IAA TRAINING

NOVEMBER 2026

LEVEL 3

Immigration Adviser Training Manual

Immigration and Asylum & Protection

Advocacy, representation and case preparation

WORKED CASES / MODEL ANSWERS / FILE TEMPLATES

Based on the two official IAA Level 3 syllabuses published in September 2026.

Source review completed 26 November 2026.

Independent training publication

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Using this manual

This independent study manual follows the revised IAA Level 3 Immigration and Level 3 Asylum syllabuses published on 23 September 2026. It is organised by the work an adviser performs: decide which remedy is available, build the record, present the case, and advise on the result. Use the syllabus for your intended category. The protection modules distinguish specialist asylum work from the awareness expected in the Immigration syllabus. [01] [02] [03] [04]

Assessment preparation

The IAA announced a revised assessment, an additional component covering ethics and professional behaviour, and access to approved websites under the updated arrangements. The IAA's May 2026 shared exam resource book dates from the previous arrangements. Follow the current candidate instructions for timings, permitted references and transition provisions. Use these exercises to practise analysis and advocacy in your own words. [06] [07] [74]

Publication and source credits

This IAA Training study resource uses original explanations, invented scenarios and newly written exercises. No client, learner or assessment records were used. Keep all practice submissions fictional, including case references, communications and medical details. Names of public judgments in the reference list identify the authorities.

Contains public sector information licensed under the Open Government Licence v3.0 where that licence applies. The source register identifies the underlying authorities. Third-party rights remain with their respective holders. [55] [56]

> Review date: 26 November 2026. Confirm the current version of the law, practice direction and individual case directions before applying anything to live work.

Authorisation and case acceptance

Level 3 combines specialist casework and substantive advocacy in the First-tier and Upper Tribunal Immigration and Asylum Chambers. Confirm both the organisation's authorisation and the individual adviser's approved level, category and restrictions. Separate an Immigration matter from one requiring Asylum and Protection authorisation. A file can change category when a client discloses a risk on return. [04] [08]

Accept the right piece of work

1. Identify the decision, the immediate deadline, the instructing client and any existing representative.
2. Explain the work you can undertake, likely costs, any legal aid signposting and who must deal with the rest.
3. Check financial or personal interests involving sponsors, family members, interpreters and other advisers. Explain confidentiality and safe ways to communicate.
4. Confirm the agreed scope, next actions and supervision in writing. If referring, agree a secure handover and check acceptance and deadline ownership.

Separate appeals from judicial review

The authority to represent a client in an Upper Tribunal immigration appeal differs from authority in judicial review proceedings. A Level 3 adviser may assess judicial review merits and prepare a pre-action letter within approved scope. Formal case management through judicial review needs separate JRCM authorisation. Under that framework an authorised barrister carries out litigation and advocacy. [04] [08] [27]

> Triage prompt. A client brings both an appeal determination and an imminent removal notice. Identify separate decisions and deadlines before assuming one remedy will suspend the other.

Check the law and the decision

Start with the source of power, the version in force and the legal question. Legislation establishes the power and jurisdiction. The Immigration Rules set the applicable route criteria. Published policy guides how discretion is exercised. A binding judgment can resolve interpretation or require an approach to evidence. Read the actual provision and the relevant paragraph of the judgment. [09] [10] [13] [66]

Record the legal chronology

- Enter dates of application, grant, expiry, variation, decision and transmission. Add rule changes and commencement or transitional dates when relevant.
- Read the original application, request for evidence, proof of response and complete decision. Keep separate records of what was submitted and what the decision-maker had before them.
- In a status dispute, test validity and in-time filing before deciding whether section 3C extended leave. Check the procedural stage, conditions and the effect of withdrawal, travel or a later application. A policy exception to an overstaying rule does not grant leave. [09] [10] [11] [12]

Read a judgment for its effect

Identify the court, legal issue, decisive reasoning and factual limits. Check later authority and statutory change. Where bound by an adverse authority, identify a legitimate distinction or preserve the point for a court that can reconsider it. Give the tribunal the adverse authority and explain its relevance.

> Draft one sentence for each contested point. State the legal source, the disputed fact, the evidence and what follows if the tribunal accepts it.

Complex routes and discretionary decisions

Begin with the outcome the client needs and their current position. Compare route, eligibility date, route-specific and suitability criteria, evidential rules, switching, conditions and settlement effects. If the necessary evidence or qualifying status is absent, consider lawful alternatives and explain the consequences of each. [09] [11] [16] [65]

Build a route comparison

- For visits, study and work, check sponsorship or documentation where relevant, financial and intention requirements, and opportunities or restrictions on switching. Check fee, surcharge, waiver access, form and validity through the current official route. [09] [59]
- For family matters, distinguish partners, parents, children and adult dependent relatives. Check the applicable financial, language, accommodation or dependency issue and whether human rights arguments require separate treatment. For long residence and EU-related cases, verify qualifying periods, continuity, the relevant appendix and its exceptions. [09] [13] [16]
- Read the precise suitability ground, its mandatory or discretionary character, the evidence relied on and the relevant route exceptions. Distinguish an alleged inconsistency from a positive finding of deception.
- For an outside-the-Rules request, identify the particular policy or residual discretion, why ordinary routes do not meet the need and the evidence for the requested outcome. State any immediate risks while awaiting a decision. [10] [65]

> Worked example. A worker and their child are affected by a proposed cancellation. Ask what has been decided, whose permission is affected, when notices were sent and whether the child has an independent route or a distinct welfare interest.

