

EU Settlement Scheme

Introduction to the employer toolkit

January 2019





PURPOSE OF THIS DOCUMENT

This pack introduces you to the employer toolkit. It outlines how you can use the communication materials in the toolkit, and provides suggestions on how to share these with your EU citizen* employees.

The information in this pack is about the EU Settlement Scheme in line with the draft Withdrawal Agreement. This information relates to the scheme when it fully opens by 30 March 2019 and does not reflect conditions in pilot phases.

You can share this information with your **leadership, HR, and line managers of EU citizen employees**, amongst others.

In this pack you will find a **detailed employer toolkit delivery plan** with information on how to use the materials, including recommended channels.

* EU citizens used throughout refers to **EEA and Swiss nationals**, who are all eligible to apply to the EU Settlement Scheme.



WHAT DOES THE EU SETTLEMENT SCHEME MEAN FOR EMPLOYERS?

- You have a duty not to discriminate against EU citizens in light of the UK's decision to leave the EU as both a prospective and current employer.
- Current 'right to work' checks (e.g. passport and/or national identity card) apply until the end of 2020. There will be no change to the rights and status of EU citizens living in the UK until 30 June 2021.
- There is no legal obligation for you to communicate the EU Settlement Scheme, however you may wish to signpost the information that the Government is providing.
- You do not have to interpret information provided by the Government and you must be careful not to provide immigration advice, unless you are qualified to do so. For more information please [click here](#).










WHAT DOES THE TOOLKIT CONTAIN?

The employer toolkit contains relevant materials for you and your employees. These can be downloaded and used before the EU Settlement Scheme goes live.

The EU Settlement Scheme will fully open by 30 March 2019.

EU Settlement Scheme briefing information	Videos and animations	Leaflets	Posters	Factsheet
<p>Key information about the EU Settlement Scheme including support available.</p> 	<p>Informative videos including an application outline animation and videos of EU citizens' stories.</p> 	<p>Leaflets focusing on awareness, eligibility and more.</p> 	<p>Posters providing key information and timelines.</p> 	<p>Factsheet providing an overview of the EU Settlement Scheme.</p> 



HOW DO I USE THE TOOLKIT?

The contents of the employer toolkit can be communicated in different ways. Here are some recommendations on how to use the employer toolkit materials. You can access your employer toolkit via the GOV.UK website.





HOW DO I USE THE TOOLKIT?

So that you can easily use the materials in the employer toolkit, we have provided suggestions for how you can deliver the EU Settlement Scheme communications to your employees.

Toolkit item	Purpose	Recommended channel
Employer toolkit introduction pack (this document)	To help you use the employer toolkit.	For employer information only.
EU Settlement Scheme: Briefing information	To provide context and background on the EU Settlement Scheme with details of the application process and requirements.	Use for presentations or webinars about the EU Settlement Scheme.
Leaflet 1 – Important information Leaflet 2 – The application Leaflet 3 – Glossary	To provide information about the EU Settlement Scheme.	Issue leaflets via desk drops or in your communal areas. Share via email or include in your newsletters.
Poster 1 – Important information Poster 2 – Why apply? Poster 3 – How do I apply?	To raise awareness of important dates / requirements / actions and key messages.	Display in communal areas in your organisation. Upload to internal portals or share via email.
Factsheet – EU Settlement Scheme overview	To provide key information about the EU Settlement Scheme. This document will also be translated into all 23 EU languages and Welsh.	Display in communal and public areas in your organisation and share with local partners and distribute at community events and local drop-in centres.
Digital and social media assets (e.g. animations, EU citizens’ stories and graphics)	To raise awareness of the scheme in a visual and engaging format and encourage EU citizens to find out more on GOV.UK.	Upload to internal portals, share via email and on social media accounts (e.g. Facebook, Twitter and LinkedIn).



WHERE DO I GO FOR MORE INFORMATION?

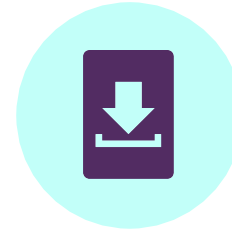
The Home Office has set up various channels for you to access information about the EU Settlement Scheme.



[Sign up](#), or encourage your employees to sign up, for email alerts on the **status of EU citizens in the UK**.



Refer to the **guidance** published on [GOV.UK](#) about the EU Settlement Scheme.



View the employer toolkit page to **download communication materials and social media assets** to share with your EU citizen employees, and watch/share videos and animations.



Encourage your employees to visit [GOV.UK](#) to learn more about their **EU citizens' rights**.