

Finding Part- Time Work: Earn As You Learn

A Quick Guide

Careers & Employability



University
of Worcester
Student Services

Earn As You Learn: Finding Part-Time Work

Part-time or holiday work has become an integral part of university life for many students. As well as giving you some money, it can also provide you with a valuable opportunity to gain experience, develop your skills and gather evidence that you can use for your CV, applications and interviews.

In the following pages, we give you some information to help you find work on-campus or off-campus. You can also find some useful advice on balancing your studies with work, and on your employment rights, on the NASES website: <http://www.nases.org.uk/>

You will need a National Insurance number to be employed within the UK. If you don't have a National Insurance number, see page 10 for information on how you can apply for one.

The benefits of working part-time

Apart from the obvious benefit of earning money, working part-time can significantly boost your chances of finding work when you graduate. Whilst qualifications are essential, employers also value work experience as it helps you to demonstrate that you have utilised various skills, such as:

- application of IT
- application of numeracy
- communication
- problem solving
- team working
- time management

Part-time work helps you to demonstrate that you are self-motivated and reliable, and gives you a chance to build up a network of contacts who might be able to help you in the future: for example, by writing references or notifying you of potential opportunities.

Working part time can be a useful 'taster' for a particular profession or sector – in fact, some sectors demand experience of working in that field to secure a full-time job. It also puts you in a strong position if you apply for a full-time job within that organisation as they will know what you are capable of.

But don't take on too much work! Remember that part-time work is intended to supplement your studies and act as a stepping stone towards more permanent employment.

Any Queries?

call:
01905 855 166

email:
careers@worc.ac.uk

Juggling work and study

Although working part time can improve your employability and your bank balance, it can be difficult to fit everything in. Don't let it conflict with your course timetable....and give careful consideration to how many hours you can spare.

Here are some practical suggestions, based on advice from the National Association of Student Employment Services (NASES), to help you combine your work and study commitments:

- Keep a note of your deadlines: carry a diary, or enter information onto an e-diary, so you know what your course work and assignment submission dates are.
- Plan ahead: try to anticipate a busy time on your course or at your place of work. Plan ahead as much as possible and try to move things around to create a balance.
- Notify your employer of changes as soon as you can: employers will be more sympathetic if you advise them, in good time, of any dates when you can't work. Try to suggest practical solutions and take responsibility for any changes in rota.
- Talk to someone: if you're struggling to balance work and study, talk to someone as soon as you can. Speak to someone at firstpoint – they will help you to think things through.
- Be realistic about what you can fit in. There are only 24 hours in a day – don't over-promise then under-deliver.
- Try to cut back on part-time work during your exam times. Organise some time off before your exams and don't agree to work extra shifts or overtime around that time.
- And finally.... give yourself some time to unwind and relax after work or study.

Finding vacancies

Many vacancies, both on campus and in the local area, are advertised through the Part-Time Jobs Bulletin produced by the Careers & Employability team - the bulletin is updated each week. You can pick up a copy in firstpoint, or at the Castle Street campus, or you can view it on the team's Facebook page or Twitter account (see below).

Be the first to learn about jobs! Follow the Careers & Employability team on:



Facebook: <https://www.facebook.com/UniversityofWorcesterCareers>



Twitter: http://www.worc_unicareers

All of the jobs offered by the University of Worcester are advertised on its staff vacancy page: <http://www.worcester.ac.uk/community/current-vacancies.html>

For hints and tips about other vacancy sources, continue to read this booklet.

Working on campus

The University of Worcester is one of the city's biggest employers and many students find part-time work on campus. Pay varies between departments and vacancies are usually advertised on one or more of the following:

- **Careers & Employability website**, containing careers and employability resources: <http://www.worcester.ac.uk/careers/>
- **Careers & Employability Facebook page**: <https://www.facebook.com/UniversityofWorcesterCareers>
- **Careers & Employability Twitter account**: http://www.worc_unicareers
- **Part-Time Jobs Bulletin**: available in firstpoint and at the Castle Street campus
- **Students' Union**: <http://www.worcsu.com/>
- **University of Worcester Staff Vacancies**: <http://www.worcester.ac.uk/community/current-vacancies.html>

In addition, subject-specific jobs are occasionally advertised within courses.

