



## Pre-Employment Checks

### Date:

Oct 16, 2018 09:00 - 13:00

### Course Duration:

1/2 day (9.00 - 13.00)

### Venue:

Dennett House, 11 Middle Street, Taunton, Somerset, TA1 1SH - this course can be customised for in-house delivery.

### Description:

This half day event is for anyone involved in the recruitment process who wants to avoid making a risky staff appointment.

### Aim:

Learners attending this half day workshop will:

- Understand a range of checks that need to be made in the pre-employment phase, how to carry them out and what to look out for
- Understand the impact if appropriate checks are not made

### Content:

- What are pre-employment checks and why are they are needed?
- How are they carried out
- Home Office advice and guidance to support pre-employment checks
- Understanding relevant Employment Law
- What is the Right to Work in the UK?
- ID checking and what to look out for
- Dealing with references
- Checking qualifications
- DBS
- Dealing with unfavourable outcomes and taking appropriate action

## TRAINING DETAILS

### Course Ref:

HE/18/750

### Closing Date:

04/09/2018

### Course Administrator:

training@swcouncils.gov.uk or  
call 01823 270101

### Related Courses:

- [Job Evaluation - GLPC Scheme](#)
- [Job Evaluation - NJC Scheme](#)
- [Mediation & Conflict Resolution in the Workplace \(ILM Endorsed\)](#)
- [Mediation for Line Managers](#)
- [Managing Capability: Health and Performance Issues](#)
- [Undertaking Disciplinary or Grievance Investigations](#)
- [HR Practitioner \(ILM Endorsed\)](#)
- [Successful Recruitment](#)
- [Pre-Employment Checks](#)
- [Giving Appraisals](#)
- [Planning for a Positive Retirement](#)
- [Career Transition Workshop](#)

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*"Excellent and very professionally delivered - thank you"*

*"I really struggled with pre employment checks before but I now know everything needed to cover them"*

*"Really well lead session and so informative, really helped to boost my confidence and I now know how to do pre employment checks"*

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Member Organisations: £65  
Non-Member Organisations: £85

*(All prices subject to VAT. Discounts for multiple bookings may apply)*



