



refugees
into teaching



Employing refugees in schools

A guide for education employers and
initial teacher training providers



**Equality and
Human Rights**
Commission



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The Refugee Council is a human rights charity, independent of government, working to ensure that refugees are given the protection they need, that they are treated with respect and understanding, and that they have the same rights, opportunities and responsibilities as other members of our society. For more information visit:

www.refugeecouncil.org.uk



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Employing refugees in schools

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Executive Summary

This guide aims to support schools and other education employers in their recruitment practices. It explains clearly who refugees and asylum seekers are, their entitlements to work and train in the UK and the documentation they will have to demonstrate this.

The guide also provides useful information for initial teacher training providers on UK NARIC assessments of overseas trained teaching certificates and higher level qualifications.

Introduction

Refugees are an untapped workforce in England, whose skills can add real value to a school.

Employing refugees is an opportunity to create a more diverse workforce and learning environment.

The success of a school depends heavily on the skill, ability, knowledge and motivation of its staff. Successful schools take a strategic approach to investing in and developing their workforce and will wish to attract the best possible range of applicants.

Having a diverse school workforce can broaden the connections that children and young people make with the wider world and help prepare them for life in a diverse and dynamic society. A diverse school workforce can include refugee staff.

One in three refugee teachers speak two or more languages in addition to English.

One in three refugee teachers have a degree equivalent or above.

One in three refugee teachers have completed teacher training in their home country.

One in five refugee teachers is a shortage subject specialist.

Statistics from the National Refugee Teachers Database

Many refugees are qualified to degree level and above, and speak at least two additional languages to English. Many are overseas trained teachers who are specialists in shortage subjects, such as maths and science, and have considerable teaching experience.

Refugees have full employment and training rights in the UK, and have the same protection against discrimination in the workplace, (i.e. on the grounds of gender, race, religion and belief, disability, sexual orientation and age) as everyone else in the UK.

Who are refugees and asylum seekers?

The terms ‘refugee’ and ‘asylum seeker’ are not always well understood. This section outlines the meaning of these terms. The reference section in this guide (Appendices 1 and 2) also provides examples of documentation refugees and asylum seekers have to demonstrate their entitlement to work, and which can be shown during CRB checks.

*Afghanistan • Democratic Republic of Congo (DRC) • Eritrea
Iran • Iraq • Pakistan • Sri Lanka • Somalia • Zimbabwe*

Common countries of origin for refugee teachers in England

What is ‘asylum’?

Asylum is protection given by a country to someone who is fleeing persecution in their own country. It is given under the 1951 United Nations Convention Relating to the Status of Refugees.

What is an ‘asylum seeker’?

An asylum seeker is a person who has left their country of origin and formally applied for asylum in another country, but whose application has not yet been concluded.

What is the 1951 United Nations Convention on refugees?

The definition of a refugee and how countries are obliged to treat refugees is outlined in the 1951 United Nations Convention Relating to the Status of Refugees and the later 1967 Protocol Relating to the Status of Refugees.

The Convention was drafted in the aftermath of millions of people becoming refugees in Europe during the Second World War. Initially, the Convention was limited to afford protection only to European refugees. As new refugee producing situations emerged worldwide, the Protocol was added to expand refugee protection to cover anybody.

The refugee definition is very strict, and asylum seekers have to prove that they meet all of the following criteria in order to be given refugee status. They must:

- be outside their country of origin, or outside the country where they usually live;
- be at risk and in fear of serious harm;
- prove their own government is unwilling to or is unable to protect them from harm;
- prove that their fear is linked to their civil, political or social status (for example, they are being persecuted by the state because they are affiliated to an opposition political party or because they are of a particular ethnic origin);
- need and deserve protection.

What is a refugee?

In the UK, a person is officially recognised as a refugee when they have their claim for asylum accepted by the government. This is called “refugee status” and gives the person permission to live and work in the UK. This means that the person has also proved they meet the criteria of the UN Refugee Convention definition of a refugee, and qualify for a range of benefits, many similar to those enjoyed by UK citizens.

