

AUB FUTURES

CAREERS AND ENTERPRISE

Resources: How To

Navigating the UK Job Market

A Guide for International Students

Working in the UK

National Insurance Numbers

Finding part time jobs

What to expect when working in the UK

Staying in the UK after you graduate



Working in the UK

In this leaflet, we will introduce some key tips about finding work in the UK.

You can click these topics to jump to a page. Key points we will cover include:

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How many hours per week can I work?

It is **very important** that you check your visa to find out how many hours per week you are allowed to work. If you work more than the permitted hours, this could prevent you from obtaining a new visa in the future or completing your studies.

If you are studying on a foundation course you can only work **10 hours per week**.

For many undergraduate and Masters students you will **usually** be able to work **20 hours a week**.

You may work full time during the term holidays – [check the official term dates on the AUB website here](#).



Working in the UK

Please note that it is always best to double check with your visa and if in doubt you could [contact the International Office](#).

Can I freelance or sell my work in the UK?

While you can find work on a part time, flexible basis, it is **illegal** to work on a self employed basis - it could **jeopardize your visa** and **lead to deportation**.

Unfortunately, this is frustrating for creatives as we appreciate that many creative opportunities are on a freelance basis. A useful resource for the difference between legal and illegal work is [UKCISA's 'A Working Definition'](#).

Self employment includes:

- ★ **Selling your work** – you are not allowed to do commissions and get paid for them
- ★ **Freelancing** – you cannot do commissions for freelance websites such as Fiver, Upwork etc. You also cannot work for a company doing occasional jobs, such as working as a contractor or consultant. This includes jobs such as murals, website design, graphic design, illustration, photo shoots, etc.
- ★ **Starting your own business** – hold those entrepreneurial ideas for post graduation!
- ★ **Tutoring** – unless you are working for a company that employs you to tutor, you can not offer tutoring on your own –e.g. you can not tutor a friend or their children for money

You are able to do any of these things once you finish university if you are successful on applying for the [Graduate Route Visa](#). Once you are on this visa, you will be able to do what ever you please during the two years that you are in the UK! Read more on [page 11](#).

What can I expect to earn from my part time role?

The hourly rate for the minimum wage depends on your age. These are the wages you should expect to receive in April 2023 - April 2024, as listed on [the GOV.UK website](#):

23 and over	21-22	18-20	Under 18
£10.42	£10.18	£7.49	£5.28



National Insurance Number

Applying for a National Insurance Number

To work in the UK you will need to apply for a [National Insurance Number, otherwise known as a NINo](#).

A **National Insurance Number** is a number that is unique to you. It provides a record of all National Insurance contributions and Income Tax that you pay. All UK residents receive this at the age of 16, however, international students will need to apply for one in order to work in the UK.

Employers require you to have your National Insurance number when working for them as they will use your NINo number as your payroll number.

Your employer may request proof of your ability to work in the UK, either with a share code or original documents. For more information on how to prove your right to work to an employer see [UKCISA's National Insurance resources here](#).

If you are an international student or an EU student on a visa, you should apply for one as soon as you decide to look for part-time work.

You need to apply for your NINo through the [Department For Work & Pensions \(DWP\) Government website here](#).

You will need to prove your identity when you apply. See [GOV.UK](#) to see the document you will need to provide.

After you apply you will get an email with your **application reference number**. This email will tell you if you need to provide further proof of your identity.

Your NINo will be mailed to you. Let your employer know as soon as you have received it, and keep your NINo safe.

For more information about applying for a National Insurance Number, go to the [GOV.UK](#) and [UKCISA](#) websites.

Will I be interviewed?

Some students may be selected for an interview. The interview will usually be one-to-one and the purpose is to find out why you need a NINo and whether you can be given one. DWP will also need to confirm your identity at this part of the interview (sometimes called the 'evidence of identity interview'). The interviewer will ask you questions about your background and circumstances and ask to see all your official documents, including:



National Insurance Number

- ✳ Your passport
- ✳ Any other proof of identity documents, such as national identity card,
- ✳ Residence permit,
- ✳ Birth certificate,
- ✳ Driving licence,
- ✳ or Marriage or civil partnership certificate

You should take the original documents with you to the interview.

How long does it take?

It has been known to take anywhere from **4 to 16 weeks** for some to receive their NINo after having proved their identity. The time frame will depend on the complexity of your application and the amount of applications that are being sent at the time. For the most accurate information, check GOV.UK.

