This leaflet is designed to help all International Students studying degree programmes at the University of Exeter and contains information on:

- Finding part-time and vacation work while studying at the University of Exeter
- Looking for employment in the UK after graduation
- Making yourself really employable

What work opportunities exist in Exeter?

- Paid work: part-time, vacation, temporary
- Working for academic credit
- Working as a volunteer to improve your CV through the Students’ Guild with Community Action (CA) or Raising and Giving (RaG)
- Getting involved in Students’ Guild activities such as XMedia, societies and representation
- Internships and vacation schemes

Why work?

Work experience will help give you a competitive edge in the graduate employment market – it tells employers that you have some understanding of what it’s like to work and that you have gained some of the basic employability skills they want you to have.

These skills are likely to include:

- teamworking
- leadership
- negotiation
- sales and marketing
- communication
- problem solving
- creativity
- personal effectiveness

Work experience will also help you to:

- earn money
- gain useful experience to put on your CV
- improve your English
- make friends and professional contacts for your future
- develop knowledge and understanding of life and work in the UK
- have fun!

The experience you have will count towards The Exeter Award for more information go to www.exeter.ac.uk/exeteraward
What are the rules for working during term-time?

- The University recommends a maximum 15 hours per week for undergraduates and 7-8 hours for postgraduates.

- Legal maximum:
  - EU and EEA students – no restrictions
  - Non EU/EEA students:
    - Student Visitor visa (less than 6 months) – you cannot work
    - Tier 4 (General) Student visa – 20 hours per week term-time, no limit during vacations.

- Make sure your visa allows you to work. If you work more than the legal maximum you could be deported or fined. If you’re not sure, check with the International Student Support Office (isa@exeter.ac.uk).

- Further rules for working can be found on www.exeter.ac.uk/employability/theworks and click on ‘International Students’.

- You will need to pay National Insurance and may be asked to pay tax although you might be able to claim this back later. Visit The Works to find out how to claim back tax and any other issues you may be having at work.

How do I find a part-time job?

Register with The Works, either by registering online at www.exeter.ac.uk/employability/theworks or visit The Works in Devonshire House.

The Works will:

- send you weekly emails on jobs and employability activities
- support you in your search for a job
- help you complete forms for BR1, the Workers Registration Scheme, and others
- give you up-to-date information on employability events
- direct you to sources of information about Work Experience Modules and Vacation Schemes
- help you register with Jobsurfing to find internships and work placements: www.exeter.ac.uk/employability/jobsurfintern

How much will I get paid?

There is a National Minimum Wage and it is illegal for you to be paid less than this.

Visit The Works for the current minimum hourly rates or go to www.exeter.ac.uk/employability/theworks
How do I get my National Insurance Number?

• A National Insurance Number (NINO) is a number unique to you to help your employer pay your National Insurance contributions, no one else can use this number.

• You do not need a National Insurance Number to start work.

• You need to find a job first.

• When you have a job you need to call 0845 600 0643 to book an interview for your permanent National Insurance Number.

• When you call you need to know your postcode, details of previous jobs if you have worked in the UK before, the date you arrived in the UK and full name and address of your current employer.

• Try to get your National Insurance interview in the Plymouth Jobcentre as it is the closest and easiest place to get to. The Works can help you with travel details.

• It might take 16 weeks to get your permanent National Insurance Number but you can work and be paid while you are waiting.

• Some employers think they cannot employ you if you don’t have your National Insurance Number. This is not true, come into The Works for support if you have any problems.

How do I volunteer?

Community Action

Community Action is the student volunteering organisation within the Students’ Guild. Community Action exists to involve every student who expresses an interest in volunteering with a project or club that suits their interests and needs and provide them with adequate support throughout their placement. They offer in-house projects working with both Children and Elders which are run by students. In addition they work with community partnership organisations and Aim Higher to provide more diverse opportunities.

For further details on Community Action email: community-action@exeter.ac.uk or visit them in Cornwall House.

RAG (Raising and Giving)

RAG events and activities raise money for many different charities from local organisations to international. At the end of summer year, the RAG committee select charities they wish to support for the next academic year. Events and activities can range from going on raids and fashion shows.

Contact RAG by emailing: rag@exeter.ac.uk or visit the RAG office which is located in Cornwall House.

How do I get involved?