What work is available on campus?

Here are some of the part-time employment opportunities available at the University of Worcester.

Academic Support Units: students can gain experience within these units which provide administration support for the 6 academic institutes. The main vacancies are advertised via: <http://www.worcester.ac.uk/community/current-vacancies.html>. Shorter opportunities are usually circulated to Student Ambassadors.

Disability and Dyslexia Service: students act as support workers and assist fellow students on a 1-to-1 basis. This could include helping with note-taking or accessing library materials. In 2013-14, 39 support workers were employed. Vacancies are advertised via: <http://www.worcester.ac.uk/community/current-vacancies.html>

Facilities: the facilities department employs students each year, mostly over the summer, to carry out a number of tasks around the campus such as grounds maintenance, reception duties and cleaning. Vacancies are advertised, as they arise, via: <http://www.worcester.ac.uk/community/current-vacancies.html>

Graduate Destinations Survey: this provides a short intensive work opportunity, mainly during evenings in January and early February. It involves telephoning graduates to research their post-University of Worcester destinations. Student Services advertise these roles during December via: <http://www.worcester.ac.uk/community/current-vacancies.html>

Information & Learning Services (ILS): students are often employed within the library and IT sections. Vacancies are advertised, as they arise, via: <http://www.worcester.ac.uk/community/current-vacancies.html>

"As well as part-time work often being a financial necessity, students are also working to increase their future employability."

(Times Higher Education Supplement)

Mentoring and Outreach: an increasing number of students are needed to support a variety of University outreach programmes. This includes working in schools and other settings across the region, supporting young people who may not have considered going to university. Some opportunities will involve mentoring the same individuals on a regular basis; others will involve you in providing support for one-off events. This work usually takes place in term-time, during the school day. Vacancies are advertised via: <http://www.worcester.ac.uk/community/current-vacancies.html>

Research Assistant Posts: this scheme employs students to work with a lecturer on a research project for 4-10 weeks: this can be full-time or part-time, although the maximum number of permitted hours is 146. Vacancies are generally advertised in April via: <http://www.worcester.ac.uk/community/current-vacancies.html>

Sports Centre: students are employed to work within the University's Sports Centre, and work is also available during the holidays. Please note that you don't need to be studying on a sports programme to work in the Sports Centre. Vacancies are advertised via: <http://www.worcester.ac.uk/community/current-vacancies.html> in September and also when they arise at other times. Contact the Sports Centre for further information.

Sports Coaching: students with a sports coaching qualification can often find work with local clubs. If you have a sports qualification, contact Michelle Morgan (m.morgan@worc.ac.uk) and pass on your details. You do not need to be studying on a sports programme to be a Sports Coach.

Student Ambassador Scheme: working primarily for the Communications & Participation Department, Student Ambassadors can gain a wide range of experience: for example, acting as campus tour guides, assisting in event management, or drafting press releases. University departments request assistance from the ambassadors, and each opportunity is emailed around the group. In 2013-14, there were 170 Student Ambassadors. Recruitment to the scheme usually takes place in September and February each year. Vacancies are advertised via: <http://www.worcester.ac.uk/community/current-vacancies.html>

Students As Academic Partners: approximately 14 students were employed to work as Academic Partners last year. This involves students working with academics to make a difference to students' experiences at the University of Worcester. Interested students write project bids - these bids are judged and the winners are then funded to undertake their project over 100 hours. Adverts are placed, in November, on the Students' Union website: <http://www.worcsu.com/>

Students' Union: 45 students were employed by the Students' Union last year, in different roles including bar, shop and office work. The pay is the equivalent of the national minimum wage, and the roles generally provide regular hours which might suit some students. Jobs are advertised on the Students' Union website: <http://www.worcsu.com/>

Unitots Nursery: students can apply to join the university nursery's pool of casual staff to help provide cover for staff absences. Students who have a childcare qualification are welcome to apply. Vacancies are advertised as they arise via: <http://www.worcester.ac.uk/community/current-vacancies.html>

"Students are working harder than ever before... combining academic and financial pressures to develop balance where employability skills are developed and honed."

