

Retaining and recording information

3.1. Employers should keep evidence of how and when they have informed overseas recruits of the repayment clauses, including if some of these tasks have been delegated to any recruitment organisations, agencies, collaborations on the ethical recruiters list.

3.2. Where there is no evidence of individuals being informed of the terms and conditions of repayment clauses as set out in this guidance then a breach of the code of practice has occurred and no repayment should be claimed.