Can asylum seekers receive anything else apart from refugee status?

Yes – individuals who do not meet the Refugee Convention’s criteria for refugee status may qualify either for humanitarian protection (granted for five years) or discretionary leave to remain (granted for up to three years).

These are given when the government acknowledges that, although a person does not fit into the legal definition of a refugee as per the Convention, there are humanitarian and/or compassionate grounds why they cannot return to their home country.

This guide uses the term 'refugee' to include refugee status, humanitarian protection and discretionary leave to remain.

Can refugees and asylum seekers work and volunteer?

Refugees, as well as those with humanitarian protection and discretionary leave, have full rights to work and volunteer in the UK. They are considered as home students for fee purposes and have access to public funds and benefits.

Refugees are not included in the points-based system – the system for managing migration for those wishing to enter the UK for work or study. They are able to work in the UK without any restrictions and are legally protected from discrimination.

The majority of asylum seekers do not have permission to work. However, they are able to volunteer for a registered charity, voluntary organisation or body that raises funds for either. If an asylum seeker has permission to work their documents will state this clearly.

Please see Appendix 1 for examples of documents refugees and asylum seekers will have to show entitlement to work.

How long can refugees stay in the UK?

Until September 2005, refugees were given indefinite leave to remain in the UK. Since then, asylum seekers granted refugee status have been given leave to remain for five years. Those with limited leave will then apply for indefinite leave to remain in the UK (also known as settlement protection) towards the end of their current leave. During the time that their application is being processed by the government, a refugee continues to have the same rights to employment and training as before.

Refugees with indefinite leave to remain are then eligible and supported to go on to apply for British citizenship, if they want to do so.

Summary

- Refugees are people forced to leave their own country because of persecution.
- Refugees have the right to legally reside in the UK.
- Refugees have full rights to work and volunteer in the UK.
- An asylum seeker is a person waiting for a decision on their application for protection under the 1951 UN Refugee Convention.
- Refugees are home students, and have full entitlement to study and train in the UK.



What can refugees bring to the school workforce?

This section provides further information on how refugees can make a valuable contribution to schools.

Refugees with a teaching background, as well as those interested in other roles in the school workforce, can make a very positive contribution to schools.

Many refugees come to the UK with qualifications and language skills as well as overseas teaching experience. Many have professional skills and experience in teaching a specialised subject, including shortage subjects such as maths, science, modern foreign languages and design and technology.

“Our teaching and learning is of a consistently high standard but with the positive role models, diverse background and experiences of staff, this brings a dynamic breadth to a child’s education giving them a belief in themselves for the future. Perhaps they can see themselves in the person who is supporting them.”

Jed Morgan, Headteacher, St John’s Roman Catholic primary school, Rochdale

The most successful schools take a strategic approach to investment in their workforce and its development. Creating a diverse and representative workforce is an important part of how schools will address their statutory duties on equality and community cohesion. Refugee staff and volunteers can form an active part of the this workforce, helping to strengthen the skills and experience needed to serve the needs of a diverse school population and local community.

*“It was obvious from the start that Anna * had excellent teaching skills. She engaged with pupils immediately, supporting me with a great many everyday issues such as minor behaviour problems, group activities, individual reading/phonics sessions etc. She was keen to respond to the children’s curiosity about why she was here and offered to bring photographs and video clips of her life in Zimbabwe, in particular her teaching of pupils there, which will provide our pupils with a very useful comparative study and will meet the requirements of many aspects of Geography, RE and PSHE programmes of study.*

“I believe that Anna’s presence and work within our school has the potential for enormous value. We currently have quite a homogenous school staff, and therefore Anna’s work and presence in the school will most certainly broaden the ethnic and cultural diversity of our workforce and bring the global dimension right into the classroom. It’s great to have someone with us who can provide first hand experience of a very different kind of life, in a part of the world which does not have the same advantages.”