Remedy selection and appeal deadlines

A refusal does not establish appeal jurisdiction. Start from the decision and statutory route. Check whether section 82 covers refusal of a protection claim, refusal of a human rights claim or revocation of protection status. Distinguish other statutory schemes, such as eligible citizens' rights decisions, and check the corresponding grounds. Read the actual certification and any restrictions on an in-country appeal. [13] [19] [20] [72]

Decide what needs to happen today

- Capture the notice, sending method, date and location of the client. Calculate each relevant deadline against the applicable version of the rules and record why it applies. Check how and where the notice must be filed and any fee or exemption.
- If already late, disclose the delay and supply a dated explanation with supporting evidence and a request for an extension. Continue planning the merits and urgent protective steps pending the tribunal's decision.
- Compare a statutory appeal with administrative review, reconsideration, a new application or judicial review. Record any impact of one step on the availability of another or on status and removal.

Define the scope of the appeal

Match each ground to the relevant statutory appeal provision. A new argument or document may support a matter that is already before the tribunal. For a genuinely new matter within section 85, address the statutory restriction and seek the Secretary of State's consent before inviting the tribunal to decide it. [13] [19] [21]

> File note. Write the route, legal basis, last safe filing date, who will file and the next alternative to investigate if jurisdiction is disputed.

Grounds, directions and case theory

A ground identifies what the tribunal is asked to decide and why. Separate conceded facts from disputed facts and liability from remedy. Draft from the decision and the relevant legal test. A persuasive case theory explains the outcome sought, the facts that matter and where the tribunal can find the evidence. [13] [19] [21]

Build the appeal in four passes

1. Identify the jurisdiction, grounds, each element of the test and any preliminary issue.
2. Compare the decision letter, appellant's evidence and respondent's review. Revise the issue list when a point is conceded, qualified or newly disputed.
3. Follow the applicable directions for the appeal skeleton argument, respondent review, witness evidence and bundle. File and serve a reasoned application for any departure from directions.
4. State the order sought and what the client should expect next. An allowed appeal and an actual grant of permission are separate steps. Check implementation and whether a further challenge is made.

Keep procedure visible

For an adjournment, explain what is missing, why it matters, steps already taken, prejudice, and the shortest practical alternative. For late evidence, explain the timing, relevance and fair response arrangements. Track the ruling and update the timetable. [19] [21]

> Skeleton sentence stem. “The live issue is [issue]. The applicable test is [authority]. The tribunal is asked to find [fact] because [evidence and page]. That finding supports [result].”

Statements, bundles and expert evidence

Preserve the distinction between a witness's recollection, another person's report and the adviser's inference. Take instructions in a language the witness understands and record interpretation or translation arrangements. A statement should identify sources of knowledge, explain material gaps and be checked with the witness before signing. Follow the applicable tribunal requirements for statements and translations. [19] [21] [22]

Build a usable hearing bundle

- Index items by date and type. Paginate consistently and check that the electronic copy is searchable and references match. Use the tribunal's directions on format, length, bookmarking and filing.
- Include relevant documents and a usable route to disputed evidence. Identify excluded duplicate material and keep authoritative originals securely. Investigate adverse evidence and comply with any disclosure obligation or direction.
- Make a separate check of accessibility and confidentiality before sharing. If material requires restricted treatment, request an appropriate direction. Verify the authorised copy and recipient before sending. [19] [21] [53]

Instructing an expert

Define the issues, qualifications, materials and timescale. Provide necessary contrary evidence and a neutral set of questions. Ask the expert to identify assumptions, sources, limits and any opinion outside expertise. Avoid drafting the expert's conclusion. Check the report against the applicable duty to the tribunal and procedural requirements. [21] [22]

> Quality check. Have another person find the decisive document in the bundle using only the page reference in the skeleton argument.

Advocacy and vulnerable witnesses

Prepare an opening with the remedy, the issues and how the evidence addresses them. Confirm preliminary directions, witnesses, language needs and time estimates before opening evidence. Speak to the decision-maker and give a page number before describing a document. [19] [21] [22] [62]

Structure the hearing

- Examination-in-chief establishes the material facts in the witness's own words. Check any issue about adopting the statement. Ask short questions and limit unnecessary repetition of traumatic material.
- In cross-examination, test the reliability of contested evidence with a clear proposition, a reliable reference and a fair opportunity to respond. Avoid argumentative or compound questions.
- Use re-examination to clarify points arising in cross-examination, subject to tribunal control. In closing, link concrete findings to the legal test and identify how the adverse evidence should be weighed.