Your NINo will be mailed to you. If you haven't received your NINo after the estimated time period, if you've moved house since applying, or if your personal details have changed since applying, you can call the **application helpline** for further help. Make sure you have the application reference number ready when you call.

National Insurance number application helpline (England, Scotland and Wales)

Telephone: 0800 141 2079

Textphone: 0800 141 2438

British Sign Language (BSL) [video relay service](#) if you're on a computer - find out how to [use the service on mobile or tablet](#)



Finding part time jobs

Key employers in and around Bournemouth

As a coastal town and holiday resort, Bournemouth has traditionally attracted holiday makers from all over the UK and abroad and has been a place where many people chose to retire. Finding a job can be challenging and there is a lot of competition for part time jobs from other students so you will need to be adaptable and open to doing different kinds of work to fit around your studies.

The majority of part time jobs in the Bournemouth will be:

- ★ **Catering & hospitality** - working in restaurants, weekend events, café's, hotels, etc.

Some agencies will look for students to work weekends at events outside of Bournemouth. This may involve you being collected early in the morning on a mini bus and taken to work at big events in and around London for the day. The days are long and tiring, but it can be a good way to earn money over the weekend. There are different recruitment agents you can join to find these kinds of jobs. Other roles include cleaning, kitchen and reception roles in hotels, you can enquire about these by directly contacting different Hotels, bars and restaurants.

- ★ **Warehouse/supermarket/cleaning roles** - you can apply directly to companies, but many recruitment agencies may place you in these kinds of roles that are flexible around your studies.
- ★ **Retail** – there are some shops in the Bournemouth, Poole and Christchurch (BCP) area, although since the pandemic, there has been a decline in the number of job vacancies in retail sector.
- ★ **Creative & design** – although there may be limited roles in creative companies, this is a good alternative to freelancing. If you want to apply to a job at a creative company, make sure you are working as an employee and are added to the payroll.
- ★ **Social care** - NHS and private care agencies recruit care assistants to work with the elderly and vulnerable groups, and many students find work in social care in a variety of roles. This work is usually over the weekends, and some evening work may also be required.

Many care agencies will require students to undergo training and some of these companies may charge students for this training. You may be given certifications for your training as well. **It is important to check the contract before you sign.**

This kind of work can be hugely rewarding, but it is not for everyone, so do your research and ask questions before you apply!

Below is a list of care providers you can enquire at - please note that we **do not** work with or endorse any of these organisations:



Finding part time jobs

- * These organisations provide and pay for training and DBS checks:
 - * [Agincare](#)
 - * [Colten Care](#)
 - * [Tricuro](#)
 - * [Mploy Health](#) - Mploy only takes on candidates who have 6+ months of UK care work experience. You will need to pay £65 for a DBS check and £35 training.
- * These organisations provide domiciliary care, which would mean you would visit and work in the home of the residents. This work required you have a driver's license and your own transportation. These organisations will pay you for your DBS check and training:
 - * [Blue Bird Care](#)
 - * [Prama Care](#)
 - * [Good Oaks](#)

DBS Checks

Disclosure and Barring Service checks, otherwise known as **DBS checks**, help employers ensure that you are safe to work with children, the elderly, or other vulnerable people. It details any criminal history you may have. It is very common, especially for those working in social care.

The company you apply to will advise you if a DBS check is necessary and the details regarding applying to one. A DBS check costs approximately £60 - some companies, but not all, will compensate you for this. It usually takes approximately 14 days to receive your DBS check, but it can take up to 3 weeks as they may check your criminal history in your home country.

Jobs at AUB

There are a small number of roles available on campus:

- * **The Arts Bar** - limited roles available. If interested, feel free to approach with your CV.
- * **Starbucks** - limited roles available. If interested, feel free to approach with your CV.
- * **Library Shelve Stackers** - the Library usually recruits once a year around Easter, and involves maintaining the Library's collection. Opportunities are very limited and are sent out via email.



