



## In-House Training Brochure

# Non-UK Employee Visa: Immigration & PBS

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

- 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 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

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### 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

<b>1000</b>	<b>Introduction</b>
<b>1030</b>	<b>SPONSORSHIP ISSUES: OVERVIEW OF POINTS BASED SYSTEM &amp; OTHER ROUTES</b>
	<ul style="list-style-type: none"> <li>• Summary of immigration routes for staff coming into the UK Explanation of Tier 1</li> <li>• What are the rules for business visitors?</li> <li>• The Tier 2 route including: certificates of sponsorship, the resident labour market test, skill level, salary, English language and maintenance</li> <li>• Period of stay, extension and change to circumstances</li> <li>• Suspension, downgrade and revocation of licence</li> <li>• Non PBS workers: Tier 5, EU nationals, family members, Croatia rules</li> <li>• What to do if an employee's circumstances change during employment</li> </ul>
<b>1130</b>	<b>POLICY: WHAT NEEDS TO BE IN PLACE</b>
	<ul style="list-style-type: none"> <li>• Who can work in the UK?</li> <li>• Strategies for checking the right to work</li> <li>• European nationals</li> <li>• Non-European nationals</li> <li>• What to look for</li> <li>• Statutory excuse and follow-up</li> <li>• Potentially discriminatory practice e.g. auto regretting candidates</li> <li>• Dealing with applicants from a wide variety of countries</li> <li>• Periodic checking: what changes have been made?</li> <li>• How does this affect limited time/permanent visas?</li> <li>• Are we able to employ those on student visas?</li> <li>• Passport checking: non-standard EU passports: spouse of an EU National, newly-ascended EU countries</li> </ul>
<b>1230</b>	<b>Lunch</b>
<b>1330</b>	<b>ESSENTIAL DOCUMENT CHECKLIST</b>
	<ul style="list-style-type: none"> <li>• What documents are necessary to prove compliance?</li> <li>• What documents are valid? What isn't? What constitutes validity?</li> <li>• What information is needed from applicants?</li> <li>• Effectively maintaining records and document</li> <li>• Successfully monitoring migrant employees</li> <li>• Document verification best practice; improving your team's knowledge of counterfeits</li> </ul>
<b>1500</b>	<b>COMPLIANCE: ENSURING YOUR PROCEDURES ARE UP TO STANDARD</b>
	<ul style="list-style-type: none"> <li>• Who does what? Allocating immigration roles within your organisation</li> <li>• Preparing for an HO visit</li> <li>• What exactly takes place in a compliance visit?</li> <li>• How do the UKVI operate in practice?</li> <li>• What are the costs of getting wrong; fines, prison sentences? In what situations would these apply?</li> <li>• How far must we go in checking our applicants and employees?</li> <li>• Summary of PBS</li> </ul>
<b>1600</b>	<b>End of Training</b>

## 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?

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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 (0)1983 861144

Post the form to us

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