Plan participation before the hearing

Identify interpretation, disability, trauma, age, safety and communication needs. Ask for appropriate adjustments promptly, such as breaks, shorter questions or adapted evidence arrangements. Consider anonymity or restricted disclosure where justified. Confirm that the tribunal has made any necessary order and who is responsible for compliance. [19] [22]

> Advocacy drill. Give a two-minute opening identifying two disputed propositions, one concession and the precise decision you ask the tribunal to make.

After the hearing and briefing counsel

Debrief using what the tribunal actually decided. Distinguish case management outcomes from final findings and an oral indication from written reasons. Record when reasons were sent and how, then check all deadlines, any relevant conditions or removal steps, and whether either side may seek permission to appeal. [19] [23] [24]

Explain the outcome and options

- Put the decision in plain language and check the client has understood. Explain any change in status, what still needs to happen and when you will report again.
- Set out each realistic option with its time limit, costs, evidential gaps and practical consequences. Record the client's decision or what advice is needed before they decide.
- Check whether the Home Office has implemented any outcome. Escalate separately if delay, enforcement or another decision creates a fresh legal issue.

Prepare a brief for counsel

Confirm that the instruction falls within the organisation's and recipient's authority. Provide the precise question, chronology, order sought, decisions, main evidence and adverse points. Flag relevant directions, hearing dates, urgency, restrictions on sharing and the response you need. Keep a note of the advice and responsibilities agreed. For judicial review, apply the specific JRCM framework. [04] [08] [27] [53]

> Communication drill. Give a client a one-minute explanation after permission is refused on one ground and granted on another. Identify the next decision and the action you will confirm in writing.

Upper Tribunal appeals and material error

Start with the First-tier Tribunal's written reasons and the procedural record. An appeal to the Upper Tribunal is about error of law. Identify a legal misdirection, procedural unfairness, inadequacy of reasons on a material issue or another recognised legal error. Explain how it could have mattered to the outcome. A competing view of the facts alone is insufficient. [19] [23] [24]

Prepare the permission application

Use pinpoint references to the reasons, evidence or transcript and legal authority. Separate each ground and the alleged effect. Check the applicable time limit and filing channel for permission to the First-tier Tribunal, any renewal to the Upper Tribunal, and any limitations in the grant. When responding to the other side's appeal, check the applicable response procedure and any separate permission needed to raise a point.

From error finding to disposal

Distinguish the permission stage, error-of-law decision and any re-making. Check the applicable notice and explanation requirements for proposed new evidence, including UT Rule 15(2A) where applicable. Address whether the decision should be set aside, which findings may be preserved, and whether re-making or remittal is appropriate under the governing guidance. [19] [23]

> Drafting test. If your ground still reads the same after removing every reference to the judge's reasoning, rewrite it around the actual error and its material effect.

Detention, bail and urgent release

Obtain the written reasons, detention reviews, status and removal history, health and vulnerability material and any prior bail decision. Establish timing of removal, plans for accommodation and reporting, and facts relating to compliance. Identify the source of detention power and the current official policy. Escalate an apparent lack of power or excessive duration promptly. [25] [26] [28]

Build a proportionate release plan

- Distinguish Secretary of State immigration bail from First-tier Tribunal immigration bail. Check jurisdiction and statutory limitations under Schedule 10, including any relevant directions for imminent removal and restrictions after a recent refusal. [22] [25] [73]
- Match each identified risk with a workable response. Explain how the client will attend reporting, where they will stay and what support they need. Confirm any proposed financial condition supporter understands their role.
- Read the Home Office position and address adverse compliance history honestly. Identify any vulnerability evidence and consider safe instructions and interpreter access.

Different outcomes

Bail addresses conditional release and related conditions. A public-law challenge or habeas corpus may address detention lawfulness in the appropriate forum. Consider specialist advice in parallel if removal or detention creates urgent risk. After a bail decision, explain every condition and the process for variation. [22] [25] [28]

> Hearing drill. Present the weakest part of your accommodation proposal accurately and give a practical alternative that can be checked.

Judicial review triage and referral

Record the challenged act, decision-maker, date, the possible ground of unlawfulness and why an alternative remedy may be inadequate. Check the forum and urgency, especially for proposed removal, detention or a risk of irreversible harm. Judicial review focuses on lawfulness, including relevant procedural fairness and legal error. A tribunal appeal may offer a different route and relief. [27] [28] [29]

Plan a safe pre-action response

Within authorised scope, outline the chronology, the decision challenged, alleged legal defect, documents required and proposed resolution. Confirm whether pre-action correspondence is appropriate in the time available. Do not treat sending a letter as stopping time or staying removal. Keep the deadline and interim relief question visible and obtain specialist input immediately where needed.

Confirm who will act

A Level 3 adviser without JRCM should refer formal judicial review work promptly. Within JRCM authorisation, case management depends on instructing appropriately authorised counsel for litigation and advocacy. Record acceptance, the next formal step, any application for urgent relief and who owns the deadlines. Check authority before taking any step affecting proceedings. [04] [08] [27]

> Handover outline. Decision and clock | risk and urgency | possible grounds | alternative remedies | papers already sent | interim action needed | receiving representative and confirmation.

