 6.3(4)(b) of Appendix W.

All incomplete applications will be returned without consideration.

All applications that are missing the required documentation/evidence will be returned without consideration.

Process Flowchart



Version Number	Purpose/change	Version published date
1	First guidance published	November 2019
2	Revised guidance – removal of EEA references; Inserting Sections for simple navigation Insert Health and Care Visa requirements	15 January 2021
3	Inserting information regarding eligibility for working for a third party	15 July 2021
4	Changes to Health and Care visa eligibility including additional SoC Codes & employers eligibility.	9 September 2021
5	Various changes and revisions to guidance	17 December 2021
6	Addition of Season Worker Route as Section 5 other modifications to Guidance to reflect this.	14 February 2022
7	Changes to Health and Care visa eligibility including additional SoC Code	4 July 2022
8	Updates to (Seasonal) and Health & Care sections along with general changes and revisions to the guidance.	13 December 2022
9	Various changes and revisions to guidance	April 2023
10	Update to reflect closure of Seasonal route	9 November 2023
11	Changes made to reflect the transfer of functions from Cabinet Office to Treasury	16 January 2024