

# International Student Support Service

## Employability

# Working in the UK



Teaching  
Excellence  
Framework





## WORKING DURING YOUR STUDIES – Tier 4 students

- Check your visa – it includes information about your entitlement to work.
- Students on degree level courses can work **up to 20 hours a week** during term-time and full-time during holidays - check when your official holidays are (PG students in particular)
- Students on sandwich courses can work full-time during their placement (and can also work up to 20 hours outside of the placement)
- You can do most kinds of work, but you must not engage in business, be self-employed, provide services as a professional sportsperson or entertainer, or fill a permanent full-time vacancy.
- Make sure you understand the work restrictions.
- Never work more hours than you are allowed to or in a job which you do not have permission to do.
- Employer may ask for confirmation of term dates from the University



## WORKING DURING YOUR STUDIES – EU/EEA/Swiss students

- Currently no restrictions on the number of hours or type of work you can do
- Currently no agreement reached on the terms of the UK's withdrawal from the EU – sign up to UKCISA's Student news to stay up to date: [www.ukcisa.org.uk](http://www.ukcisa.org.uk)
- All EU/EEA/Swiss students residing in the UK prior to the withdrawal date (+ any transition period which may be agreed) are eligible to apply for pre-settled status – attend our briefing on the EU settlement scheme to find out more:
  - Every Wednesday at 1pm from 16<sup>th</sup> October
  - City campus
  - E-mail: [int.support@ntu.ac.uk](mailto:int.support@ntu.ac.uk) to confirm which date you would like to attend



# NATIONAL INSURANCE NUMBER



- Your National Insurance number (NINo) is a unique personal number which is used to record your National Insurance contributions
- You do not need to have a NINo before starting work, but you must obtain one when you get a job
- Call the National Insurance number application line to apply  
Telephone: 0800 141 2075  
Textphone: 0800 141 2438  
Monday to Friday, 8am to 6pm
- You'll get a letter from the Department for Work and Pensions (DWP) asking you to come to a National Insurance number interview at Jobcentre Plus. The letter will also tell you which documents to bring to prove your identity.
- At the interview, you'll be asked about your circumstances and why you need a National Insurance number. You'll also be told how long it'll take to get your National Insurance number.



## Community Engagement and Volunteering

- On-going community projects
- One off student led projects
- Sports
- International projects
- Summer opportunities

[www.ntu.ac.uk/volunteering](http://www.ntu.ac.uk/volunteering)



## Students in classrooms

Paid opportunities to support pupils and make a difference in local schools and colleges

Deadline for applications: 20 October 2019

[www.ntu.ac.uk/engagement](http://www.ntu.ac.uk/engagement)



## WORKING AFTER YOUR STUDIES

### MAIN CURRENT OPTIONS

- Tier 2: sponsored skilled work
- Doctorate Extension Scheme (DES)
- Start up and Innovator scheme
- Further options and details: [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

### FUTURE OPTIONS

- Post Study Work visa: full details not available - sign up to UKCISA's Student news to stay up to date: [www.ukcisa.org.uk](http://www.ukcisa.org.uk)



# Good luck in your studies..



International Student Support Services



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[Int.support@ntu.ac.uk](mailto:Int.support@ntu.ac.uk)



Visit [ntu.ac.uk/internationalsupport](https://ntu.ac.uk/internationalsupport) for our full range of guidance notes

# Employability



Kathryn Doerr | Careers Consultant | Employability Team

# What is 'employability':

'To be employed is to be at risk...To be employable is to be secure'

Professor Peter Hawkins (1999) '*The Art of Building Windmills*'