Human rights and deportation

Analyse each right separately. Article 2 concerns threats to life. Article 3 requires analysis of the type and severity of the harm alleged, the evidence and the relevant risk on removal. Medical removal work needs a careful reading of the applicable authorities and evidence of practical access to treatment. Article 8 requires a structured proportionality analysis once family or private life is engaged. [13] [15] [48] [49] [61]

Build the decision-ready issue list

- Under Article 8, identify affected relationships, the effect of refusal or removal and evidence of practical consequences. Work through the Rules and applicable statutory public interest considerations, including Part 5A of the 2002 Act where applicable.
- For deportation, distinguish the legal power, relevant statutory threshold, any statutory exception and the facts needed to support it. Address periods of residence, the nature of family relationships, the effect on children, and the public interest in light of the applicable law. [13] [14] [60]
- Analyse the child's best interests using welfare evidence and the actual care arrangements. Deal expressly with possible alternatives and their likely effects. Record how those interests are weighed in the applicable legal framework.

After success

Explain what the judgment decides, implications for the immigration position and conditions, and what the Home Office must still do. Check implementation and any permission challenge.

> Exercise. Replace “the child would suffer” with one specific consequence, the supporting document, and a realistic counterfactual if the adult is removed.

Nationality, statelessness and linked claims

Start a nationality file with a dated family and residence chronology. Ask whether citizenship already arose by operation of law, whether a registration provision applies, or whether discretionary naturalisation is the appropriate route. Check the law in force at the relevant birth, adoption or parentage event. A passport documents status and is not itself a substitute for proving how citizenship was acquired. [18]

Evidence and remedy

- For registration, identify the exact entitlement or discretion. For naturalisation, check the relevant residence, status, absences and good character provisions and current guidance. Verify evidence of parentage, parents' status, relevant dates and earlier decisions.
- Distinguish review, fresh application and specialist public-law referral following a refusal. Check implications of a deprivation or other nationality decision separately.
- For statelessness, examine each plausible nationality link, the law and actual treatment by the state, and what evidence can safely be obtained. Compare Appendix Statelessness with any other existing permission or protection issue and the 1954 Convention context. Keep the assessment of nationality distinct from practical difficulties obtaining travel documents. [09] [30] [45] [70]

> Worked example. An embassy does not respond to an enquiry. Record what was asked, the available proof of nationality law and the factual links. In a protection file assess security risks before contacting an embassy.

Offences, employment and essential support

Immigration files can raise criminal allegations or a separate welfare emergency. Verify the current wording and commencement of provisions, including sections 24, 24A and 25 of the Immigration Act 1971 where relevant. Distinguish a grant-condition breach, a deception allegation and a facilitation allegation. Identify any relevant defence question for criminal specialists. Avoid predicting criminal outcomes within an immigration retainer. [10] [57]

Sort overlap without losing the deadline

- Clarify what the authority alleges or has decided and whether a prosecution, admissibility issue, suitability issue or enforcement action is live. Encourage specialist criminal advice where necessary and keep records of the limited immigration advice given.
- A permission to work question requires the grant, conditions, any relevant continuation, and the current prescribed checking route. For asylum seekers, check the specific permission-to-work policy and any grant restrictions. [12] [47] [64]
- No recourse to public funds, Part VI asylum support and local-authority responsibilities are distinct. Identify which support is being sought, the relevant power or policy, any child or care needs and the correct review or referral route. [14] [38] [39] [46]

> Quick triage. A client with no accommodation should receive immediate safety and welfare signposting while you continue the immigration analysis and document who owns each action.

Refugee status and standards of proof

Start with the claim date and the legal framework that applies. Identify actual or attributed Convention characteristics, feared harm, nexus, the source of risk, state protection and internal relocation. Consider nationality and which country or countries must be assessed. Check exclusion separately. An asylum application can also require distinct humanitarian protection and human rights analyses. [15] [30] [31] [32]

Apply the correct standard to each issue

Where section 32 applies, identify under its first stage whether the claimant has a relevant characteristic, or one attributed by the actor of persecution, and whether they in fact fear persecution for that reason. Apply the balance of probabilities to those questions. At the second stage ask whether there is a reasonable likelihood of persecution for that reason and lack of protection on return, then address relocation under the applicable test. Do not apply one evidential standard indiscriminately to all facts. [31] [33]

For a claim governed by the earlier framework, study Karanakaran on weighing uncertain evidence in the overall assessment of risk. Check the transition before choosing the legal test and show why the date makes a difference to your analysis. [31] [75]

Identify what would actually happen

Ask what the claimant would do on return, what they would be expected to conceal, and why. Read relevant authority before treating concealment as an available response. Test the availability and effectiveness of protection in practice. For relocation, consider access to the area, personal circumstances and conditions there. [30] [33] [50]

> Hearing prompt. Separate your proposed findings on the protected characteristic, future risk, protection and relocation. Give independent evidence for each proposition where available.

