



In-house Training Brochure

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

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 Document Verification in-house training

- * 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

Which functions will benefit from attending?

HR & Recruitment
Professionals

Immigration specialists

Security & Risk

Legal & Compliance

Vetting & Screening
Practitioners

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

Preliminary Course Outline

1000 Introduction to the day, identification and clarification of objectives

1015 POLICY AND PROCEDURE TO ENSURE YOU ARE WORKING WITHIN THE LAW

- * Who can work in the UK?
- * Strategies for checking the right to work
- * European nationals
- * Non - European nationals
- * Complying with Home Office regulations
- * PBS
- * What to look for
- * Checking documents
- * Statutory excuse and follow -up
- * Potentially discriminatory practice e.g. auto regretting candidates
- * Conclusions

1215 Lunch

1315 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

1400 Afternoon Tea

1415 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

1515 Outstanding Questions

1530 End of training

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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 (01983) 861144

Post the form to us

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