International Student Support Service
Employability

Working in the UK

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
- 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 16th October

➢ City campus

➢ E-mail: 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.

NTU OPPORTUNITIES

Community Engagement and Volunteering

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

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

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

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

Good luck in your studies..

International Student Support Services

+44 (0) 115 848 2631

Int.support@ntu.ac.uk

Visit ntu.ac.uk/internationalsupport for our full range of guidance notes

Employability

Kathryn Doerr | Careers Consultant | Employability Team

youfirst
planning for your future

NOTTINGHAM TRENT UNIVERSITY

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!

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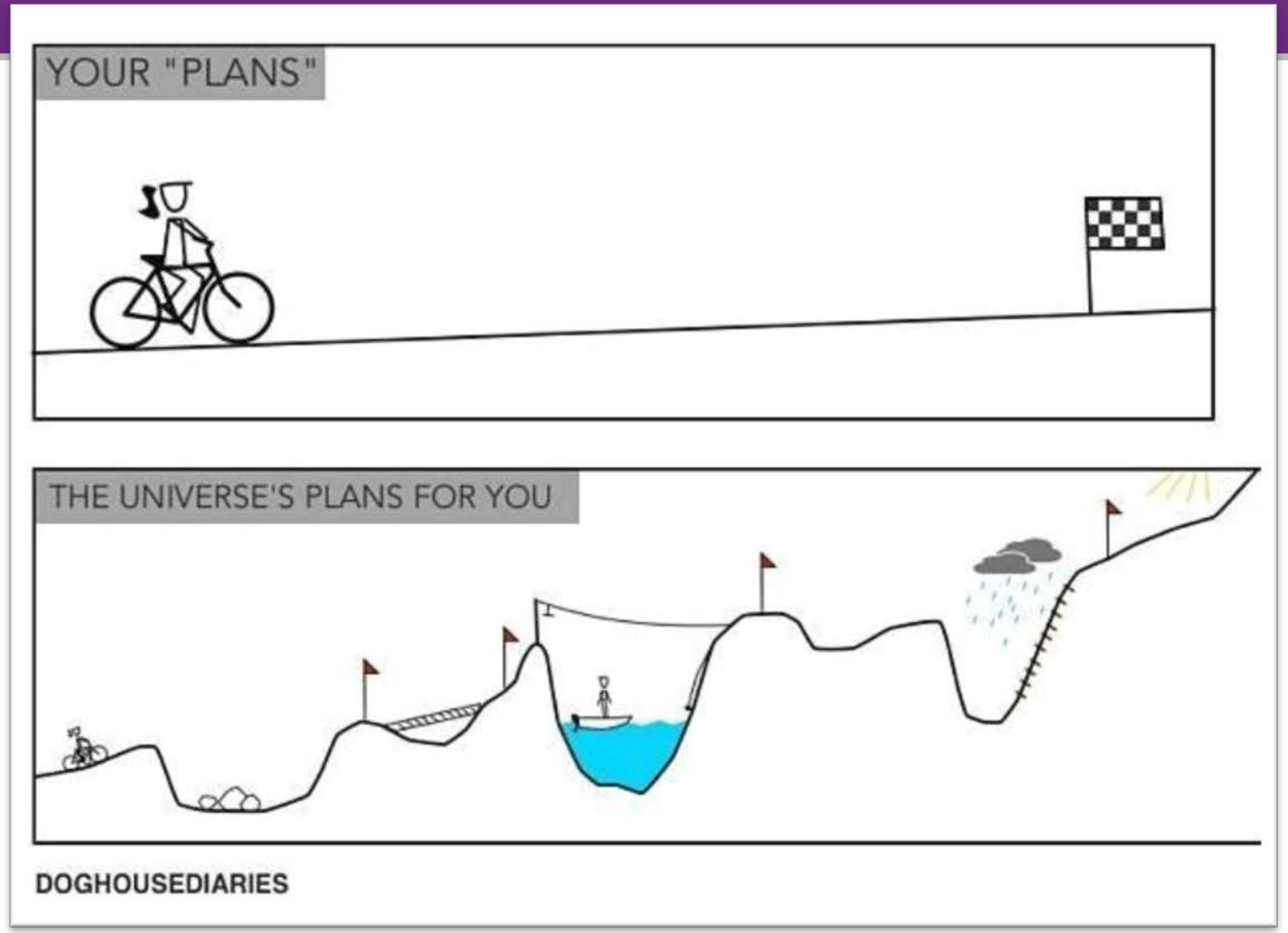
YOUR "PLANS"
THE UNIVERSE'S PLANS FOR YOU
DOGHOUSEDIARIES

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!)?

