Right to Work and Candidate Vetting Policy

Document type	Policy
Document owner	Ignite Talent Group Ltd
Approved by	Nicholas Ryan, Director
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This policy states the corporate position for clients, candidates, workers, suppliers and stakeholders as applicable.

Right to Work and Candidate Vetting Policy

Ignite requires fair, lawful and documented checks before introducing, placing or supplying candidates and workers. The level of vetting depends on the role, client requirements, sector, contract type and legal responsibilities.

Purpose

This policy sets out how Ignite manages right-to-work checks, identity verification, candidate vetting and evidence gathering.

It supports client assurance and protects candidates, clients and the group from avoidable compliance risk.

Scope

This policy applies to Ignite Talent Group Ltd and to each Ignite recruitment vertical where the policy is relevant to its operations, client work, candidates, workers, consultants, employees and supply-chain relationships.

Where a vertical has a sector-specific requirement, that requirement should be read with the relevant appendix or operational procedure. Construction-specific controls are applied more rigorously where client sites, labour supply, temporary assignments, training evidence or framework onboarding require additional assurance.

Policy commitments

- Verify right-to-work status where Ignite has responsibility to do so.
- Use fair, non-discriminatory and consistent checking procedures.
- Retain evidence proportionately and securely.
- Check role-relevant qualifications, experience and training evidence where required.
- Tell clients clearly what has and has not been verified.
- Escalate unclear documents, time-limited permissions, substitution requests or conflicting information before placement.

Responsibilities

Directors and senior leaders

- Set the policy direction, provide resources, and maintain accountability for the governance framework.
- Ensure material risks are reviewed and that controls remain proportionate to the size, risk profile and vertical activity of the group.

Managers and consultants

- Apply the policy in day-to-day recruitment, client, candidate and worker interactions.
- Keep records accurate and escalate gaps, concerns or client requirements promptly.

Employees, workers and representatives

- Act honestly, follow approved processes, protect confidential information and report concerns without delay.

How this policy is applied

Identity and right-to-work checks

Ignite will obtain appropriate identity and right-to-work evidence before placement where it is responsible for doing so. Checks should be completed before work starts and recorded securely.

- Use approved document, share-code or digital-check routes as applicable.
- Record date of check, checker and evidence obtained.
- Track expiry dates for time-limited permissions.

Candidate registration and consent

Candidates should be registered in a way that confirms their identity, contact details, role preferences, permission to represent them and understanding of how their data may be used.

- Do not submit a candidate to a client without authority.
- Record candidate consent or representation instructions.
- Avoid misleading CV amendments or unsupported claims.

References and experience verification

Reference and experience checks should be proportionate to the role and client requirements. Construction, safety-critical, regulated or senior roles may require additional checks.

- Confirm employment history where required.
- Document limitations where references are not available.
- Do not overstate what has been checked.

Training, cards and qualifications

Where roles require CSCS, IPAF, PASMA, asbestos awareness, trade qualifications, professional certifications or other training evidence, Ignite will record and where possible verify evidence before submission or start.

- Retain copies or verification notes.
- Track expiry dates for time-limited cards and certificates.
- Escalate suspected false documents.

DBS, criminal record and regulated roles

Where DBS or criminal record checks are required, Ignite will handle them lawfully and only where appropriate to the role. Sensitive information must be protected.

- Confirm client requirement and lawful basis.
- Use approved channels and record outcome appropriately.
- Restrict access to sensitive check results.

Records and evidence retained

- Candidate registration records.
- Right-to-work evidence and check records.
- Expiry monitoring logs.
- Reference and qualification checks.
- Training card and certificate records.

- Client-specific vetting instructions and evidence submitted.

Reporting concerns

Questions, concerns or requests for further information should be raised through the relevant manager or through the group compliance contact at compliance@ignitetalentgroup.co.uk.

Concerns involving wrongdoing, unsafe practice, exploitation, bribery, unlawful discrimination, data protection or serious non-compliance may also be escalated under the Whistleblowing and Speak-Up Policy.

Approval and review

Approved by	Nicholas Ryan
Position	Director
For and on behalf of	Ignite Talent Group Ltd
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