



Regional Workshops 2016 - 2017

Non-UK Employee Visa Workshop: Employer's Guide to Immigration & PBS

23rd November 2016 - Danubius Regents Park Hotel, London

23rd February 2017 - Danubius Regents Park Hotel, London

6th April 2017 - Jurys Inn Hotel, Birmingham

8th June 2017 - Danubius Regents Park Hotel, London

27th September 2017 - Danubius Regents Park Hotel, London

Why attend this crucial workshop?

BFI's Non-UK Employee Visa Workshop: The Employer's Guide to Immigration & Points Based System brings together top legal, immigration and practitioner experts. This practical and intensive workshop will explore Home Office regulations, the Points Based System and non-PBS routes in depth so you come away with a full understanding of the requirements on you as an employer of non-UK nationals.

Highlights include:

- Vital Home Office updates
- Getting to grips with Tier 1,2 & 5
- Effective Right to Work checks
- Non-PBS routes to working in the UK
- Ensuring your sponsor duties are fulfilled
- New staff: Home Office compliant recruitment
- Existing staff: managing work visas
- Preparing for a Home Office Audit
- Ensuring documentation is comprehensive and genuine

Which functions will benefit from attending?

HR	Recruitment	Directors & Managers	Vetting & Screening
Security	Legal & Compliance	responsible for immigration & Right to Work checks	Administration & Operations

Hear from:



Dear Colleague

Are your non-UK staff employed legally? Are you up to date with Home Office changes? Do your employees have the correct visa? Are you risking your Employer Sponsorship Licence? Are you prepared for a UKVI visit? Do you fully understand the Points Based System & its applications?

As an employer – you are responsible. Failure to comply fully with Home Office regulations could land you with a £20,000 fine, a removal of your licence to hire migrant workers and by knowingly employing an illegal worker you are risking a two year custodial sentence. An unsatisfactory non-UK recruitment policy also leaves you open to costly race discrimination law suits. The complex legal and regulatory system often makes it very difficult for employers to ensure that their recruitment and employment policies are fully compliant with the law.

This practical and intensive workshop will explore Home Office regulations, the Points Based System and non-PBS routes in depth so you come away with a full understanding of the requirements on you as an employer of non-UK nationals.

This is a unique opportunity for delegates to bring along their policies for evaluation and feedback with industry peers and immigration experts. Have all your legal & policy questions answered; with many Q&A sessions built into the agenda, you can ensure your policies are watertight.

I hope you can join us .

Best regards



Elizabeth Smith
Conference Director
Elizabeth.Smith@bfi.co.uk

“Excellent speakers, content & venue”

Admiral Group Plc

Speakers

Claire Taylor - Evans, Senior Associate, Boyes Turner LLP
Claire deals with all aspects of employment law providing day to day advice to employers on areas including absence management, redundancy and restructuring, disciplinary issues and maternity.

She is an experienced advocate representing employer clients at employment tribunals. She is also a regular presenter at client and public seminars and provides training on employment and business immigration for the CIPD.

Ian Westwood, Director, The Westwood Organisation

Ian Westwood worked at the Home Office from 1993-2003. He was an operational Immigration Officer serving at Heathrow, Gatwick and Dover before being promoted to Chief Immigration Officer based in Croydon. Since then he has set up his own consultancy business, providing training and immigration advice to a variety of corporate and private clients on the subject of Immigration.

He is regulated by the Office of the Immigration Service Commissioner to provide immigration advice in the UK. Ian’s training credentials include the Chartered Institute of Personnel and Development’s Certificate of Training Practice and the Belbin Team-Role Accreditation.

Laurie Anstis, Senior Associate, Boyes Turner LLP

Laurie advises on all aspects of employment law, but particularly specialises in helping employers prevent and defend complex and high-value discrimination, equal pay, TUPE, employment status and whistleblowing claims. He has extensive experience as an advocate, appearing at employment tribunals throughout England, Wales and Scotland, and in the industrial tribunal in Northern Ireland, and regularly speaks at client and public events on aspects of employment law.

“Very good event. Very useful and relates to workable practises”

James Walker & Co. Ltd.