Screening, routing and urgent procedure

A protection file may contain a screening record, registration documents, reporting or bail conditions, a substantive interview and more than one notice. Record the function, date and reliability of each. Establish dependants, safe contact, interpretation needs, trafficking indicators and any child or adult safeguarding issue early. [33] [34] [76]

Check what the procedure means today

- Identify procedural status, current routing and dates. In a detained case check the actual directions and timetable and whether the client can obtain instructions, evidence and interpretation in time.
- If urgent action is needed, obtain the full notice, check any certification and distinguish whether the challenge is available from inside the UK and whether proceedings suspend removal. Escalate risk and consider specialist urgent relief where appropriate. [13] [19] [28]
- Where the decision refers to national security or another special statutory regime, check the notice and forum. Seek specialist input promptly if the Special Immigration Appeals Commission may have jurisdiction. [77]

> File check. A screening note differs from a later full account. Explain what the interviewer asked, whether there was interpretation, what the claimant could reasonably have said at that stage, and what will help resolve the difference.

Interviews, country evidence and fresh claims

Create a chronology that shows whether each date is exact, estimated or disputed. Preserve the original evidence record and examine how evidence was obtained, including language, trauma, literacy, age and interview conditions. Seek a reasoned explanation for inconsistent accounts and test it against other evidence. Avoid treating delay or an interview omission as automatically dispositive. [33] [34] [57]

Test the evidence systematically

- Record the proposition supported by a source, its date, methodology, geographic fit and limitations. Separate published Home Office evidence from tribunal country guidance and independent material. Check if binding country guidance remains current and address any sound evidential basis for departure. [23] [35] [66]
- Match alleged harm to local and personal risk. Read adverse material fully. Where using an expert, explain the precise question and provide the relevant conflicting sources.
- Confirm what has already been decided, what was before the earlier decision-maker, and which rights or appeal processes are outstanding. For paragraph 353, assess whether the new material, considered with the old, differs significantly and creates a realistic prospect of success before the tribunal. [32] [71]

> File note. A report from another province can establish national context. Record what specific evidence would connect its findings to this claimant and locality.

Third-country issues and procedural safeguards

A third-country notice may raise inadmissibility, proposed transfer or separate human rights and safeguarding issues. Confirm whether it is a preliminary notice or operative decision and identify the legal basis, proposed country, dates and procedural stage. Establish any deadline, removal directions and interim action. [13] [28] [36]

Build a person-specific response

- Obtain evidence of claimed ties to the third country, any status or application there and the circumstances of travel. Address disputed facts directly. Do not assume transit alone resolves the statutory question.
- Examine current evidence on safety, access to a protection procedure and onward removal risk, together with the client's personal circumstances. Consider family connections, age, trauma, disability and the effect of separation. [14] [15] [36]
- Check whether representations, an available appeal, or a specialist public-law referral is appropriate. Consider urgent relief where removal is imminent. Capture any one-stop notice and the significance of raising material grounds and evidence promptly. [13] [27] [28]

> Exercise. A proposed transfer notice supplies no departure time and the client reports a forthcoming medical procedure. Identify the immediate enquiries, the evidence to gather and the referral trigger.

Children, age disputes and asylum support

Check the child's living arrangements, responsible authority, interpreter needs, safe adult support and any accommodation or protection risk. Distinguish accompanied and unaccompanied children. Where age is disputed, obtain the decision and supporting record and identify which body assessed it, the procedure followed and the immediate consequences for placement and safeguarding. [14] [37]

Challenge analysis and support

- Identify whether the Home Office, local authority or National Age Assessment Board is involved. Check the current age assessment and challenge framework before advising. Compare documentary evidence, procedural fairness and the child's account, and obtain specialist input promptly where needed.
- Consider pending-claim support under section 95, interim support under section 98, and the separate post-refusal framework where applicable. Identify which decision was made and its review or appeal route. Check urgency and current asylum support appeal requirements. [38] [39]
- Examine the facts relevant to local authority responsibilities in the appropriate UK jurisdiction. Agree who is making a same-day safeguarding or welfare referral. For work permission, verify a separate grant and any limitations. [47]

> Safeguarding prompt. A disputed age changes accommodation that evening. Assign the protective action and the merits referral separately and document who has accepted each.

Protection outcomes and family reunion

Explain what status and permission were granted, when they expire and which conditions apply. Separate refugee status, humanitarian protection and discretionary permission. The claim date and the applicable rules may affect duration, review, renewal and settlement. The Home Office publishes separate policy for claims lodged on or after 2 March 2026. Start with the individual grant and check the relevant transition. [09] [32] [40]

Follow through after a grant

- Calendar expiry and evidence review. Explain how changes in country conditions, travel or contact with authorities could affect a protection review, cessation or revocation issue. Seek specialist input when needed.
- For family reunion, verify whether the relevant appendix accepts the application, including any suspension, reopening or transitional provisions. Check sponsor status, relationship, dependant issues and other available routes under the current rules. Avoid promising eligibility because a person holds protection permission. [09] [41]
- Check eligibility for the specific travel document and explain any limits. Separate obtaining a travel document from whether travel is safe or may affect status. [42]

> Client explanation exercise. Describe the difference between a protection decision, expiry of permission and a later decision affecting the person's protection status.