Maggie Hewson, Inclusion Manager and year 2 class teacher, Beeston Primary School, Leeds

**name has been changed to protect anonymity*



Summary

Employing refugee teachers can:

- Add a range of complementary skills and experience to the school workforce
- Enhance the curriculum and enrich the learning experience of pupils and colleagues
- Contribute to the global dimension of the curriculum and increase awareness of issues such as migration, citizenship and human rights
- Create links to local communities and engage parents
- Support pupils to explore issues such as identity, belonging and the diversity of communities in the UK
- Enhance provision for pupils from minority ethnic backgrounds, including refugees and those learning English as an additional language
- Increase links with local cultural and community groups, which can in turn enhance community cohesion and parental involvement in schools

Refugee employment and training options

As refugees have a range of qualifications and experience, they may choose different pathways to Qualified Teacher Status (QTS). This section provides information on the different routes to QTS that are available and the qualifications needed to follow these routes.

Employment

Refugees are able to work without restriction in the UK, and are not part of the points based system, so schools do not have sponsorship duties when employing them. Refugees also have longer periods to remain due to their status, with many going on to apply for British citizenship.

Some refugees are Overseas Trained Teachers (OTTs) and are able to teach for up to four years as unqualified teachers in England. An OTT is a non EEA or Swiss national who has successfully completed a programme of professional training for teachers in any country outside the United Kingdom, which is recognised as a programme of training by the competent authority in that country.

Overseas Trained Teacher Registration with the General Teaching Council for England

From 1 September 2009 OTTs teaching in a maintained school or a non-maintained special school must be provisionally registered with the General Teaching Council for England (GTCE). Further information and registration details can be found at:

www.gtce.org.uk/registration/features/ott_reg010909/

How do I check if someone is an Overseas Trained Teacher?

In order to know whether someone is classed as an OTT, they will have a certificate from the UK National Academic Recognition Centre (UK NARIC), which details what their qualifications are equivalent to in the UK system. The certificate, like the one shown, states their qualification and that it “qualifies the holder to teach” in the country where they gained this qualification. The holder is then able to work as an unqualified teacher for up to four years in England.



Sample UK NARIC teaching qualification equivalency letter

What other employment options are available?

Many refugees will also have skills and experiences ideal for wider workforce roles in schools, including Bilingual Teaching Assistants, Learning Mentors, Family Support/Outreach Workers and Parental Support Advisors, where their languages and links to particular communities can prove a valuable asset.



Training

In what ways can a refugee gain Qualified Teacher Status (QTS)?

Overseas Trained Teachers (OTTs)

To gain QTS while working as an unqualified teacher, a refugee with an overseas teaching qualification can follow a form of training called the Overseas Trained Teacher Programme (OTTP).

Once an OTT has found a teaching position in a school as an unqualified teacher, the Overseas Trained Teacher Programme (OTTP) will provide them with an individual training and assessment programme. This will ultimately lead to their qualification to teach in England permanently.

To be eligible for the OTTP, the Overseas Trained Teacher must:

- Have an overseas teaching qualification
- Have a qualification equivalent to a UK bachelor's degree
- Demonstrate that they meet a standard equivalent to GCSE grade C or above in maths and English
- Demonstrate they meet a standard equivalent to a grade C in a GCSE science subject if they intend to teach primary or key stage 2/3

UK NARIC can also assess the teacher's degree qualification and GCSE eligibility.

The Overseas Trained Teacher must complete the OTTP and gain QTS within four years of the first day they start working, including time spent supply teaching. If they do not gain QTS within four years, they will no longer be able to work in a school as an unqualified teacher. They can then only study for a Post Graduate Certificate in Education (PGCE) to gain QTS and other employment based routes are not open to them.



Sample UK NARIC general equivalency letter

If a refugee has an overseas teaching qualification, are they eligible for any other routes to QTS?