(National Association of Student Employment Services)

Working off campus

There are various ways to find part-time work off campus. Many of them are promoted through the **Part-Time Jobs Bulletin** (see page 3 for details of where you can find it, both in hard copy and online).

Christmas vacancies: don't forget that shops need extra staff around Christmas time. They tend to advertise these posts from September onwards.

Local newspapers: the weekly 'Worcester Standard' and the 'Berrow's Worcester Journal', plus the daily 'Worcester News', often include job adverts. The 'Worcester News' has a jobs website: <http://www.worcesternews.co.uk/jobs/>
You can search for other local newspaper websites via: <http://www.newspapersoc.org.uk/a-to-z-of-local-newspaper-websites>

Networking: many part-time jobs aren't advertised as they rely on word-of-mouth to fill them. Ask around and let people know that you are looking for a job. If you know someone who is giving up a job, you could ask them to recommend you as a replacement. And if you have worked for a shop or bar in another part of the country, ask if you can transfer to a local branch.

Online job boards: some include student-friendly part-time vacancies. Here are some job boards that advertise part-time and summer jobs:

- **All The Top Bananas:** <http://www.allthetopbananas.com/>
- **E4S:** <http://www.e4s.co.uk/jobs/1-part-time-jobs-in-worcestershire.htm>
- **Fish4Jobs:** <http://www.fish4.co.uk/>
- **Gov.UK:** <https://www.gov.uk/jobsearch>
- **Job is Job:** <http://www.allthetopbananas.com/>
- **Jobrapido:** <http://uk.jobrapido.com/>
- **Student Gems:** <http://www.studentgems.com/>
- **Student Jobs:** <http://www.studentjob.co.uk/>
- **The Big Choice:** http://www.thebigchoice.com/Part_Time
- **Part-Time jobs Bulletin** (see page 3 of this booklet for details of where you can find it, both in hard copy and online).

Recruitment agencies: may offer part time work, particularly the specialist agencies that advertise care or catering opportunities. Local recruitment agencies include:

- **Dimensions:** <http://www.carehome.co.uk/jobs/>
- **Eclipse Home Care:** <http://eclipsehomecare.co.uk/>
- **Hewett Recruitment:** <http://www.hewett-recruitment.co.uk/>
- **Inclusion Care:** <http://www.inclusioncareagency.com/>
- **Key Staff:** <http://www.key-staff.com/>
- **Meridian Health:** <http://www.meridianbs.co.uk/health-jobs>
- **Nanny Agency:** <http://www.tinies.com/childcare-agencies/nanny-agency-gloucestershire-worcestershire-herefordshire/>
- **Rely Care Agency:** <http://www.relycareagency.co.uk/>
- **Signature Care Service:** <http://www.signaturecareservices.co.uk/>
- **Sure Care:** <http://surecare.co.uk/>

A survey - conducted in 2013 by the insurance provider Endsleigh and the National Union of Students - found that 57% of students were earning extra cash whilst at university, a 7% increase on 2012 figures.

Shops, bars and restaurants: often advertise vacancies in their windows. If you pop in to enquire, be prepared to be interviewed on the spot...so present yourself smartly and take a copy of your CV.

Sports coaching and refereeing: if you have a Level 2 sports coaching qualification (or a relevant complete qualification such as Tag Rugby or Secondary Athletics), send your CV (including your sports qualifications and experience, and your availability to coach) to Michelle Morgan (m.morgan@worc.ac.uk). Michelle maintains a database of qualified students (not just those studying sport) and actively seeks work from local organisations. You need to make sure that your qualification covers you to coach within a school - if it doesn't, you will need to take out additional insurance (available from most national governing bodies of sport at a reasonable price). Access to transport isn't essential, but it could increase your likelihood of obtaining coaching work.

Subject-linked vacancies: are often advertised by courses or Institutes. Some typical roles include Care Assistants, Children's Play Scheme Workers, After School Club Assistants, Learning Support Workers, Language Tutors, Youth Workers, Retail Assistants, and Administration Assistants.

