

COURSES

Dates from March 2008 – November 2008

Understanding & Implementing BS 7858:2006 Security Screening of Staff

Overview:

One of the greatest threats to any business is its employees – so can you afford not to security screen?

It is essential that you can ensure you employ staff whose integrity and character are beyond doubt, particularly for positions of trust.

This **interactive** one-day training course is designed as a practical introduction to BS 7858:2006 for all those who need or want to screen employees. Building from basic principles up to a comprehensive strategy, this course provides full details on how to screen staff in line with good practice

Delegates should leave equipped with a thorough understanding of BS 7858 principles and a screening plan ready to implement.

Agenda:

- Arriving at BS 7858 – why screen staff?
- BS 7858 – an explanation
- Application forms
- Interviews
- Process documents
- Process (telephone vetting)
- Process (written)
- Why do individuals fail?
- Data Protection and Freedom of Information compliance
- Cost of failure
- Avoiding common and costly mistakes

Who should attend?

Those working in or responsible for:

- Human resources/personnel
- Recruitment
- Crime/fraud/loss prevention
- Compliance officers, auditors and insurance assessors
- Security and risk management
- Vetting and screening

Tutor:

Jonathan Grey

Managing Director

Nova Risk Management

Comments from previous workshops:**“Gifted speaker”**

Director, Fortress Security (Scotland) Ltd

“Very good knowledge”

Director, Wessex Fire & Security

“Very approachable, experienced individual”

Managing Director, The Protea Concept Ltd

“Extremely useful”

Vetting Officer, Imperial College London

COURSE INFORMATION**Time**

09.30 – 16.30

Venues

London

Leeds

Bristol

Price

• £375.00 + VAT • Member price £337.50 + VAT

Dates

• 11 March 08

• 15 July 08

• 25 November 08

• 22 May 08

• 17 September 08

**TO BOOK YOUR
PLACE**

Understanding & Implementing BS 7858:2006 Security Screening of Staff

Dates from March 2008 – November 2008


BOOKING YOUR PLACE IS EASY

 **Online:**
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@ Email:
orders@bsigroup.com

 **Telephone:**
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 **Mail:**
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BSI Business Information
389 Chiswick High Road
London W4 4AL
Please retain a copy for your records.

**Please quote marketing reference
code BR-CT7858-08**

Terms and Conditions: Transfer and Cancellation

All cancellations and transfer requests must be made in writing to the Head of Delegate Administration either by email, fax or letter to the address above. All cancellations will be acknowledged in writing.

Transfers

- There is no charge for transferring to an alternative course date providing the request is received no less than 20 working days before the start of the course.
- Any request received 19-1 working days before the start of the course will be subject to a transfer fee of 20% of the course fees.
- There is no charge for changing a delegate name providing the request is received no less than 20 working days before the start of the course.
- Any request received 19-1 working days before the start of the course will be subject to a transfer fee of 20% of the course fees.

Cancellation

- There is no charge for cancellations received no less than 40 working days before the start of the course.
- Any cancellation received 39-16 working days before the start of the course will be subject to a cancellation fee of 25% of the course fees.
- Any cancellation received 15-1 working days before the start of the course will be subject to a cancellation fee of 100% of the course fees.
- If a delegate fails to attend the course, the full course fees are payable.

Because networking with delegates from other companies add to the quality of our training courses, it may be necessary to cancel a course date if the delegate numbers are too low. We reserve the right to in our discretion and without liability to cancel any seminar, in which event all monies will be refunded. If you are making travel or accommodation arrangements we recommend that you check the status of the course with our customer service department first. We reserve the right at any time and without prior notice to change the venue and/or speakers and/or programme from that described in the brochure. Prices are correct at time of print but may be subject to change. We accept no responsibility for the views expressed by the trainers or any other persons present at the event.


**Business
Information**

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Delegates (Please copy this form for more than two delegates)

1 Mr/Ms/Miss/Mrs/Dr/Other First Name(s)

Surname

Job Title Organization

Address

Postcode Country

Tel Fax

Email

2 Mr/Ms/Miss/Mrs/Dr/Other First Name(s)

Surname

Job Title Organization

Address

Postcode Country

Tel Fax

Email

Course Date: (please)

11 March 08 22 May 08 15 July 08 17 September 08 25 November 08

BSI Membership No. (if applicable)

Price: £ + VAT BSI Members £ + VAT

Total Payable: £

Cheque: Please make payable to BSI

Credit Card: Please complete as follows

Credit Card details: VISA  MASTERCARD  AMERICAN EXPRESS 
(PLEASE TICK AS APPROPRIATE)

Credit Card No.

Expiry Date

Cardholder Name

Please debit my/our Credit Card to the sum of £

Signature Date

Please note: prices online are displayed inclusive of VAT. Prices do not include overnight accommodation unless stated.

Your contact details will be used to complete your request. We will send you relevant information about our products and services that may be of interest to you by post or via email. If you **do not** wish to be kept up-to-date please tick this box.


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