Yes, refugees who are OTTs have a range of options for Initial Teacher Training in addition to the OTTP, including any of the employment based routes to QTS. They can follow any of the undergraduate or postgraduate pathways given below, even if they have already completed teacher training in their own country.

Refugees can move freely between employment and studying in the UK without restriction, and without change to their immigration status. All refugees are classed as home students for fee purposes.

What if a refugee does not have an overseas teaching qualification?

All refugees are eligible to apply for the training options detailed below, provided they satisfy the entry requirements.

Postgraduate ITT pathways:

- Post Graduate Certificate in Education (PGCE)
- School Centred Initial Teacher Training (SCITT)
- Graduate Teacher Programme (GTP)

Undergraduate ITT pathways:

- Bachelor of education (BEd)
- Bachelor of arts or science with QTS (BA/Bsc)
- Registered Teacher Programme (RTP)

UK NARIC assessment at British Bachelor (Ordinary) Degree standard or British Bachelor Degree Standard

UK NARIC's assessment of an overseas undergraduate degree may be at:

- British Bachelor (Honours) degree standard,
- British Bachelor (Ordinary) degree standard or
- British Bachelor degree standard.

Honours or Ordinary degree standard assessments refer to the **type** of degree, as opposed to the **level** of achievement. An Ordinary degree standard assessment judges that, at a **national** level, degrees from a particular country do not contain the same amount of independent research as a UK Honours degree standard programme.

An assessment at British Bachelor degree standard is made when UK NARIC considers there to be significant differences in course structures and variations in academic standards across the overseas country. As a result, UK NARIC is unable to state if they think the **national** level of the qualification is at a British Bachelor



(Honours) or (Ordinary) degree standard equivalent. It would then be necessary for Initial Teacher Training providers and other higher education institutions to look at the transcript, and assess each case individually to see whether a particular degree course contains independent course work and a research element, and may therefore be comparable to an Honours degree in the UK.

A UK NARIC assessment at Ordinary degree standard satisfies the current entry requirements for initial teacher training: 300 hundred higher education points of which 60 must be at a level 6 of the National Qualifications Framework (NQF).

In cases where a student does not have a transcript, the Initial Teacher Training provider or other higher education institution may decide to accept an applicant's degree at Honours level, through the review of evidence additional to the UK NARIC assessment. For example, by asking the applicant more detailed questions on the content of their degree, viewing transcripts of the programme of study or requesting that the person writes an extended essay. Where additional evidence is required of a person's subject knowledge, the provider may decide to base this on the interview or set a past GCSE or A' level paper or enrol the applicant on a booster course. If the applicant has worked in a school, or completed a voluntary placement, the previous employer may be able to verify the person's subject knowledge.

Documents refugees and asylum seekers have to demonstrate entitlement to work in the UK

This section aims to explain and provide clarity on the documents that refugees, and some asylum seekers, have which demonstrate their entitlement to work in the UK.

Examples of documents which demonstrate the right to work are given below, and also in Appendix 1.

What type of documents will asylum seekers and refugees have?

Although refugees have full employment rights and are able to work in the UK without restriction, employers may not always be familiar with the documents refugees have to demonstrate entitlement to work. Refugees do not usually have national passports but instead are issued with separate documents by the United Kingdom Border Agency (UKBA). The main one is the Immigration Status Document (ISD) which is issued to all refugees when they are granted leave to remain.

Further information on the types of documents refugees and asylum seekers may have to demonstrate permission to work in the UK is provided in Appendix 1. These are all included in UKBA's Comprehensive Guidance for Employers on Preventing Illegal Working. UKBA is the part of the Home Office responsible for asylum, permission to work and permission to stay in the UK and recommends that employers carry out checks on all prospective employees as outlined in the Comprehensive Guidance.



Example of an ISD



What if a refugee's documents are with the Home Office?

Refugees with limited leave to remain in the UK can apply for indefinite leave to remain before their current leave ends. In such cases, while a refugee is waiting for a decision on their application, they continue to have the same rights to employment and training as before. However, the application process requires a refugee to send their original documents to UKBA. For employees or prospective employees in this situation, employers can receive confirmation from UKBA on their continuing right to work. Further information on how employers can do this is given in Appendix 1.