Exploitation, trafficking and domestic abuse

Start with safe contact, immediate safety and the prospect of continuing control. Record relevant facts about movement, coercion, documents, dependency and exploitation in the client's own terms. Check the UK statutory and policy framework alongside the relevant international instruments. Avoid promising a result in any of the parallel processes. [43] [58] [67] [68] [69]

Keep each decision on its own track

- Follow the current National Referral Mechanism process, including who can make a referral and the applicable consent and safeguarding rules. Separate initial and conclusive findings and any reconsideration procedure from eligibility for temporary permission, asylum or other permission. [43] [44]
- Gather evidence targeted to the decision. Consider trauma-informed statements and appropriately scoped expert evidence. Seek any necessary restriction on sharing and apply data protection safeguards. [21] [51] [53]
- In a domestic abuse case, distinguish the immediate concession, settlement under the applicable Rules and any retained rights in an EU Settlement Scheme case. Check qualifying status, timing and evidence before filing. Establish whether contacting a third party may expose the client. [09] [16] [17]

> Practical prompt. A client uses a monitored device. Agree a safe channel before requesting supporting documents and identify who may lawfully receive information.

Ethics, confidentiality and data protection

The client and the tribunal both need accuracy. Take instructions independently, identify conflicts early, and check what the current Code and case directions require before disclosing information. If an evidential error is discovered, establish what was filed, protect the original record and seek immediate supervision on rectification and any duty to the tribunal. Avoid misleading submissions. [05] [19] [21] [63]

Apply the rules to what you collect and share

- Identify the purpose and Article 6 lawful basis. For special category data, identify a separate Article 9 condition and any further domestic law requirement. Criminal offence data requires its own applicable safeguards. Record the reasoning. A client's instructions and the lawful basis for a disclosure are separate questions. [51] [52]
- Use role-based access and approved secure storage. Confirm recipient authority, minimise the data sent, and use a secure approved channel. Comply with tribunal directions and agree any necessary restricted disclosure or anonymity before circulating a bundle. [19] [53]
- Keep records for the period justified by the purpose and applicable regulatory or legal obligations. Route access, rectification or erasure requests promptly to the person responsible. Restrict inappropriate access and handle any incident through the organisation's breach procedure, assessing whether and when the ICO or affected people must be notified. [52] [54]

> Training rule. Complete exercises with invented facts. Keep live files out of training platforms, public AI tools and shared study groups.

Case A: a family appeal on short notice

An adult appellant challenges refusal of a human rights claim. The respondent accepts the parental relationship but disputes the effect of separation on the child. A school support letter arrives after the evidence deadline. The client also tells you about a new relationship that was never put to the Home Office. The hearing is next week.

Your task

1. Prepare an issue list showing what remains disputed and what evidence addresses it.
2. Draft the outline of a late-evidence application. Decide how to address the new relationship.
3. Give a short closing submission focused on the outcome you seek.

Model reasoning

Check the applicable grounds, statute and directions. Focus first on care arrangements, the child's needs and foreseeable consequences of either separation or relocation. Identify what the school letter directly supports and what it does not establish. Explain why the letter is late, its relevance, the steps taken to obtain it and how the respondent can fairly respond. Seek a direction rather than assuming admission.

Compare the new relationship with the factual basis already considered. If it is a new matter under section 85, address consent before asking the tribunal to determine it. Prepare the existing appeal on the available material regardless. In closing, propose findings on specific care and support, weigh them within the applicable Article 8 and public interest framework, and state the result sought. [13] [14] [19] [21] [49]

> Self-mark. Did you identify the precise concession, offer a fair way to deal with the late letter and explain the jurisdiction question separately?

Case B: error of law or disagreement?

A First-tier Tribunal determination dismisses a protection appeal. At paragraph 19 the judge says there was no corroborating evidence about the claimant's location on the relevant date. A conceded bundle index and the hearing note record that a translated employment register was before the tribunal. Later in the reasons the absence of location evidence is used to reject the claimant's account.

Your task

1. Draft a permission ground in four sentences. Include the evidence reference and its materiality.
2. Identify the possible limits of the ground and the counterargument you would expect.
3. Explain what to check before renewal or relying on a new document.

Model reasoning

The ground should identify a potentially material failure to engage with evidence that was before the tribunal. Cite paragraph 19, the actual register page and the findings that depend on the claimant's location. Demonstrate that the register covers the relevant date and explain why a corrected evaluation might affect the credibility finding. Acknowledge that a judge need not mention every document and check whether other independent reasons sustain the outcome or the document proves less than claimed.

