

Placement support for international students

If you're doing a work placement or work experience as part of your course, there are some things you can do to prepare – check the information below or watch this [short video](#) for some tips and advice.

The Careers & Employability and Faculty Placement teams will support you through the placement hunting process by offering advice and guidance. You can access **MyCareerHub**, our careers resource and jobs database, when you enrol, **so be sure to register on the system** as soon as you can.

How can I prepare for finding a placement?

For the best chance of finding the role you want, there are a number of things you can do to prepare.

UK employers expect you to have an excellent academic background, but they are also interested in your 'soft skills' or 'employability skills'. These include: communication, leadership, team work, analytical skills, problem solving, commercial awareness (understanding how a company works), creativity and adaptability. You can develop these skills through part-time jobs, participating in student societies and clubs, sports, hobbies and volunteering.

I've never had a paid job – what can I do?

Any experience is of value to employers – it doesn't have to be paid. If you've done some voluntary work, part time work or work experience in your country this will give you some vital transferable skills and give you additional things to talk about on a CV and in interviews.

Work on your English

Almost everyone gets nervous about job interviews but when they're not in your native language they are even more of a challenge. Try to practice your spoken English as much as possible. With so many different accents in the UK it can take time to adjust, so try to;

- Listen to regional UK radio stations or BBC Radio 4 Podcasts
- Watch British TV series or log onto [BBC Learning English](#) which has some good resources too.

Many roles will demand a high level of spoken and written English so make this your priority.

Start preparing your CV

When you apply for jobs in the UK, employers will ask you for a "Curriculum Vitae" (CV) and a "Covering Letter". In the USA they call this a "Resume". The CV is a summary of your education and experience. A "Covering Letter" is a letter of introduction that you write to an employer when you apply for a job.

Key points about UK CVs

- They should be **no more than 2 pages** (academic CVs can be longer)

- Don't include date of birth, religion, marital status or a photo. Only your contact details (email, telephone & UK address)
- Your CV should describe the skills you have gained from a job – not just your duties
- As a general rule, a CV should show education and employment / experience in reverse chronological order (list your most recent experience first).

You will probably need more than one CV if you're applying for different job roles. You'll also need a different CV for part-time roles. This will focus more on your transferable skills and less on your academic history.

Visa and National Insurance number

Check your Work Visa to find out the number of hours that your visa allows you to work. Generally speaking, international students can work up to 20 hours per week during term-time and full-time during vacation. Refer to the [UKCISA website](#) for more information.

- To be able to work in the UK you will need to register for your **National Insurance Number** (NI Number). This should not be confused with the National Health Service Number (NHS number)
- To get this you will need to apply as **soon as you arrive in the UK** (NOT before) as it can take a long time to process. Having a NI number is important as you will not be able to get paid without one. For more info visit the [GOV.UK](#) website.

Looking for a part-time job

After you've settled into your accommodation, consider looking for part-time work. This is a great way to get UK work experience, improve your language skills and develop transferable skills. This will make your application stronger when you are applying for placements. You could also look for voluntary activities by approaching [SUBU](#) (BU's Student Union) or looking on [MyCareerHub](#).

Careers & Employability support for you

Employability workshops - Dedicated sessions for international students take place throughout the year and are advertised on [MyCareerHub](#) where you can book your place:

- How to find a job in the UK job market (including how to approach UK companies and visa information)
- Writing CVs and Covering Letters for the UK job market
- How to sell your UK experience abroad
- Understanding British culture in the work place
- Succeeding at interviews - a chance to practice your English for interviews

Other workshops open to all UK and international students include:

- Finding a part-time job
- Career planning
- Interviews

- Presentation skills
- Networking
- Using LinkedIn to network
- Mock (Practice) Assessment Centres

Employer events on campus - These are a great way to meet different employers and find out more about careers and opportunities in different industries:

- Annual Careers Fair (October): 80-90 employers are on campus over two days
- Faculty of Management Fair (November)
- Nursing Fair (February)
- Jobs and Volunteering Fair (February): including part-time jobs, SUBU Volunteering and Uniformed Services

Faculty support for you

Faculty Placement Team

Your faculty will inform you of the Placement Seminar which you must attend if you want to do a placement. The Placement Coordinators in your faculty are there to support you while you look for a placement with suggestions on where to look for jobs and give feedback about your applications, CVs and Cover Letters.

Faculty Facebook Placement Buddy page

Each faculty has a Facebook Placement Buddy page. You will be given information about this by the Placement Team. You can connect with students already on placement for tips and information about different companies and possible vacancies.

Placement information and employability workshops as part of your course

Your Placement Team and the Careers & Employability Advisers deliver workshops as part of your course. These include Placement Search, CVs & Covering Letters, Interviews and Networking.