Finding part time jobs

- ✱ **Student Ambassadors** – these opportunities are promoted around September/October. Ambassadors are responsible for helping out with a variety of things on campus. Opportunities are limited - if interested, email studentambassadors@aub.ac.uk.
- ✱ **Saturday Arts School** – students are needed to work with children 6 Saturdays a year. Recruitment in October.
- ✱ **Community Champions** - involves helping out with a variety of things on campus and in halls. Opportunities are only open those currently living in halls of residence. Opportunities open at the start of Summer term.
- ✱ **Summer school** – opportunities are advertised on the [AUB Vacancies page](#).
- ✱ **Central media store** - limited roles available. If interested, feel free to approach with your CV.
- ✱ **Uniprint** - limited roles available. If interested, feel free to approach with your CV.

How to find jobs

There are different ways of finding part time work in the local area.

- ✱ **Walk the streets!** - Check out your local high street and surrounding areas – often small businesses will advertise if they are looking for staff in their shop window. You can also walk in, be friendly and approachable, introduce yourself and ask if they might be looking for any part time staff – ask if you could leave your CV or for the name of the best person to email with a copy.
- ✱ **Search online** - there are many job sites that you could use. You can check key websites such as:

✱ Save the Student	✱ Indeed
✱ Gumtree	✱ Total Jobs
✱ Monster Jobs	✱ DWP Find a Job
✱ Dorset Council	✱ Employment for Student
✱ Reed	✱ Jobs Bear
- ✱ **Get on LinkedIn** - It's a great idea to start building a network on LinkedIn. You can also find some part time opportunities with the jobs page, or on a company's profile. For advice on setting up a LinkedIn profile, see our resources [Making the Most of LinkedIn](#) and [LinkedIn for Creatives](#)
- ✱ **Use recruitment agencies** - Recruitment agencies and temping agencies work as the middle person between client companies and candidates. They match candidates to job vacancies and work with companies directly to help fill their roles.



Finding part time jobs

The recruitment consultant will help you find new opportunities, edits and improve your CV, and can give tips and advice on interview technique. The recruiter takes a commission from the company for every candidate that they help to place in a job. However, an agency should **NEVER** ask you for a fee.

To work with a recruitment agency, you'll need a CV that highlights skills that are relevant to the part time jobs you are looking for – so include less about your academic history, and more about communication, teamwork and any relevant experience in similar roles. For further information, see our CV writing resource [Writing a Stand Out CV!](#)

When you are looking for a part time job, it can be helpful to sign up for a few different agents. You can find some examples of recruitment agents in the resource [Finding Part Time Jobs in Dorset](#).

It's important to build a relationship with the recruitment consultant – be clear on what you are looking for and ask them how frequently you should contact them for updates about potential jobs. If an agent calls you, make sure you call them back quickly.

Don't let yourself get pushed for roles you don't want, although it's good to be open and flexible to trying things. Recruiters may like to try you out on a few jobs to get feedback on what roles suit you best.

For more ideas, refer to our resource [Finding Part-time Jobs in Dorset](#). You can also book a [one to one Career Coaching appointment](#) with one of our Careers Coaches on Bookings.



What to expect when working in the UK

Dos and don'ts



Usually at interviews, if the person you're meeting offers you their hand it is expected you shake it. You also might hear someone greet you with "alright?" - this is a greeting, not a question.

Avoid wearing jeans or trainers to interviews. Although you're not expected to show up in a suit for a retail or restaurant job, it's a good idea to wear neat and smart clothing.

Good examples include dark coloured trousers or dress, a blouse, polo, or button-down top, and closed toe shoes. It's also a good idea to keep hair and makeup simple and out of the way.



The British tend to apologize and say "please" and "thank you" a lot, more so than in other cultures - this behaviour is especially important to adopt when working with customers in a front facing role, otherwise you may be considered rude.

Avoid being late, as British people value punctuality and planning. If for some reason you are unable to attend, call and let them know with as much notice as possible. When you do turn up, it is expected that you would make a brief apology and quietly join the meeting, being careful not to interrupt the flow of the conversation.



Additional considerations

Sometimes it is hard to know what a British person wants as they are not always direct. They may ask you to do something, but it will sound like a question! For example...

"Would you mind taking this for me..."

might actually mean

"Take this for me, please."



“It would be great if you could help me with...”

might actually mean

“Help me with this.”

They might also say that they don't like something, but disguise it in a way that sounds like they do...

“Yes, that sounds interesting...”

might actually mean they think that idea is rubbish!

Native English speakers are difficult to understand, and because many don't speak another language, they might not realise that phrasal verbs and idioms are difficult for non-native speakers! If you're in doubt, ask for clarification.

