

Document Verification & Right to Work Checks for Non-UK National Employees

In-house training brochure



Organisations which fail to effectively check a non-UK employee's documentation face a £20,000 fine. Your organisation is responsible for checking identity documents for all your non-UK employees. That's quite a challenge, given the sheer volume and complexity of authenticating often unfamiliar documents. For the last five years BFI has been running this practical and interactive training throughout the UK. Hear from a top immigration and document verification specialist and ensure that your policies and procedures protect your organisation.

Course highlights:

- Prevent illegal working: legal clarification of your responsibilities
- Avoiding costly discrimination litigation
- Is your policy legally compliant?
- How to verify a non-UK candidate's immigration status
- Compare examples of real and fake documents
- Checking and verifying identity documentation from outside the UK including:
 - Passports
 - Photo ID & Driving Licenses
 - Birth Certificates
 - Supporting Documents
 - Stamps
 - Visas

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

Cost effective: benefit from not having to pay out for travel fees and other expenses associated with attending a public course

Company-specific course content: we select appropriate trainers and consultants to guarantee optimum learning and post-training implementation

Great results: we use imagination, expertise and ongoing consultation to ensure the course is of the greatest relevance and that your team are engaged and committed

No travel or time restrictions: you decide when & where the course takes place

Personal & practical: test real-life scenarios and gain expert input and advice

Your questions answered: the day will enable you to focus and resolve specific issues and problems affecting your organisation

Agenda overleaf 

0930 INTRODUCTION TO THE DAY AND IDENTIFICATION AND CLARIFICATION OF OBJECTIVES

“Really happy I came on the course, I learnt a lot!”

– NHS Trust Development Authority

ESSENTIAL LEGAL ISSUES TO CONSIDER FROM AN IMMIGRATION PERSPECTIVE

- What is identity, why it is important to check, consequences of getting it wrong
- What documents do you need to see and retain
- Summary of different work routes for non EEA nationals
- EEA workers and Brexit implications
- Tricky areas - student workers; change of visa status
- Avoiding discrimination
- Data storage to ensure GDPR compliance
- A checking strategy
- Understanding the statutory excuse and ensuring you have it

ESSENTIAL LEGAL ISSUES TO CONSIDER FROM AN IMMIGRATION PERSPECTIVE (continued)

CHECKING IDENTITY DOCUMENTS

- Attributed identity versus biographical identity
- Biometric identity – what should you know?
- Do you know what to look for?
- Common scams to be aware of
- What to do when you spot an irregularity
- Passports
- Photo ID and driving licenses
- Birth certificates
- Supporting documents
- Stamps
- Visas

“Great informative course, provided good insight into the authenticity of ID documentation”

– Dept BEIS

CHECKING IDENTITY DOCUMENTS (Continued)

- Cross-referencing with other data
- Right to work – what are the criteria?
- How to proceed if you discover inconsistencies
- Addressing concerns directly with candidates – possible pitfalls
- Establishing and integrating secure documents and identity verification processes
- How easy is it to miss a forged document
- What are the areas we should look at for verification?
- Practical examples of checking documents
- Live examples of fraudulent documentation
- Comparisons of real and fake documents
- Counterfeits and forgeries

“Informative, well presented and gives you food for thought, thank you”

– Plus Dane Housing

Very useful and very interesting, enlightening”

– Russell Finex Ltd

1600 -
1615 Wrap up and end

How do we operate?

- We arrange a no-obligation, in-depth talk to ensure we understand your unique needs
- We select appropriate trainers and consultants to guarantee optimum learning and post-training implementation
- We use imagination, expertise and ongoing consultation to ensure the course is of the greatest relevance and that your team are engaged and committed

Please call or email our In-house Training Manager, Katie Ganly (details below) for a quote today