Schedule

“Well-structured & very informative”

NHS

“A very good day. Speakers were enjoyable & very good”

Birmingham City Council

“Very informative & thorough”

Star Technology

0915	Registration & Coffee
0945	AIMS & OBJECTIVES OF THE DAY Ian Westwood Director The Westwood Organisation
1005	UPDATE ON HOME OFFICE REQUIREMENTS: WHAT MUST YOUR ORGANISATION BE AWARE OF? <ul style="list-style-type: none">- Summary of immigration routes for staff coming into the UK- Explanation of Tier 1- Closure of the Post-Study Work route: what are your options?- What are the rules for business visitors?- The Tier 2 route including: certificates of sponsorship, the resident labour market test, skill level, salary, English language and maintenance- Period of stay, extension and change to circumstances- Sponsor duties including preventing illegal working, record keeping and reporting- Suspension, downgrade and revocation of licence- TUPE and Acquisition; managing right to work permissions and ensuring contracts are correct Claire Taylor - Evans Senior Associate Boyes Turner LLP Laurie Anstis Senior Associate Boyes Turner LLP
1130	Coffee Break
1145	NON PBS ROUTES TO EMPLOYMENT & APPLICATION GUIDANCE <ul style="list-style-type: none">- Non PBS workers: Tier 5, EU nationals, family members, Croatia rules- What to do if an employee's circumstances change during employment- The application process - how much involvement by the employer? Ian Westwood Director The Westwood Organisation
1230	Lunch
1330	IMMIGRATION COMPLIANCE: PREPARING FOR A UKVI AUDIT: ESSENTIAL DOCUMENT CHECKLIST <ul style="list-style-type: none">- What documents are necessary to prove compliance?- What information is needed from applicants?- Effectively maintaining records and documents- Successfully monitoring migrant employees- Document verification best practice; improving your team's knowledge of counterfeits- What exactly takes place in a compliance visit? Ian Westwood Director The Westwood Organisation
1445	Tea Break
1500	POLICY Q&A DISCUSSION: WHAT ARE THE DOS & DON'TS OF YOUR POLICY? <i>Unique opportunity for delegates to bring along their policy questions for evaluation and feedback. Delegates can submit questions anonymously pre-event to dan.james@bfi.co.uk</i> <ul style="list-style-type: none">- Have your specific questions answered- Hear from colleagues facing similar challenges- Exchange experiences & share approaches Ian Westwood Director The Westwood Organisation
1600—1615	Wrap Up & End of Workshop

Please complete in capital letters. For more than one delegate, please photocopy the form.

Delegate Registration Form – Non-UK Employee Visa Workshops 2016 - 2017

Delegate name (Mr/Mrs/Ms) _____ Surname _____
Job Title _____ Company _____
Address _____

Telephone _____
Email _____
Signature _____ Date _____

How did you hear about this conference?

Mailshot Previous delegate Sponsor Internet Word of mouth E-mailshot Other _____

Which workshop would you like to attend? Please indicate

23rd November 2016 – London: Danubius Regents Park Hotel, 18, Lodge Road, London, NW8 7JT (0207 722 7722)

23 February 2017 – London: Danubius Regents Park Hotel, 18, Lodge Road, London, NW8 7JT (0207 722 7722)

6th April 2017 – Birmingham: 245 Broad Street, Birmingham, B1 2HQ (0121 606 9000)

8th June 2017 – London: Danubius Regents Park Hotel, 18, Lodge Road, London, NW8 7JT (0207 722 7722)

27 September 2017 – London: Danubius Regents Park Hotel, 18, Lodge Road, London, NW8 7JT (0207 722 7722)

Delegate rate

Conference fees include refreshments, lunch and full conference materials

Standard booking fee £450 plus VAT

Methods of payment Please indicate

- Invoice** – please invoice my company. Purchase Order no: _____
- Cheque enclosed** – made payable to Business Forums International Ltd.
- Bank transfer** – forwarded to: Lloyds Bank plc, 19-21 The Quadrant, Richmond, Surrey TW9 1BP, UK
- Credit card** – please charge my card: Visa Mastercard Amex

Card no: Expiry date: Security Code:

Holder's name: _____

Date: _____ Signature: _____

Registered credit card address (if different from above):

Payment

Please note that full payment must be received prior to the event. Business Forums International Ltd. Reserves the right to alter the programme content or speakers due to circumstances beyond our control.

Data Protection Act

The information you provide will be held by us and may be used to keep you informed of BFI products and services. BFI handles all personal information in compliance with the Data Protection Act 1998 and the EU Communications Directive 2002.

If you DO NOT want to be kept up to date please tick this box.

Cancellations and substitutions VAT

Cancellations in writing will be accepted at any time up to 4 calendar weeks prior to the event. After this time cancellations cannot be accepted. Change of delegate (s) can be made at any time without charge. If you are unable to attend, you may send a substitute at no extra cost. All correspondence MUST be sent by email to dan.james@bfi.co.uk or by registered post.

Under UK Customs and Excise regulations all delegates are required to pay VAT on any conference taking place in the UK, regardless of country of residence. It may be possible for delegates from outside the UK to reclaim this cost.

Special requirements

Please notify us at least one month before the date if you have any additional requirements, e.g. diet restrictions, wheelchair access, large print etc. Email dan.james@bfi.co.uk

How to register

Telephone

+44 (0)1983 861133

Fax the form to us

+44 (0)1983 861144

Register online

www.bfi.co.uk

Email us stating

the conference title
registrations@bfi.co.uk

Post the form to us

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