

Extended Workforce Policy Guide to Checking Documentation

How to I check documents?

A. Checking Documents can be broken down into these 3 key steps:

1. **Obtain** the person's original documents
2. **Check** them in the presence of the holder
3. Make and retain a clear **copy** of the document, and make a record of the date of the check.

What documents can be produced for checking?

A. Please refer to the Home Office 'Right to Work Checklist' which lists the documents which can be accepted.

Does the holder of the documents have to be present when the check takes place?

A. The holder could be with you in person or on a live video link. Even though you may be in contact with the person by live video link, **the actual original documents must be in your physical possession at the time the check is taking place**. A scanned or faxed copy is not acceptable for the purposes of obtaining an excuse. If checking via video link arrange for the person to courier the documents to you and then arrange a time for the check.

Anything else if the person is a student?

A. If the holder is a student subject to a condition limiting the number of hours they can work per week during term time, obtain and retain details of their term and vacation dates. Upload this with the other documents.

Can I undertake the right to work check on the first day of work?

A. Checks must be carried out **before** the work commences. There is no restriction on when the check may be performed. It could be performed immediately before the work commences (including the same day).

How do I identify a forged document?

A. If you are not satisfied that the document belongs to the holder or you believe the document to be false or forged, you should not continue the checking process.

It is recognised that University employees are not trained in the identification of false or forged documents. The Home Office guidance on this is that *it should be apparent to an individual, who is examining carefully, but briefly and without the use of technological aids, that they could reasonably be expected to realise that the document in question is not genuine.*