But be very careful.....don't fall for scam job adverts. Some 'opportunities' are devised to get money from you. The following tips might help you to spot a scam:

- Don't apply to a company that asks you to pay money upfront – e.g. for equipment or training - or that asks you for your bank details before you've started.
- Avoid jobs that involve you in recruiting others onto a scheme.
- Commission only and door to door selling don't provide a guaranteed income for your work.
- Be wary of jobs involving data entry from home.

Don't forget that if a job advert seems to be too good to be true, it probably is! Speak to the Careers & Employability team for advice if you have any doubts.

Holiday work

If you'd like to work during your holidays, here are some tips to help you:

- Do some research to identify organisations that offer holiday jobs.
- Think about which countries you would prefer to work in.
- Consider what skills and qualifications you have, and how you could use them, then decide what jobs you would like to apply for.

You can search for summer jobs via many of the websites shown on page 6 of this booklet. Other websites, listing summer opportunities, include:

- **Season Workers:** <http://www.seasonworkers.com/SummerJobs/>
- **Summer Jobs Abroad:** <http://www.summerjobsabroad.co.uk>
- **Summer Jobs:** <http://www.summer-jobs.co.uk/>
- **Transitions Abroad:** http://www.transitionsabroad.com/listings/work/shortterm/summer_jobs_abroad.shtml

"The need for students to find part-time employment while at university increasingly goes beyond the desire for a little extra cash to spend on having fun ... students are using part-time work to better prepare themselves for the future."

(Endsleigh Insurance)

The Careers & Employability team advertises summer camp/ scheme vacancies via its Facebook page and Twitter account (see page 3 of this booklet for details) and has a range of books on vacation working that you can borrow e.g. 'Working in Ski Resorts' and 'Summer Jobs Worldwide'. It has also purchased a licence for the Exodus database, which includes a list of year-out opportunities – you can obtain the access code from the Careers & Employability team. The team also arranges for some holiday scheme/ summer camp organisations to come onto campus and give presentations, usually during November each year.

Make sure you pick up a copy of the 'Holiday Schemes' leaflet which is available from the Careers & Employability area in firstpoint.

Applying for a part-time job

There are many ways of applying for part-time work, some informal and some very formal. But regardless of the application process you will often need a CV, references and documents. Have everything ready.

At the back of this booklet, there are two examples of CVs that could be used when seeking part-time work: the first format is for someone with prior work experience, and the second is for someone with no, or little, relevant experience. For further advice, see '**CVs, Letters & Application Forms – A Quick Guide**', available from the Careers & Employability area in firstpoint.

The Worcester Award

The Worcester Award will help you to build up a portfolio that documents:

- your paid/ voluntary work experience
- the employability and skills sessions you have attended
- your Independent Studies projects

Local businesses, voluntary and community sector organisations submit possible projects to a website and you can access them at: <http://www.worcester.ac.uk/community/14360.html>. If you are interested in working with any of the organisations listed on the site, please contact them directly. If you aim to use the work towards your degree in some way, make sure that you have agreed it with your tutor in the usual way. For further information on the Worcester Award, visit <http://www.worcester.ac.uk/careers/worcesteraward>

Advice For International Students

If you're from the EU or EEA, you can work as many hours as you want.

If you're an international student, have a student visa, and are studying on a full-time course, you are permitted to work for up to 20 hours per week during the semester, and full-time during the holidays. However, remember to ensure that you have sufficient time for your studies.

If your visa states that 'work is prohibited', you aren't allowed to work in the UK.

In summary.....

