



## In-house Training Brochure

# Employee Vetting, Selection and Safer Recruitment

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### What are the benefits of in-house training to your organisation?

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- \* Your training investment is priced by the day, rather than by the delegate, enabling you to make significant cost savings
- \* Running training at your premises also allows you to avoid travel and accommodation expenses & can be scheduled at a time that suits you
- \* We tailor specific course content to your company's needs by modifying courses, combining two or more different course elements and adding new components

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### Highlights of the Employee Vetting, Selection & Recruitment Workshop

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- \* Essential legal updates
- \* Document verification tools and techniques
- \* Policy checklist
- \* Identity checking
- \* Developing the vetting process
- \* Selection methods—interviews & techniques
- \* Practical guide to understanding vetting tools

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### Which functions will benefit from attending?

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<b>HR</b>	<b>Legal</b>	<b>Compliance &amp; Audit</b>	<b>Security</b>
<b>Recruitment &amp; Resourcing</b>	<b>Vetting &amp; Screening</b>	<b>Policy &amp; Strategy</b>	<b>Administration &amp; Operations</b>

## Preliminary Course Outline

### In-house Training

We will tailor the course to suit your organisation's needs. This is a preliminary course outline to give you a taste of what we typically offer when delivering this course in house. After in-depth discussion with organisation and trainer we will develop a course outline which meets the specific needs of your team.

<b>1030</b>	<b>Welcome, Workshop Objectives &amp; Introductions</b>
<b>1100</b>	<b>SETTING OUT THE BUSINESS RISK—THE INSIDER THREAT— IDENTITY ISSUES, SAFETY ISSUES AND THE BENEFITS THAT THOROUGH VETTING CAN BRING</b> <ul style="list-style-type: none"> <li>* Recruitment, Selection &amp; Vetting Policy</li> <li>* Getting board-level support</li> <li>* Essential elements of a policy</li> <li>* Policy checklist</li> </ul>
<b>1130</b>	<b>Coffee break</b>
<b>1145</b>	<b>RECRUITMENT &amp; SELECTION</b> <ul style="list-style-type: none"> <li>* Defining the role</li> <li>* Practical exercise</li> <li>* Aims of a selection interview</li> <li>* Practical exercise</li> <li>* Process &amp; principles</li> <li>* Practical exercise</li> <li>* Pre-employment screening &amp; vetting</li> <li>* Documentation—job profiles</li> <li>* Identifying Key Performance Indicators</li> <li>* Selection methods inc. interviews &amp; techniques</li> <li>* Practical exercise</li> </ul>
<b>1315</b>	<b>Lunch</b>
<b>1515</b>	<b>VETTING PROCESS &amp; PRINCIPLES</b> <ul style="list-style-type: none"> <li>* The Screening and Vetting Process</li> <li>* The Vetting interview</li> <li>* Vetting tools</li> <li>* Reference, content, value, veracity</li> <li>* Certificates, declarations, credit checks, media searches</li> <li>* DBS checks</li> <li>* Degree &amp; professional qualifications checks</li> <li>* Dealing with adverse references</li> </ul>
<b>1415</b>	<b>THE VETTING PROCESS</b> <ul style="list-style-type: none"> <li>* What is Identity?</li> <li>* The problem of identity fraud</li> <li>* Identity checking</li> </ul>
<b>1545</b>	<b>Afternoon Tea</b>
<b>1600</b>	<b>THE DEVELOPED VETTING PROCESS &amp; AFTERCARE</b>
<b>1615</b>	<b>End of Workshop</b>

## Employee Vetting, Selection and Safer Recruitment

Delegate name (Mr/Mrs/Ms) \_\_\_\_\_ Surname \_\_\_\_\_

Job Title \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

How did you hear about our training courses?

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

How many delegates would be in attendance?

\_\_\_\_\_

What is your suggested time frame?

\_\_\_\_\_

What are your prospective dates?

\_\_\_\_\_

Details of your specific training requirements?

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\_\_\_\_\_

Thank you for filling out this enquiry form, we will get back to you shortly with our suggestions for your training course(s). Should you have any other questions in the meantime please do not hesitate to get in touch by email or phone.

Email the form to us

Stating 'Training Enquiry' to  
registrations@bfi.co.uk

Fax the form to us

+44 (01983) 861144

Post the form to us

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