



In-house Training Brochure

Non-UK Employee Visa: Immigration & PBS

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

- * 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

Highlights of Non-UK Employee Visa In-House Training

- * Getting to grips with Tier 1&2
- * 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 or enforcement visit
- * Ensuring documentation is comprehensive and genuine

Which functions will benefit from attending?

HR & Recruitment

Professionals

Legal & Compliance

Immigration specialists

Vetting & Screening

Practitioners

Security & Risk

Operations &

Administration

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 your organisation and our trainer we will develop a course outline which meets the specific needs of your team.

Preliminary Course Outline

1000	Introduction
1030	<p>SPONSORSHIP ISSUES: OVERVIEW OF POINTS BASED SYSTEM & OTHER ROUTES</p> <ul style="list-style-type: none"> * Summary of immigration routes for staff coming into the UK Explanation of Tier 1 * 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 * Suspension, downgrade and revocation of licence * Non PBS workers: Tier 5, EU nationals, family members, Croatia rules * What to do if an employee's circumstances change during employment
1130	<p>POLICY: WHAT NEEDS TO BE IN PLACE</p> <ul style="list-style-type: none"> * Who can work in the UK? * Strategies for checking the right to work * European nationals * Non-European nationals * What to look for * Statutory excuse and follow-up * Potentially discriminatory practice e.g. auto regretting candidates * Dealing with applicants from a wide variety of countries * Periodic checking: what changes have been made? * How does this affect limited time/permanent visas? * Are we able to employ those on student visas? * Passport checking: non-standard EU passports: spouse of an EU National, newly-ascended EU countries
1230	Lunch
1330	<p>ESSENTIAL DOCUMENT CHECKLIST</p> <ul style="list-style-type: none"> * What documents are necessary to prove compliance? * What documents are valid? What isn't? What constitutes validity? * What information is needed from applicants? * Effectively maintaining records and document * Successfully monitoring migrant employees * Document verification best practice; improving your team's knowledge of counterfeits
1500	<p>COMPLIANCE: ENSURING YOUR PROCEDURES ARE UP TO STANDARD</p> <ul style="list-style-type: none"> * Who does what? Allocating immigration roles within your organisation * Preparing for an HO visit * What exactly takes place in a compliance visit? * How do the UKVI operate in practice? * What are the costs of getting wrong; fines, prison sentences? In what situations would these apply? * How far must we go in checking our applicants and employees? * Summary of PBS
1600	End of Training

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

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?

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 (0)1983 861144

Post the form to us

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