



## Regional Workshops 2016/2017

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

6th December 2016 - London

19th January 2017 - London

28th February 2017 - Birmingham

20th April 2017 - Manchester

18th May 2017 - London

13th September 2017 - London

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### Why attend this crucial workshop?

- 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

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### Which functions will benefit from attending?

HR & Recruitment Professionals	Immigration specialists	Security & Risk
Legal & Compliance	Vetting & Screening Practitioners	Operations & Administration

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Hear from:



"Very  
informative  
and easy to  
relate to"

HR Coordinator

## Dear Colleague

- Can your team recognise a fraudulent document?
- Are you risking a civil penalty?
- Do you carry out effective Right to Work checks?
- Do your Non-UK Employees have legitimate and genuine documentation?
- Does your policy comply with Home Office/ UKVI regulations?

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 eight years BFI has been running this practical and interactive workshop throughout the UK. Hear from top immigration and document verification specialists and ensure that your policies and procedures protect your organisation.

"Very  
interesting,  
highly useful  
and critical  
information"

Senior HR Officer  
EMR

We do hope you will join us.

Best regards



**Elizabeth Smith**  
Conference Research Director  
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## Schedule

<b>0900</b>	<b>Registration &amp; Coffee</b>		
<b>0930</b>	<b>Introduction to the day and identification and clarification of objectives</b>		
<b>0940</b>	<b>ESSENTIAL LEGAL ISSUES TO CONSIDER FROM AN IMMIGRATION PERSPECTIVE</b>		
	<ul style="list-style-type: none"> <li>- What are the consequences of getting documentation verification wrong?</li> <li>- Understanding your obligations to prevent illegal working- what documents do you need to see and retain?</li> <li>- A summary of the different work routes available to non-EEA nationals</li> <li>- Some tricky areas including students' right to work, agency workers/contractors and what to do if you discover an employee does not have the right to work</li> <li>- Working within the law- avoiding contravention of discrimination legislation</li> <li>- Record keeping obligations for sponsors</li> <li>- Issues around recording and storing data that you must be aware of</li> </ul>		
	<table> <tr> <td>Claire Taylor - Evans Senior Associate Boyes Turner LLP</td> <td>Laurie Anstis Senior Associate Boyes Turner LLP</td> </tr> </table>	Claire Taylor - Evans Senior Associate Boyes Turner LLP	Laurie Anstis Senior Associate Boyes Turner LLP
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"Good content  
and well  
presented. I  
enjoyed this  
interactive  
workshop"

Legal Counsel  
FM Global

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**1100 Coffee break**

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*"A wealth of Information. Great presentations and interaction with the groups questions"*

Personnel Manager  
Fredrickson  
International Ltd

**1115 POLICY & 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

Ian Westwood  
Director  
Westwood Organisation

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**1315 Lunch**

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**1415 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

*"Excellent, very knowledgeable and engaging"*

HR Manager  
FSA

Ian Westwood  
Director  
Westwood Organisation

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**1500 Tea Break**

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**1515 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

*"Speaker contributions were excellent; they were clearly very knowledgeable. All sessions were of value, especially the forged documents"*

London Borough of  
Richmond

Ian Westwood  
Director  
Westwood Organisation

**1615 Outstanding Questions**

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**1630 End of Workshop**

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