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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!*

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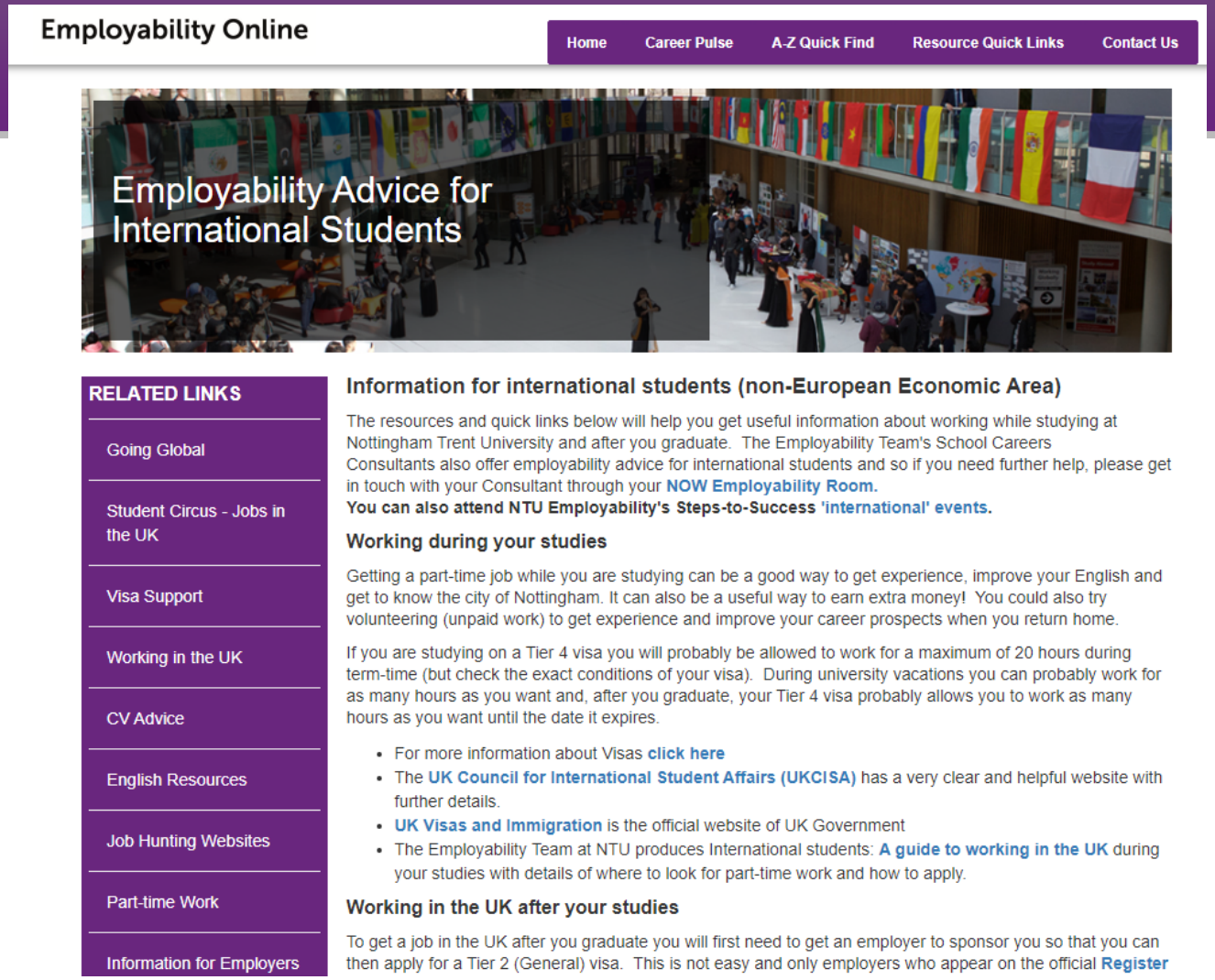
Online support

- **www.ntu.ac.uk/emponline**

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

- ***www.ntu.ac.uk/yf-international***

The section of our website specifically for international students



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JobShop

www.ntu.ac.uk/jobshop

JobShop
Part-time jobs for NTU students

UNITEMPS
www.unitemps.com
Jobs @ NTU
Register with UNITEMPS

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 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

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Acceler8 / Acceler8 Global

www.ntu.ac.uk/acceler8

ACCELER8 EMPLOYABILITY AWARD

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!

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Where is the Employability Team?