

Good Practice Guidelines for undergraduate students undertaking paid employment during term time.

Introduction

1. Many graduate recruiters are keen to see that students have undertaken work experience whilst they are studying. Work experience can enable you to develop a range of skills (e.g. time management, team working) that are beneficial to your studies, boost your CV and employers find attractive.
2. Showing that you have already done work in a certain field or environment can help convince employers that you are serious about a particular career path.
3. Students can opt to take curriculum-based learning from experience modules (e.g. Independent Work Experience or similar School based modules). The total number of hours work experience required to complete these modules are included in the 'Total Student Study Time' as set out in the Module Descriptors.
4. Students are encouraged to seek advice from their Personal Tutor or Student Counselling (01392 264831, counselling@exeter.ac.uk) if they are facing severe financial difficulties or encountering debt problems.

Guidelines

1. It is the student's responsibility to be aware of their own study commitments and not to undertake employment that will be detrimental to their academic work. The University **strongly recommends** that, for the sake of balance, full-time undergraduate students do not undertake paid employment for more than **15 hours per week*** during term time.
2. Contracts are between the students and employer. Students should check all aspects of the job with their prospective manager to ensure that the job conforms with current legislation, including National minimum Wage legislation. Students who have any concerns about these issues should seek guidance from the Student Advice Centre or The Works.
3. Students should ensure that they are covered by Employer's Liability Insurance for the work they are undertaking, and that students undertaking voluntary work register with Community Action at the Students' Guild.
4. Students should obtain a copy of the company's Health and Safety Policy and should comply with it at all times. Students should discuss any concerns about Health and Safety with staff from the Careers and Employment Service or the Student Advice Centre.
5. Students are expected to act in a professional, reliable and responsible manner, presenting a positive image of the University, and student body, at all times.
6. Students are encouraged to make sense of their learning in the work place through discussing their experiences within their Personal Development Plans (PDP). This can be accessed via your Student Record pages on the MyExeter portal or from the PDP website www.exeter.ac.uk/epdp or through discussion with a Careers Adviser.
7. Up to 25 hours of paid work experience can be used towards completion of The Exeter Award.

*This does not include work experience that is undertaken as part of the curriculum, for Learning from Experience modules, for example.