



Employing and Vetting non-UK Nationals Workshop

Glasgow – Monday 17 November 2008

Manchester – Thursday 22 January 2009

London – Thursday 26 February 2009

Hear effective strategies to ensure you are not vulnerable

- Get the latest updates on immigration law and how it will affect your organisation
- Understand what to look for when checking non-UK documents and qualifications to avoid fraudulent applications
- Get to grips with the point-based immigration system
- Discover how an enforcement visit works and what to do if your company has one
- Make sure that you avoid discrimination litigation under the new laws
- Make sure all your employees are working legally

Which functions will benefit from attending?

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|-------------------------|---------------------------|-------------------------|
| • Vetting and Screening | • Employee relations | • Trade unions |
| • Recruitment | • Training | • Employer associations |
| • Resourcing | • Diversity and equality | |
| • Legal counsel | • Immigration specialists | |

Endorsed by



"The best Vetting and Screening Conference to date. Huge breadth of talent giving excellent presentations. Good quality and informative"

Vodafone

Dear Colleague

With immigration at an all-time high, UK employers are facing unprecedented challenges. There is a growing employment pool from which to benefit, but the legal and vetting complexities can seem to outweigh the benefits.

Are you confident that your vetting and screening policy for non-UK national is watertight? Are you up to date with the most recent legislation? Do you understand and are you working within the new points-based immigration system? Would you be prepared for an enforcement visit? Do you know how to thoroughly check documentation from outside the UK?

With an unparalleled track record of 15 years in the vetting and screening industry, BFI's Employing & Vetting non-UK Nationals Workshop will ensure you have all the necessary solutions with minimal time out of the office. With decades of experience between them, our expert trainers will ensure that your policy is both comprehensive and legally watertight, thus avoiding the punitive fines and potential imprisonment should you employ illegal workers.

Book today to ensure a place on this unique course.

Best regards



Elizabeth Smith
Director of Research

Speakers



Paul Leadbeater

Director of Security and Information Compliance
G4S

"Informative; well organised comprehensive agenda with a first rate speaker panel. Excellent"

Credit Suisse

Paul is Director of Security and Information Compliance with G4S. He holds ISEB qualifications in Data Protection and Freedom of Information legislation and the ISEB qualification in Information Security Management Principles. A regular speaker at conferences in the UK and abroad on vetting, data protection and identity fraud, he has chaired such events and has run a series of vetting workshops around the UK.

A former police officer with thirty years' service, much of that service being with the CID and specialist firearm and surveillance units, since leaving the police in 1995 Paul has held a number of management positions with Group 4, GSL UK Limited and G4S.



Ian Westwood

Immigration Consultant

Ian Westwood worked at the Home Office from 1993-2003. He was an operational Immigration Officer serving at Heathrow, Gatwick and Dover before being promoted to Chief Immigration Officer based in Croydon. Since then he has set up his own consultancy business, providing training and immigration advice to a variety of corporate and private clients on the subject of Immigration.

He is regulated by the Office of the Immigration Service Commissioner to provide immigration advice in the UK. Ian's training credentials include the Chartered Institute of Personnel and Development's Certificate of Training Practice and the Belbin Team-Role Accreditation.

Endorsers

ASIS

With over 33,000 members worldwide, ASIS International is the largest worldwide organization for security professionals.

ASIS serves as an active resource for information on various security and management skills by exposing members to all disciplines so they can become key players in the modern business

environment. For these reasons ASIS encourages anyone with a professional interest in security to apply for membership. For information, call 01494 488 599 or email chapter208@asis.org.uk

EPIC

Membership in EPIC (Ex Police in Commerce) is open to police officers from Home Office Forces who, on retirement, are engaged in security within industry and commerce.

Many of EPIC's 498 members are self-employed, owning their own companies or providing consultancy, and others

are leading practitioners in their fields, employed by major firms. Enquiries for membership to Barry Davis, Secretary, 5 Fairview Close, Kilburn, Belper, Derbyshire DE56 0PN Tel: 01332 881 981.

Visit www.epic-uk.com.

Schedule

There will be refreshment breaks in the morning and afternoon.
Lunch will be at approximately 13h00 for one hour depending on the schedule.

0830	Registration and Coffee
0900	Introduction to the day – expectations and objectives Specific challenges of vetting non-UK Nationals <ul style="list-style-type: none">• Where are the biggest challenges?• What documentation is vital? Changes to immigration law and how your organisation is affected <ul style="list-style-type: none">• The role of the UK Border Immigration Agency• What services are available to employers and how do you maximise your relationship with the UKBA?• What foreign clearance issues does your organisation need to be aware of?• What is the employer's role in the workers registration schedule? Understanding and working within the points-based immigration system <ul style="list-style-type: none">• What are the penalties?• Who is most at risk?• Sponsorship from third party organisations: loopholes to close• Factoring in delays to work permits Supporting migrant workers and avoiding discrimination Permission to work schemes Pre-employment Screening <ul style="list-style-type: none">• The business case for screening: risks and liabilities• Who needs to be involved in the process?• Using third parties: pros and cons• Application forms• Interviews• Decision-making• Structuring your process• Measuring and monitoring the performance of your process and policy• What levels do you need to screen for? Checking Identity Documents <ul style="list-style-type: none">• Do you know what to look for?• Common scams to be aware of• What to do when you spot an irregularity• Passports• ID Cards• Stamps• Visas Qualification and employment checks <ul style="list-style-type: none">• Electronic versus paper checks• Searching electronic databases: tips• The accuracy of data: hotspots to be aware of• Standardised reference forms – how and when can you use them? Criminal record checks <ul style="list-style-type: none">• What are the best sources of criminal history information?• What alternatives are there?• Registered bodies• Umbrella bodies Financial checks Contracting challenges and issues Enforcement visits <ul style="list-style-type: none">• What are the circumstances under which your organisation might receive a visit?• Preparing for the visit: an essential checklist• What current UK immigration legislation do you need to be aware of?• What are the penalties for organisations in breach of immigration law?• What are the requirements of an organisation during a law enforcement visit from the BIA?• What foreign clearance issues does your organisation need to be aware of?• What is the employer's role in the workers registration schedule?
1700	End of Day

"BFI Vetting and Screening events consistently deliver timely and comprehensive information."

British American Tobacco

"Information shared was beyond my expectations, excellent; lots of new information that was valuable."

Europol

"Clear structure, well timed & important key points covered"

Capital One

"Interesting mixture of subjects spoken about, lots of to-the-point information to take away with me. Well done."

HBOS

The City Personnel Group

CPG is the UK industry association set up to promote best HR practice in the financial services sector. It has an international membership drawn from a range of industry sectors.

Associate membership is open to any organisation serving the HR sector within financial services and encompasses

accountancy and consultancy firms, lawyers, regulators, system vendors and trainers.

For further information please contact:
Lucinda Campbell-Gray on 020 7670 1931 or lccgcitypersonnelgroup.co.uk

The Security Institute

The Security Institute provides a programme that addresses the issue of professional validation for security professionals.

The programme assesses security management experience, academic and vocational qualifications and contributions to the profession. It also establishes an

independent validation board to assess those seeking to attain a grading in the Security Institute.

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