Safeguarding Guidance: Criminal Records Bureau and additional checks

Refugees and asylum seekers, like any other person wishing to work or volunteer in a setting with children and young people, must apply for a Criminal Records Bureau (CRB) check.

The Department for Children, Schools and Families' (DCSF), now the Department for Education (DfE), guidance Safeguarding Children and Safer Recruitment in Education came into force on 1 January 2007. It provides guidance on recruitment and selection processes, recruitment and vetting checks, and duties for safeguarding and promoting the welfare of children in education. The guidance can be accessed at:

www.schoolsrecruitment.dcsf.gov.uk/themes/default/pdfs/content/Safeguarding_Children_and_Safer_Recruitment_in_Education_Booklet.pdf

Note that the Department closed its consultation on revising the Safeguarding Guidance in June 2010 and is expected to publish the revised guidance in due course.

Can refugees and asylum seekers apply for a CRB check?

Yes. The Department's guidance covers the recruitment of overseas trained teachers, including refugees and asylum seekers.

A full list of valid identity documents is provided in Appendix 2.

What should employers do if applicants have lived outside the UK?

The Guidance states that employers who employ people to work in schools must carry out specified vetting checks. Criminal Records Bureau (CRB) disclosures will not generally show offences committed by individuals whilst living abroad. Therefore, the guidance advises additional checks such as obtaining certificates of good conduct.

The Guidance highlights the distinctive situation of refugee teachers; refugees have been forced to come to the UK for protection, often because of state persecution. As a result, refugee applicants may not be able to access documents or provide information from outside the EU, unlike many other overseas trained teachers.

The Guidance recognises that for some applicants, including refugees, accessing certificates of good conduct or other evidence from their country of origin may not be possible. In these circumstances employers are advised that, *“additional references should be sought, and references followed up by phone as well as letter. Following up references with telephone calls is good practice for all recruits.”* (Section 4.71)

These additional reference requirements do not mean that refugees constitute a greater threat to the safety of children. The Department has suggested additional references in the first instance should be from employers or professional bodies. However, they can also come from faith-based and community associations, or from organisations where the applicant has volunteered.

Where can I go for further information?

Further information on applying for a CRB can be found at:

www.crb.homeoffice.gov.uk/

Appendix 1

Refugee and asylum seeker documents providing evidence of entitlement to work in the UK

Refugees are able to work in the UK without any restrictions and are legally protected from discrimination. Refugees do not usually have a national passport but instead are issued with separate Home Office documents. These are included in UKBA's Comprehensive Guidance for Employers on Preventing Illegal Working:

www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/preventingillegalworking/

UKBA is the part of the Home Office responsible for asylum, permission to work and permission to stay in the UK and recommends that employers carry out checks outlined in the Comprehensive Guidance on all prospective employees.

Documents to show a person's right to work

UKBA's Comprehensive Guidance has two lists of documents that can demonstrate the right to work in the UK:

List A:

documents that show that the holder is not subject to immigration control, or has no restrictions on their stay in the UK. The documents will state that the holder has indefinite leave to enter or remain in the UK. If a prospective or existing employee produces a List A document (or one of the combinations of documents specified in the Comprehensive Guidance for Employers on Preventing Illegal Working), they can work for you for an indefinite period.

List B:

documents endorsed to show that the holder has been granted leave to enter or remain in the UK for a limited period of time and is allowed to do the work in question. The document will state the date on which the holder's leave expires. If an individual provides documents from List B, you will also need to carry out follow-up checks of the same kind at least once every 12 months.

A refugee's documentation can fall into List A or B depending on whether the holder has indefinite or limited leave to remain or enter the UK.

