

## **Training Guidance and Information**

August 2023

## **Training**

The Staff Visa Compliance team frequently run and assist with training sessions for the wider university on the following topics:

- How to Conduct Right to Work Checks
- UKVI Compliance Roadshow
- Recruitment and Selection Training
- How to Recruit Student Staff

If you would like to book onto any of these training sessions, you can find them via the Horizon learning area and enrol online. Currently, the sessions take place online, however we are looking to roll out in person sessions and undertake campus visits so please check the Horizon learning area for updated sessions available.

Please note that training sessions are popular and there are often waiting lists. If you would like to guarantee a space, you will need to secure your place in advance.

Please be aware that right to work checks are only able to be accepted by staff members who have undertaken the right to work training sessions. If you attend this training, your name will be added to our list of those able to conduct right to work checks. If you would not like your name added to this list, then please let us know by contacting the Staff Visa Compliance team.

Guidance from the Home Office is always under review and changes frequently. Therefore, any significant changes will be sent to staff via email from the People Directorate to ensure that those who have been trained are up to date with the correct information.

If you have any specific queries or concerns, then please do not hesitate to reach out to the Staff Visa Compliance team via email and we will endeavour to respond as soon as possible.