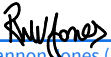


Company Name:	Addysg Seren Education ('the Company')
Topic:	Overseas work-seekers (and those who have lived and worked overseas)
Date:	15th November, 2021
Version:	2

When registering a work-seeker who has lived or worked abroad for more than six months within the last five years, there is a procedure which needs to be followed to ensure a full check has been made on the candidate.

- they should be in possession of an overseas police check from the country they were in to cover that period.
- Confirmation is required of when a letter of good conduct would be obtained.
- If a work seeker is unable to provide an overseas police check, Addysg Seren Education can provide a police check at the cost of the work-seeker (refer to DBS check policy) for a police check from the country which they have lived/worked by our service provider, Atlantic Data Ltd.
- All the same checks will be carried out on overseas work-seekers, including an awareness that DBS as well as overseas police checks should be taken out on each candidate.
- Verification of overseas qualifications will be checked with NARIC.
- A reference is obtained by the work-seekers previous line manager from the work in the country which they worked for further validation.

Current and up to date CV's are obtained to ensure that correct references are requested, and Police checks are correct.

Signature 
Rhianon Jones (Aug 9, 2024 09:00 GMT+1)

Name **Rhianon Jones** (Director)

Aug 9, 2024
Review Date

Overseas Workers Policy 2024

Final Audit Report

2024-08-09

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By:	Rhiannon Jones (rhiannon@addysgsereneducation.co.uk)
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-  Document created by Rhiannon Jones (rhiannon@addysgsereneducation.co.uk)
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