Confirm the applicable permission deadline and filing route from the rules and reasons. If renewed, address the First-tier refusal and any limits in the scope of permission. If seeking to rely on genuinely fresh evidence, identify the procedural basis, relevance and reason it was unavailable. Separate the error stage from any later re-making. [19] [23] [24]

> Self-mark. Identify one reason the tribunal could reject your ground even if the register was in the bundle.

Case C: bail and urgent removal

A detained person seeks bail. A sibling has offered a room, but the address has not been verified. The person previously missed two reporting appointments and now reports a significant health problem. A short letter mentions possible removal but gives no time. The client wants to know whether bail will stop it.

Your task

1. List the documents and enquiries needed before filing.
2. Plan the bail submission and address the apparent weaknesses.
3. Identify when to refer for possible urgent relief.

Model reasoning

Obtain detention and removal papers, prior bail history, current authority for detention, dates and medical information through verified channels. Confirm whether removal directions exist and establish statutory eligibility for tribunal bail including any restrictions tied to imminent removal. Check the address, host's agreement, practical reporting arrangements and any financial condition supporter. Explain the missed appointments using evidence and propose proportionate conditions.

Explain that a bail application is not a stay on removal. Check whether removal or detention lawfulness requires a separate urgent response and whether the client already has an authorised adviser on it. Refer immediately if risk is imminent and record which party will take each formal step. [22] [25] [26] [27] [28]

> Self-mark. Your plan should identify the immediate deadline or who will find it, how you will verify the proposed address, and how the client will hear the result.

Case D: protection evidence under pressure

A protection claimant describes political threats in one district. A caseworker relies on an apparent date discrepancy and describes an alternative city as safe. The client explains that the interview interpreter misunderstood a reference to a local festival. The only independent report supplied covers a neighbouring district and predates the alleged incident.

Your task

1. Identify the applicable standard of proof for each main proposition.
2. Prepare an evidence schedule for credibility, protection and relocation.
3. Write three fair hearing questions for the claimant.

Model reasoning

Check the claim date and statutory framework. If section 32 applies, distinguish the relevant characteristic and subjective fear findings from the forward-looking test. Obtain the interview record and any available interpretation material, compare versions and identify evidence of the festival date. Cross-check authoritative country guidance and collect current evidence on the relevant actor, district and city. Address actual access to protection, travel and personal circumstances in the relocation assessment.

Possible questions include “What event helps you place the incident in time?”, “What do you remember saying about the date at interview?”, and “What would affect your ability to travel to, and live in, the proposed city?” Explain the relevance of each question in your notes. [23] [30] [31] [33] [34] [35]

> Self-mark. Give one reason the older report is still relevant and one proposition it cannot establish.

Case E: a misdirected hearing bundle

A staff member emails a draft asylum bundle to the wrong external recipient. The bundle contains detailed medical notes and identifies an adult witness whose disclosure is restricted. An upcoming deadline is only hours away. A payer separately requests the same bundle and says they are entitled to it because they funded the appeal.

Your task

1. Identify immediate containment steps and who should be informed.
2. Describe how to resolve the deadline and disclosure restriction.
3. Explain how to respond to the payer and document the outcome.

Model reasoning

Report the incident internally without delay, secure the affected material, attempt containment through approved procedures and record the scope without wider circulation. Assess risk to the claimant and witness and whether regulatory or individual notification is required. Check the applicable reporting deadline. Escalate the tribunal restriction, verify any required notification or direction and arrange an approved replacement for filing and service. Document the timeline and decisions. Do not circulate the restricted material again to explain the mistake.

Verify the payer's identity and role and check the client's instructions, confidentiality and any independent legal basis for disclosure. Payment alone gives no right to the bundle. Respond with the minimum appropriate information and record the reasons. [05] [19] [51] [52] [53] [54]

> Self-mark. Identify one containment step for the immediate risk and one later control that would prevent a repeat.

Templates and advocacy marking guide

Use this page to rehearse with fictional details. For real work use your organisation's authorised system, approval process and current tribunal directions. [05] [19] [21] [51]

Templates

- Directions tracker. Obligation | applicable direction | date and time | responsible person | filed and served evidence | next check.
- Issue list. Live issue | legal test | agreed fact | disputed fact | evidence pages | response to adverse material | requested finding.
- Permission note. Decision paragraph | alleged error | governing authority | materiality | remedy | deadline and filing route.
- Hearing brief. Order sought | best and weakest points | opening | witness sequence | adjustments | closing | immediate follow-up.
- Data-sharing record. Purpose | approved recipient and channel | Article 6 basis | additional condition where required | minimised documents | restrictions | retention and decision owner.

Score your work out of 12

Give up to two points for each of six criteria: correct jurisdiction and deadline, accurate legal test, application to decisive facts, treatment of counterarguments, workable remedy and next action, and ethical handling of people and evidence. Award two for a complete, evidenced answer, one for a partly developed answer, and zero for a missing or wrong answer.

> Second attempt. Rewrite your lowest scoring point. Add the source, a bundle page or a dated action that would make the revised answer usable.