Information about a wide range of volunteering opportunities available on campus can be found at www.exeter.ac.uk/employability/volunteering
If you are interested in getting involved with societies, XMedia, representation, etc then go to the Students’ Guild website: www.exeterguild.org or speak to staff in The Works.

How do I find work in the UK when I graduate?

Finding work in the UK after your degree is challenging and will require a lot of planning. Here is a list of the things you should be doing.

1. Start to plan as early as possible. Think about the job you would like to do and use the Career Planner on the employability website to help with this. (www.exeter.ac.uk/employability/careerplanner). If you are not sure what work you would like to do after you graduate talking to a Careers Adviser will help. Careers Advisers will be available in the Careers and Employment Service (opposite the Student Health Centre), The Works and in Schools. Visit the employability website at: www.exeter.ac.uk/employability

2. If you know what type of work you want, you should find out more about the different employers who recruit graduates. You can meet employers on campus to hear about their graduate opportunities. Visit www.exeter.ac.uk/employability/events for more details. Come to the Careers and Employment Service in Reed Mews to collect free copies of employer directories, check out the ‘I want to work in’ section of the employability website and view our vacancy bulletin at www.exeter.ac.uk/employability/jobsurfgrad

3. Get work experience or work shadowing. This will give you very useful experience which graduate recruiters really like.

4. Attend skills training sessions on campus. Look at the Events section on the employability website to find the skills events on campus. Use the English Language Centre if you need to enhance your reading, writing and oral communication skills.

5. Create an up-to-date UK CV for prospective employers. Visit www.exeter.ac.uk/employability/cvcreator

6. Check out the University of Exeter International Office website at: www.offices.exeter.ac.uk/international Also, the UKCISA website hosts up-to-date information for all International Students studying in the UK. www.ukcisa.org.uk and for official government information about living and working in the UK, visit the website: www.ukba.homeoffice.gov.uk

7. Make sure you investigate your immigration options. You can find information about working regulations and working visas available to graduates on the International Student Support Office website www.exeter.ac.uk/international You can also contact the International Student Support Office at isa@exeter.ac.uk with any questions about working regulations or applying for your visa.
For detailed information about the full range of immigration options after your studies, check out the UKCISA information sheets at www.ukcisa.org.uk. The official government website for those wishing to live and work in the UK is www.ukba.homeoffice.gov.uk/workingintheuk.

8. Find out about the Post Study Work Scheme which allows international graduates to work in the UK for a maximum of two years after they finish their studies. This is one of the best ways for international graduates to pursue a career in the UK, as you can build up work experience that will help you apply for a more permanent working category in the future. Information on how to apply is available from the International Student Support Office website at www.exeter.ac.uk/international.

How do I improve my chances of getting work?

- Think about what you want to do when you graduate and plan how you’re going to get there, review your plans and ideas with a Careers Adviser.

- Register with The Works, not just for jobs but to keep up to date with events that will enhance your employability.

- Get some work experience or work shadowing!

- Develop skills – attend training sessions, employability events, drop-ins, workshops and employer presentations.

- Write your CV and keep it up to date.

- Get involved in student led societies – visit the Students’ Guild website: www.exeterguild.org

Further advice

For further support or information on finding work or enhancing your employability visit The Works in Devonshire House weekdays between 10am and 4pm, Tuesdays 5pm – 7pm and vacation 12pm – 3pm. You can also phone 01392 264442 or email: theworks@exeter.ac.uk. The Works also has a website containing information on part-time/term-time working: www.exeter.ac.uk/employability/theworks.

For more specific advice on eligibility to work in the UK. Contact the International Student Support Office at isa@exeter.ac.uk. Information about working in the UK during and after your studies and the visas you need is also available on their website at www.exeter.ac.uk/international.

The Careers and Employment Service can help you at all stages in your career planning: to book an appointment to discuss career planning; find out how to approach a particular career; find vacancies; check your CV or application form; or anything else you may wish to discuss with a careers adviser. Call into the Careers and Employment Service, Reed Mews (opposite the Student Health Centre) or phone 01392 264493.

For help and advice with finances, housing, academic issues and student life in general visit the Advice Unit, 1st Floor Devonshire House, call 01392 263520 or email: studentadvice@exeter.ac.uk.

www.exeter.ac.uk/employability