- A. Pick up a copy of the Part-Time Jobs Bulletin, and follow the Careers & Employability team on Facebook and Twitter to keep up-to-date with newly advertised roles.
- B. Keep an eye on the University of Worcester's staff vacancies page.
- C. Think about how many hours you can work and consider what time(s) of day you can work - don't let work conflict with your course timetable.
- D. Decide what type of work you'd like to do. Are you trying to obtain or develop any particular skills to help you gain entry to a particular career?
- E. Apply for advertised jobs or visit local shops, supermarkets, bars with a CV (see some examples at the end of this booklet).
- F. Ask your friends and fellow students if they know of any opportunities.
- G. If you have worked for a shop or bar elsewhere in the country, ask if you can transfer to a more local branch.
- H. Use as many sources as you can, and be persistent: swiftly follow up any leads, and be prepared to make repeated contact.
- I. Give yourself time to make high quality applications: even a short form can take time to complete. Don't sell yourself short by rushing it – one good quality application is worth 10 rushed ones.
- J. Know your rights and responsibilities at work.
- K. Protect yourself from scam advertisements. Be alert for any that appear too good to be true, or that ask you for your personal/ financial information before you start work.

Some key information

National Insurance (NI) number

If you are resident in the UK, you should have received a National Insurance number just before your 16th birthday. However, if you don't have one - for example, if you have come to the University of Worcester from outside the UK - you will need to apply for a National Insurance number. To do this, you need to telephone the Department for Work & Pensions (DWP) on 0845 6000 643 and book an interview at the Jobcentre in Worcester which is located at Haswell House, Sansome Street, Worcester WR1 1UZ.

The DWP will send you a letter to confirm your appointment; the second page of the letter will tell you what papers to take to your appointment. These will usually be:

- your passport, if you have one
- your ID card, if you have one
- your birth certificate
- if applicable, a letter or papers from the Home Office confirming your right to live in the UK
- a letter with your name and address on it: e.g. a telephone bill, rental agreement, or a letter from your bank.....because they will need to see proof of where you live

If you're already working, they will need to see at least one payslip and your contract of employment. If you do not have a contract, it would be helpful to have a letter from your employer confirming the date you started. If you are looking for work, keep copies of your job applications and take them to your appointment.

When you arrive at the Jobcentre, report to the welcome desk and show your appointment letter - it is very important that you take your appointment letter with you. You will then be directed to the interview location.

Your interview will last for up to 25 minutes, and you will be asked for the following information:

- **Dates**, if any, when you have been to the UK before.....but only if you stayed for 30+ days. They will want to know the dates when you arrived and the dates when you left.
- Any other **UK addresses** you have lived at during the past 2 years, plus the dates when you moved in and out of those addresses.
- Details of your **current accommodation**. If you are not living on campus, they will want to know the name and, if possible, the address of your landlady, landlord or letting agency.
- If you are **married, divorced or widowed** they will need the dates, plus your husband or wife's full name and date of birth.
- If you are already **working, or have had a job** in the last 2 years, they will need the names and addresses of all employers, dates you started and left

the jobs, employer's phone number, the number of hours you work/ worked each week, and your job title(s).

- They will also need to know if you have **claimed any benefits** in the UK, or if anyone has claimed any benefits for you.
- The date you started **your University of Worcester course** and roughly how many hours you study each week. They will also need the details of **any other UK courses** you have attended during the last 2 years.

When the form has been completed, they will photocopy your papers, and then both you and the interviewing officer will sign the photocopies – you then sign and date the application form.

It takes 4-6 weeks from the interview date to receive your NI number. If you need to find out what is happening with your NI number application during this period, you should ring 01983 273037. If you want to report a change of circumstances, such as a change of address, you should ring 0300 200 3502.

Please note that National Insurance (NI) number cards are no longer issued: you will receive a 'Notification of National Insurance Number' letter, and will need to keep this in a place where you can find it.

The National Minimum Wage

The National Minimum Wage is the minimum pay per hour that almost all workers are entitled to by law: the rate depends on a worker's age and whether they're an apprentice. The rates are usually updated every October, see www.gov.uk/national-minimum-wage-rates

It doesn't matter how small an employer is, they still have to pay the minimum wage. Use the National Minimum Wage calculator to check if you are being paid the minimum wage: <https://www.gov.uk/am-i-getting-minimum-wage>

You can ring the Pay & Work Rights Helpline if you would like some advice on the National Minimum Wage: 0800 917 2368.