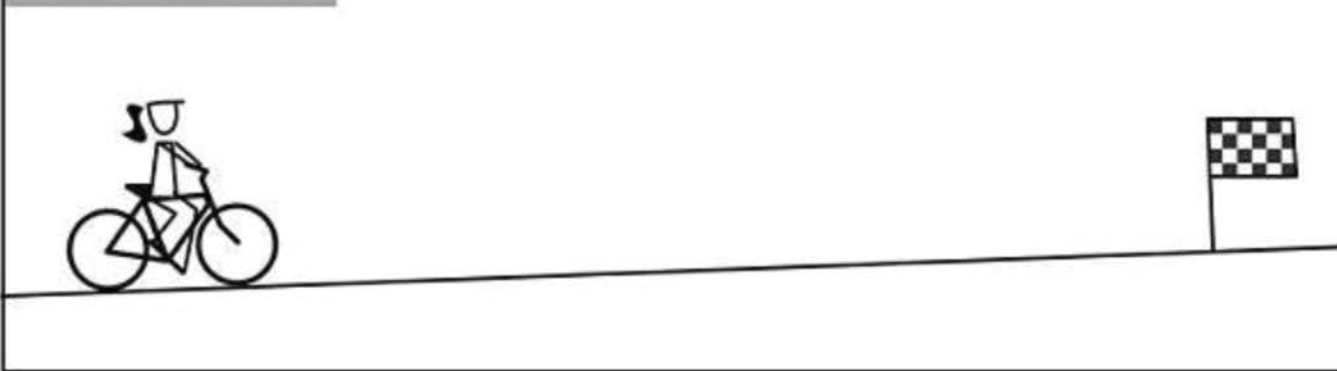
**Employability is not simply about getting a job!**

Think of Employability as being closer **to personal and professional development** – building awareness of the skills (technical and general), knowledge and abilities that you have, and how they can be developed and used in the workplace effectively.

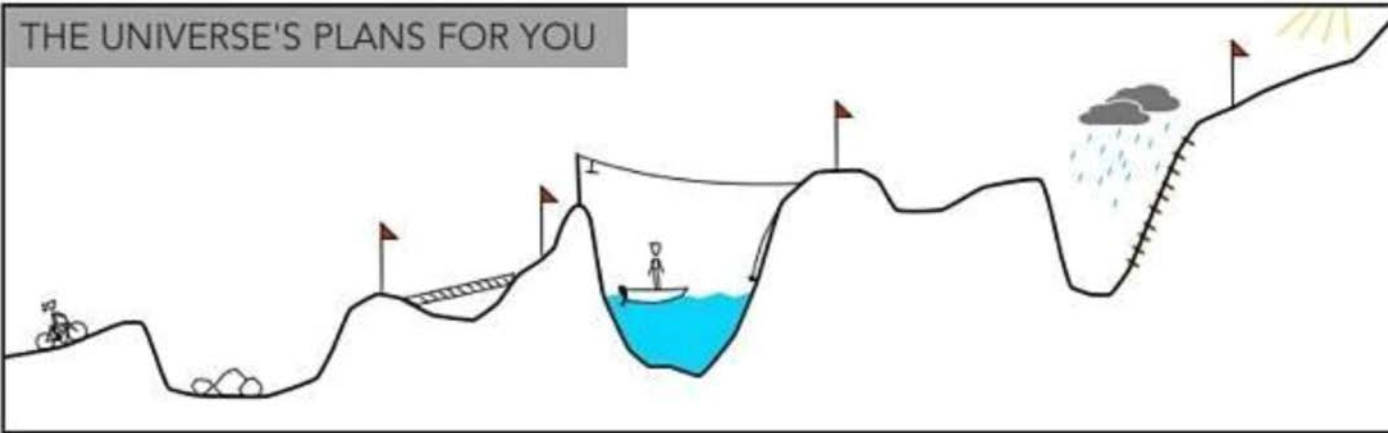
**Our aim is to help 'future-proof' you for the changing world of work!**



## YOUR "PLANS"



## THE UNIVERSE'S PLANS FOR YOU



DOGHOUSE DIARIES

# Turn to the person next to you...

## Introduce yourself, then discuss the below questions:

1. Why did you choose to come to the UK and study your course?
2. What are your current career aims for after you graduate?
3. What things might you need to find out about or develop in order to achieve those career aims (apart from complete your course!)?



# How can the Employability team help?

- Support with finding part time work, placements or graduate jobs
- Workshops on CVs, interviews, assessment centres (and lots more!)
- Careers Fairs and employer insight events
- Visa signposting and immigration lawyer advice
- Support with career planning and decisions



***Top tip!** Look out for International Student Employability Newsletters in your email inbox!*

# Online support

- [www.ntu.ac.uk/emponline](http://www.ntu.ac.uk/emponline)