For more help learning about how British people communicate, check out Luke's English Podcast's [What British People Say vs What They Mean](#) and this BBC article [Native English Speakers are the World's Worst Communicators](#).

Things to watch out for

Some employers might do or ask you things that are not okay. As previously mentioned, if you are asked to work more than 20 hours in a week, you must always refuse - be clear and explain why it is essential that you stay under this weekly limit. You could also [refer them to UKCISA](#) to find out more.

It is not normal for your employer to refuse to pay you, to ask you to perform duties that were not agreed upon in your contract, to put you in unsafe situations, or to call out of hours or on short notice unless it is an emergency.

If you have an issue with your employer, you can refer yourself or them to [ACAS Advice](#). You could also refer to our guide [Your Rights in the Workplace](#).

Our Careers Coaches cannot provide legal advice, but if you want to talk things through you can book a [one to one Careers Coaching appointment](#) to discuss your situation.



Staying in the UK after you graduate

Further support

If you are keen to stay in the UK after your studies, you can apply for a visa through the Graduate Route. For more information about the process for applying for the visa, you can watch this [Graduate Route Visa webinar](#) and see this [Graduate Route Visa article](#).

Another excellent resource for finding out more about your options for working in the UK can be found on [UKCISA's website](#).

If you would like to gain support with the English language for your interviews and applications, you can book an [appointment with the Study Skills team on AUB Bookings](#). If you would like to gain support with career planning, job hunting, CV and covering letters or interviews, you can book a [one to one Career Coaching appointment](#).

You can register for job opportunities, find useful career resources and book onto events on [AUB Futures Career Hub](#).

Please note these resources are only available for students currently enrolled at AUB.

Guidance for dependents

Moving to the UK is exciting, however, it can take a while to adapt to a new system, culture and language. Some people may find that they are able to continue developing their career and working in their area of expertise after moving, but for others this is not as easy. It is **crucial** to prepare and research before arriving and to consider some key points:

- ★ **Will your professional qualification be recognized in the UK?** - the UK has different regulations than other countries, so if you have a professional qualification - for example, a qualification in healthcare, law, insurance, finance, etc. - it is important to find out if your knowledge and expertise translate. You can use the [UK National Agency for International Qualifications and Skills](#) to start researching.

If your qualification isn't recognized in the UK, you may be able to take some exams or do courses to help you gain recognition for your qualifications. It is worth looking up the professional associations associated with your career field to find out more about this – some of these are listed below:

- ★ [British Insurance Brokers Association](#)
- ★ [Law Society](#)
- ★ [National Health Service \(NHS\)](#)
- ★ [British Psychological Society](#)



Staying in the UK after you graduate

Language requirements - many companies expect a high level of both written and spoken in English, so prepare your English skills before you arrive as UK accents vary widely and may be quite different to the English taught at home.

You can practice listening to different English accents by listening to UK shows, podcasts, and films. It might also be helpful to listen to [IELTS Academic's English Accents](#) audio samples.

- ✳ **Where will you look for jobs?** - there are many opportunities for finding jobs in Dorset, however they may not be always directly related to your choice of career. While you are settling into a new culture, language and area, you may find that you will need to explore roles in the key industries in Dorset. Below is a list of fields that are in high demand:

- ✳ Advanced Engineering and Manufacturing
- ✳ Agri-tech and Aquaculture
- ✳ Creative Digital
- ✳ Financial Services
- ✳ Marine

The jobs in Dorset that many newly arrived migrants work in include:

- ✳ Health and Social Care
- ✳ Hospitality
- ✳ Tourism
- ✳ Retail

For advice and guidance on producing a CV and finding jobs, you can contact the local job centre:

[Bournemouth Jobcentre Plus](#)

Tamarisk House
1 Cotlands Road
Bournemouth
Dorset
United Kingdom
BH1 3BG

Telephone: 0800 169 0190
Textphone: 0800 169 0314

You could also contact the [National Careers Service](#) and set up an appointment to discuss your options. For part time jobs, you could try local recruitment agents and the resources outlined in the sections above.

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STUDENT SERVICES

Instagram / @aubfutures

1:1 Bookings / bookings.aub.ac.uk

Facebook / @AUBFutures

Email / futures@aub.ac.uk

Jobs + Events / aub.jobteaser.com