Paying tax

Income Tax is a tax you pay on your income. You need to pay tax on things like:

- money you earn from employment
- profits you make if you're self-employed
- benefits you get from your job

Most people are entitled to a personal allowance of tax-free income: the amount of income you can have before you pay tax. For information on income tax rates, visit: <https://www.gov.uk/income-tax-rates> and for information on personal allowances, visit: <https://www.gov.uk/income-tax-rates/personal-allowances>

The amount of tax you pay can also be reduced by tax reliefs if you qualify for them - further information is available at: <https://www.gov.uk/income-tax-reliefs>

Example of CV for part-time job applications (with prior work experience)

ZOE SMITH

4 Elgar Way, St Johns, Worcester WR2 7FG
 Mobile: 07989 333 222 Email: zsmith21@hotmail.com

Profile

An enthusiastic and outgoing university student with four years' retail experience within busy targeted environments that required high levels of customer service. Now seeking a part-time retail role.

Relevant Experience

Retail Assistant: Morrison's

March 2011 – Sept 2014

- Ensured that shelves were well stocked and that products were attractively displayed. Worked quickly under pressure, demonstrating good observational and organisational skills.
- Served customers on tills: handled cash and credit/ debit card transactions.
- Mentored new part-time staff, clearly explaining routines and duties.

Customer Services Assistant: TK Maxx

Sept 2010 – Jan 2011

- Consistently met individual monthly sales targets, and encouraged colleagues to achieve theirs.
- Organised item transfers between stores, using computerised stock control system
- Successfully dealt with queries and resolved complaints: remained welcoming, polite and professional. Confident in asking for help when needed.

Shop Assistant (Volunteer): RSPCA

July – Aug 2010

- Designed eye-catching window and shelving displays.
- Served customers using cash till.
- Sorted donated items, including clothing and toys.

Relevant Skills

- **Communication:** enhanced communication skills when working with customers at Morrison's and TK Maxx.
- **Organisation:** successfully combined work and study by planning ahead and anticipating potential problems before they arose.
- **Teamwork:** played for the school netball team; contributed to fundraising events.

Education & Qualifications

- BSc (Hons) Geography: University of Worcester
- 3 A Levels and 6 GCSEs, including English and Maths

2014 - 2017
 2007 - 2014

References

Available on request

Example of CV for part-time job applications (no work experience)

JASON COTTERELL

8 Ledbury Road, St Johns, Worcester WR2 4TD
Mobile: 07789 4962817 Email: jj.cotterell2@mail.com

Profile

A responsible and reliable second year BSc Business and Management student with strong organisational ability. Skilled at working in a team environment and with a flexible approach to work. Seeking a part-time role in a retail or customer services environment.

Relevant Skills

Communication

- Delivered presentations during degree course: prepared PowerPoint slides, delivered presentations to students and senior lecturers; produced written reports and assignments.
- Mentored younger students at school, to enhance their English skills.

Numeracy

- Confident with numbers: achieved Maths A level and helped Year 9 students with their Maths homework. Currently undertaking a finance module as part of degree.
- Led a team of 4 students to produce a business plan for an assessed project: encouraged each group member to work to their strengths, and kept team to time and on target.

Responsibility & Reliability

- Look after neighbours' properties whilst they were away: trusted to ensure the security and maintenance of their homes.
- As Captain of the school football team, always set a good example: attended training and coached younger students and team members.

Education & Qualifications

University of Worcester

2013 – 2016

- BA (Hons) Business Management

Christopher Whitehead Language College

2007 – 2013

- 3 A Levels: Mathematics (B) Business Studies (B) and French (C)
- 9 GCSEs grade A*-C, including Mathematics and English

Interests

- Playing in the local team and watching football
- Playing the guitar
- Swimming
- Keeping up-to-date with current affairs and watching business programmes on TV

References

Available upon request

Notes

Notes

If you have a question that isn't covered by this booklet, or would like to talk through your ideas with a member of the Careers team, sign up for a careers appointment at www.timecenter.com/worcester, or via your SOLE page, on the day that you'd like to be seen.



University of Worcester
Henwick Grove
Worcester
WR2 6AJ
www.worcester.ac.uk/careers
tel: 01905 855166
email: careers@worc.ac.uk

 @worc_unicareers

 www.facebook.com/UniversityofWorcesterCareers