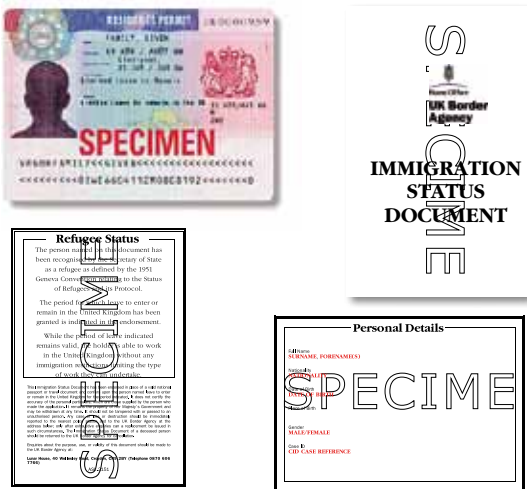
Refugees with List B documents are entitled to apply for further leave before their current leave expires. A refugee's entitlements to employment and training continue during this period of waiting for a decision on their application for further leave. However, applications for further leave will require a refugee to send their original documents to the Home Office.

What type of documents will refugees have?

Immigration Status Document

All refugees receive an Immigration Status Document (ISD) when they are granted refugee status. This is the main document refugees will have to demonstrate entitlement to work in the UK. An Immigration Status Document (ISD) is given to an applicant following the grant of leave where no passport is held or where it would not be appropriate to endorse a national passport. The ISD provides the applicant's personal details, length of leave in the UK and may indicate their status (refugee, humanitarian protection or discretionary leave).

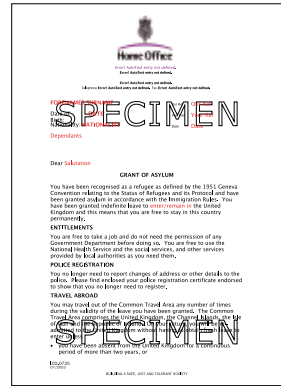
Example of an Immigration Status Document



Different sections of the ISD

Home Office Letter

Until March 2004, letters were issued by the Home Office Border and Immigration Agency (now UKBA), clearly stating that the person named in the letter is allowed to stay in the UK and has entitlement to employment.



A sample Home Office letter

Travel documents

As most refugees will not have a national passport they can apply for a travel document. There are three types of travel documents:

The Convention travel document (blue colour) is issued to people granted refugee status and entitles the holder to travel to any country except their country of origin from where the holder fled persecution.

The Certificate of Identity (brown colour) is issued to people granted humanitarian protection and discretionary leave. On 17 March 2008 the Certificate of Identity was renamed the Certificate of Travel. The colour of the document has also changed from brown to black. The validity and criteria for issuing the document has not changed. The brown document can still be used until it expires.

Some refugees may have a stateless persons' travel document (red colour).

Examples of Travel documents



Examples of Travel Documents

What if a refugee's documents are with the Home Office?

Refugees with List B documents are entitled to apply for further leave before their current leave expires. (For people with refugee status the Home Office refers to this as settlement protection.) A refugee's entitlement to work and training continues during the period of waiting for a decision on their application for further leave. However, applications for further leave will require a refugee to send their original documents to the Home Office.

If employers are recruiting refugees who have made applications for further leave to remain, or have employees in this situation, they should contact the Home Office Employer Checking Service (ECS). There is a form to fill in which can be accessed at:

www.ukba.homeoffice.gov.uk/employers/preventingillegalworking/support/ecs

Completed forms can be emailed to:

employerchecking@ukba.gsi.gov.uk

Online guidance can be found on the UK Border Agency website at:

www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/preventingillegalworking/currentguidanceandcodes/guide-for-employers-asylum.pdf

The ECS will confirm a continuing entitlement to work. On completion of the checks, the ECS will respond directly to you in writing. If the result of the check shows there is an application outstanding, it will clarify for you that the employee or potential employee has the right to work at the point of recruitment, and this entitlement continues until a conclusive decision has been made.

What type of documents will asylum seekers have?

