

Academic Quality and Development (AQD) Right to Work Check Policy and Process

1. Introduction and Overview

- 1.1 This document outlines the requirements for checking the Right to Work (RtW) documentation for external examiner (EE) and external advisors (EA) of London Metropolitan University (London Met). This policy and procedural document have been developed by AQD in conjunction with Human Resources. The policy and procedures ensure that all EA and EE appointees have provided RtW documentation before commencing employment.
- 1.2 This document was developed to meet the Home Office requirements, and referenced the Employers Guide to Right to Work checks published on 29th June 2018¹.

2. Essential Requirements

- 2.1 All EEs and EAs are required to complete a RtW check before they commence employment with London Met. Schools should be made aware that EEs or EAs are not to provide or request that any work be undertaken until a RtW check has been completed and that this has been confirmed by AQD.
- 2.2 AQD staff must ensure that original documentation of the EE or EA is seen in person before employment commences. London Met are required to keep evidence of completion of the RtW check either in hard or electronic forms. AQD will keep electronic evidence securely on Box and will destroy records in line with London Met policy, to ensure compliance with General Data Protection Regulation (GDPR) 2018.
- 2.3 AQD will log RtW checks completed on the RtW log, providing details of documents seen, the date the check was completed, the date employment commenced and the name of the person who completed the check. The date documentation should be destroyed will also be recorded.
- 2.4 For EEs, confirmation of appointment is subject to attendance of an induction and completion of the RtW check. This is stated in contractual documents. Both EEs and EAs should be informed of the processes and be made aware of the requirements. This should be outlined when EEs/EAs are approached.

3. Option 1 – In person check

¹ <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>

- 3.1 EEs and EAs can present their documentation in person to AQD staff. For External Examiners this can be completed at the Induction event, and for EAs this would need to be completed before any validation/review paperwork is sent out. EEs and EAs should be asked to attend the University, bringing with them documentation for the Right to Work in UK check.
- 3.2 The EE/EA should provide documentation from the following [list](#).
- 3.3 Upon presenting the RtW document, AQD staff are to check whether the documentation meets the requirements using the checklist provided by the Home Office. For those who do not comply, AQD staff should contact HR for further guidance and checks.
- 3.4 For those who meet the requirements, AQD staff should complete the laminated scanning sheet including confirmation that the document is original, staff name and date, and use to scan the document for saving to Box. For passports the picture pages and front cover must be scanned in. For documentation that do not have a photo i.e. birth certificates, AQD staff should also check and scan another form of ID with a picture, for example a staff pass from another institution.
- 3.5 The documentation should then be returned to the EE/EA and the RtW log updated. The check would then be confirmed as complete.
- 3.6 See appendix one for process flow chart.

4. Option 2 – Virtual Checks

- 4.1 For those who cannot attend the university in person, original documentation is still required to be seen before work commences. These EEs/EAs, should send the documentation (in line with requirements) to AQD by special delivery, which ensures that the passage of the documents is tracked whilst in transit.
- 4.2 AQD should arrange a Skype/virtual meeting with the EE/EA for the day that the passport is expected to be received. If the documentation is to be kept in AQD until the meeting takes place, this is to be kept in the locked drawers in TS1-02.
- 4.3 The AQD staff member should then complete the virtual meeting with the documentation to confirm the identity of the EE/EA and RtW documents. Once completed, the document should be scanned and saved as per option one. The document should then be returned on the same day to the EE/EA using special delivery, with postage details to be emailed to the EE/EA for confirmation.
- 4.4 If concerns or queries are raised during the meeting, AQD staff should consult with HR for guidance on next steps.

4.5 See appendix one for process flow chart.

5. Documentation Storage

5.1 All RtW documentation is to be stored in the AQD Managed area on Box in the RtW folder. This folder is to be remained closed to AQD staff members only, or to HR for the purposes of audit. RtW documentation will be held for 6 years after the completion of employment of the EE/EA in line with London Met retention policies.

5.2 Documentation received through the post should be stored in the locked cabinet in TS1-02 of the AQD area and this room shall remain locked when AQD staff are not present. The documentation should be kept for as long as is needed to complete the virtual meeting and returned to the EE/EA by special delivery.

5.3 Hard copies of RtW document taken after the publication of this document should be destroyed through confidential waste. All documentation is to be kept electronically.

Appendix One – AQD RtW Checks: Process Flow Chart