Level 3 syllabus map

Use this index alongside the official syllabus for your category. It groups recurring objectives into study tasks rather than reproducing the regulator's text. [01] [02] [03]

Level 3 Immigration

- Legal structure, decision-makers, forms, fees, route analysis and discretionary applications. Use Check the law, Complex routes, and Remedy selection.
- Human rights, subsidiary protection awareness and deportation. Use Human rights, Refugee status and Protection outcomes.
- Domestic abuse, trafficking, nationality, statelessness and related offences and welfare questions. Use the named subject chapters and cases.
- Appeals, evidence, representation, judicial review, detention and competence. Use Advocacy & Representation and Cases A to C.

Level 3 Asylum

- Convention analysis, proof, interviews, third-country and further submissions. Use Protection Practice and Case D.
- Children, age, support, protection outcomes, family reunion and travel. Use Children and Protection outcomes.
- Human rights, trafficking and domestic abuse, plus immigration and nationality matters relevant to the category. Use the cross-cutting chapters alongside the Asylum syllabus.
- Appeals, detention and bail, remedies, client and tribunal duties, case handling and vulnerable witnesses. Use Advocacy & Representation and the full workbook.

> Revision routine. Pick a topic and prepare one reasoned advice note, one short oral submission and one ethics decision. Check each against the current official source.

Official source register

01	IAA revised competence syllabuses and publication details
02	Official Level 3 Immigration syllabus
03	Official Level 3 Asylum syllabus
04	IAA Level 3 competence guidance
05	IAA Code of Standards and associated publications
06	IAA revised assessment announcement
07	IAA competence assessment supporting information
08	IAA registration and categories of work
09	Immigration Rules and appendices
10	Immigration Act 1971
11	Home Office validation and variation guidance
12	Home Office section 3C leave guidance
13	Nationality, Immigration and Asylum Act 2002
14	Borders, Citizenship and Immigration Act 2009, section 55

Official source register (continued)

15	European Convention on Human Rights
16	Immigration (European Economic Area and related) routes in the Rules
17	Home Office domestic abuse guidance
18	British Nationality Act 1981
19	Tribunal Procedure Rules and amendments, Immigration and Asylum
20	Home Office Appendix Administrative Review
21	Judiciary First-tier Tribunal IAC Practice Direction
22	Judiciary First-tier Tribunal IAC rules, bail and witness guidance
23	Judiciary Upper Tribunal IAC practice and procedural guidance
24	HMCTS permission to appeal procedure
25	Immigration Act 2016, Schedule 10
26	Home Office general instructions on detention
27	IAA Judicial Review Case Management practice note
28	HMCTS immigration judicial review guidance

Official source register (continued)

29	Civil Procedure Rules, judicial review pre-action protocol
30	UNHCR Refugee Convention and Protocol
31	Nationality and Borders Act 2022, section 32
32	Asylum provisions, including paragraph 353
33	Home Office asylum credibility and refugee status guidance
34	Home Office asylum interviews guidance
35	Home Office country policy and information notes
36	Home Office third-country inadmissibility guidance
37	Home Office age assessment guidance
38	Immigration and Asylum Act 1999
39	HMCTS asylum support appeals
40	Permission to stay for protection claims lodged from 2 March 2026
41	Appendix Family Reunion (Sponsors with Protection)
42	HM Passport Office travel documents for non-British nationals

Official source register (continued)

43	Home Office modern slavery identification and support guidance
44	Home Office temporary permission to stay for victims of trafficking
45	Appendix Statelessness
46	Home Office public funds guidance
47	Home Office asylum permission to work guidance
48	Supreme Court, AM (Zimbabwe), medical removal
49	Supreme Court, Agyarko and Ikuga, Article 8
50	Supreme Court, HJ (Iran), protection and concealment
51	ICO lawful basis and special category data
52	ICO data protection principles and individual rights
53	ICO data sharing checklist
54	ICO personal data breach guidance
55	The National Archives Open Government Licence v3.0
56	UK Intellectual Property Office guidance on using copyright works

Official source register (continued)

57	Immigration and Asylum (Treatment of Claimants, etc.) Act 2004
58	Modern Slavery Act 2015
59	Home Office visa and immigration fees
60	GOV.UK deportation decision guidance
61	Human Rights Act 1998
62	Equality Act 2010
63	IAA guidance and complaints for regulated organisations
64	Home Office employer right to work checks
65	Home Office guidance on leave outside the Immigration Rules
66	Find Case Law, The National Archives
67	UN Treaty Collection, Palermo Trafficking Protocol
68	Council of Europe Convention on Action against Trafficking
69	Council of Europe Convention on preventing violence against women
70	UNHCR 1954 Convention relating to the Status of Stateless Persons

Official source register (continued)

71	Home Office further submissions guidance
72	Immigration (Citizens' Rights Appeals) (EU Exit) Regulations 2020
73	Home Office immigration bail guidance
74	IAA May 2026 shared exam resource book, previous arrangements
75	Court of Appeal judgment in Karanakaran
76	Home Office asylum screening and routing guidance
77	HMCTS Special Immigration Appeals Commission guidance