THE TWO ACADEMY

How To Verify Identity Documents Workbook

Course Workbook

Contents

Introduction

Welcome!

This is the course companion workbook for our course: How To Verify Identity Documents.

Download and save this workbook before filling in your answers. It is editable – all you have to do is click inside the boxes or above the solid lines to type your answers. You can also print the workbook and complete it by hand if you prefer.

In this course we will teach you about checking an individual's right to work in the UK. After learning everything we have to share with you, you will need to take action in order to ensure your processes and procedures support sponsor compliance. This workbook can then become your reference point; once downloaded and saved, it is yours to keep, print or save on your computer. Forever. Well, perhaps not forever, but for a while …

The workbook is designed for you to use side by side with the learning. It follows the same structure as the course and has space for your notes; it contains useful tips and links to external websites and other useful reference material.

Don't Be Stuck

If you have difficulty with any element of the course, or in becoming a sponsor, please do let us know. You can contact us by via email: info@twolimited.co.uk or telephone: 01293 889691.

Disclaimer

Immigration rules and regulations do change. We make every effort to keep our material up to date, but cannot guarantee this. Please always double check before taking action based on the information in this workbook and associated course.

Course Notes

Is This Really Necessary?	
Types of Document	
Reasons to Check	

The Process	
Step 1: Imposter	
Step 2: Is it Genuine?	
Step 3: Has it Been Altered?	
Do I Need to Look More Closely?	

Step 4: Does It All Make Sense?	
What If I Have Doubts?	

USEFUL RESOURCES

UKVI right to work check guidance:
https://www.gov.uk/government/publications/right-to-work-checks-employers-guide

UKVI RTW checklist:
https://www.gov.uk/government/publications/right-to-work-checklist

BRP checker:
https://www.gov.uk/view-right-to-work

Employer Checking Service (ECS):
https://www.gov.uk/employee-immigration-employment-status

PRADO:
https://www.consilium.europa.eu/prado/en/search-by-document-country.html