Application Registration Card (ARC)

Asylum seekers are issued with an Application Registration Card (ARC). This document confirms the cardholder's identity and that he or she has been admitted into the asylum determination procedure. This document also states

whether the person is permitted to work or not. It only falls into List B. It is not a List A document because an asylum seeker does not have permission to work in the UK indefinitely.

Asylum seekers who are allowed to work will have 'employment permitted' or 'work allowed' stated on their ARC.



A sample of the ARC (front and back)

The ARC card should also be checked by the Employer Checking Service (ECS). The ECS form can be accessed at:

www.ukba.homeoffice.gov.uk/employers/preventingillegalworking/support/ecs

The completed form can be emailed to:

employerchecking@ukba.gsi.gov.uk

It is the employer's responsibility to inform the prospective employee that they may undertake a check on them with UKBA through the ECS.

Asylum seekers granted permission to work from 9 September 2010

Asylum seekers granted permission to work from 9 September 2010 will be restricted to employment in national shortage occupations. **This does not apply to asylum seekers granted permission to work before this date.** Employers should follow the same process outlined above and obtain confirmation from the Employers Checking Service. Asylum seekers with permission to work recruited to national shortage occupations do not require certificates of sponsorship.

Appendix 2

Criminal Records Bureau – List of valid identity documents

CRB Group 1 and 2 Documents

The Criminal Records Bureau (CRB) specifies the documents below as valid identity documents. This list can be accessed through their guidance for applicants available on the CRB website at:

www.crb.homeoffice.gov.uk

Many refugees and asylum seekers will not have a document from Group 1 due to reasons outlined in this guide. However, they should have, or be able to obtain, the prerequisite five documents from Group 2. As part of the Group 2 documents, refugees and asylum seekers may present one of the documents shown in Appendix 1 of this guide.

Group 1

Passport (any nationality)

- Driving Licence (UK) (Full or provisional – (England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper (a photocard is only valid if the individual presents it with the counterpart licence)
- HM Forces ID Card (UK)
- EU National Identity Card
- Firearms Licence (UK)
- Adoption Certificate (UK)

Group 2

Marriage/Civil Partnership Certificate	Financial Statement* * – e.g. pension, endowment, ISA
Birth Certificate	Vehicle Registration Document (Document V5 old style and V5C new style only)
P45/P60 Statement (UK)* *	Mail Order Catalogue Statement*
Bank/Building Society Statement*	Court Claim Form (UK)* * – Documentation issued by Court Services
Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill	Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
TV Licence* *	Addressed Payslip*
Credit Card Statement*	National Insurance Card (UK)
Store Card Statement*	NHS Card (UK)
Mortgage Statement* *	Benefit Statement* – e.g. Child Allowance, Pension
Insurance Certificate* *	Certificate of British Nationality (UK)
Council Tax Statement (UK)* *	Work Permit/Visa (UK)* *
A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)*: e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security	One of the following documents from the United Kingdom Borders Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND) (UK): Do not use more than one of the following documents Convention Travel Document (CTD) – Blue Stateless Person's Document (SPD) – Red Certificate of Identity (CID) – Brown Application Registration Card (ARC) Immigration Status Document (ISD)
* Documentation must be less than three months old	
* * Issued within past 12 months	

Appendix 3

List of useful contacts

Criminal Records Bureau (CRB)

Customer service enquiries: 0870 90 90 811

Criminal Records Bureau website

www.crb.homeoffice.gov.uk

Training and Development Agency for Schools (TDA)

www.tda.gov.uk

UKBA Employer Checking Service (ECS)

email: Employerchecking@ukba.gsi.gov.uk

UKBA employers' helpline

0300 123 4699

UKBA website

www.ukba.homeoffice.gov.uk/employers/

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refugees
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The Refugee Council
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British Refugee Council, (commonly called the Refugee Council) is a company limited by guarantee registered in England and Wales, [No 2727514] and a registered charity, [No 1014576]. VAT reg no: 936 519 988.

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