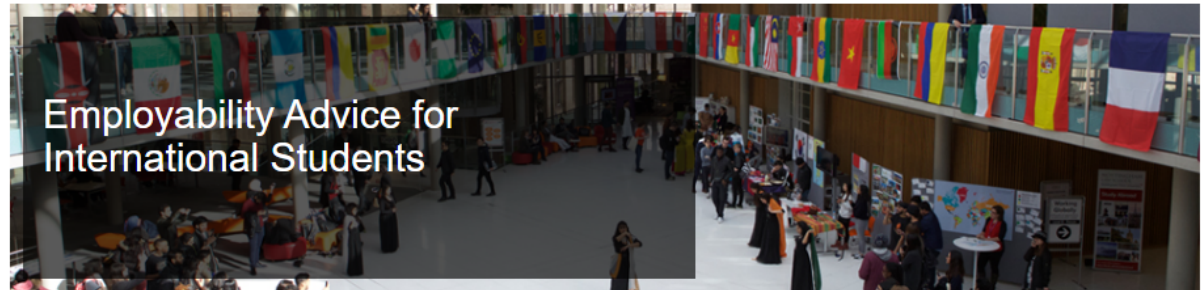
Our general website with CV, interview and application advice (and much more!)

- [www.ntu.ac.uk/yf-international](http://www.ntu.ac.uk/yf-international)

*The section of our website specifically for international students*

## Employability Online

Home Career Pulse A-Z Quick Find Resource Quick Links Contact Us



### RELATED LINKS

Going Global

Student Circus - Jobs in the UK

Visa Support

Working in the UK

CV Advice

English Resources

Job Hunting Websites

Part-time Work

Information for Employers

### Information for international students (non-European Economic Area)

The resources and quick links below will help you get useful information about working while studying at Nottingham Trent University and after you graduate. The Employability Team's School Careers Consultants also offer employability advice for international students and so if you need further help, please get in touch with your Consultant through your [NOW Employability Room](#).

You can also attend NTU Employability's Steps-to-Success 'international' events.

#### Working during your studies

Getting a part-time job while you are studying can be a good way to get experience, improve your English and get to know the city of Nottingham. It can also be a useful way to earn extra money! You could also try volunteering (unpaid work) to get experience and improve your career prospects when you return home.

If you are studying on a Tier 4 visa you will probably be allowed to work for a maximum of 20 hours during term-time (but check the exact conditions of your visa). During university vacations you can probably work for as many hours as you want and, after you graduate, your Tier 4 visa probably allows you to work as many hours as you want until the date it expires.

- For more information about Visas [click here](#)
- The [UK Council for International Student Affairs \(UKCISA\)](#) has a very clear and helpful website with further details.
- [UK Visas and Immigration](#) is the official website of UK Government
- The Employability Team at NTU produces International students: [A guide to working in the UK](#) during your studies with details of where to look for part-time work and how to apply.

#### Working in the UK after your studies

To get a job in the UK after you graduate you will first need to get an employer to sponsor you so that you can then apply for a Tier 2 (General) visa. This is not easy and only employers who appear on the official [Register](#)



**Looking for a part-time job? JobShop offers thousands of paid temporary jobs within the University and local organisations.**

**Part-time jobs at NTU:** Register today at [www.unitemps.com](http://www.unitemps.com) and sign up for Unitemps job alerts on your profile page

**Part-time jobs in the local community:**

Visit [JobShop](#) to start your search and find the opportunity that's right for you

## Usual Drop-in times\*

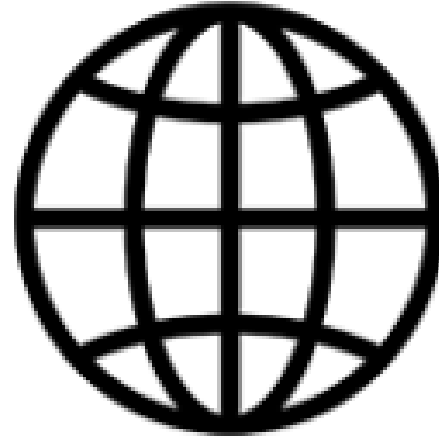
(Term-time only)

\*Times may change - please check for [latest times and events](#).

**City:** Monday – 10am – 3pm /  
Wednesday 10am – 12pm /  
Friday 10am – 3pm

**Brackenhurst:** Tuesday – 10am –  
12pm, 1pm – 3pm

**Clifton:** Thursday: 10am – 1pm,  
2pm – 4pm



## Acceler8 / Acceler8 Global

Make the **EXTRA** you do at NTU count!

Gain points for extracurricular experience and activities you take part in outside of your course and:

- Go further with the Bronze, Silver or Gold Award
- Get experience and develop skills
- Improve your graduate prospects
- Most importantly, have fun!

Open to all students, all years, on all courses

Sign up and start today!

# Where is the Employability Team?

