



The national minimum wage

There are different levels of NMW, depending on your age and whether you are an apprentice. The current rates are:

- £6.08 - the main rate for workers aged 21 and over
- £4.98 - the 18-20 rate
- £3.68 - the 16-17 rate for workers above school leaving age but under 18
- £2.60 - the apprentice rate, for apprentices under 19 or 19 or over and in the first year of their apprenticeship

The age at which you become entitled to the main rate was reduced from 22 to 21 on 1 October 2010. The apprentice rate was introduced on the same date. Further details can be found at: direct.gov.uk/en/employment/employees/pay/dg_10027201



Further information

The Advice Centre has produced a series of leaflets relating to 'Income Tax and Students', 'National Insurance and Access to Work for International Students', 'PAYE (Pay As You Earn)' and 'Health Benefits and How to Claim Them'. These are available in the Advice Centre. Information may also be obtained from your local Tax Office – addresses and telephone numbers can be found in your local telephone directory under 'Inland Revenue'. The National Insurance Enquiry Line number is **0845 302 1479**

The information above was last updated in 11/11. However, we recommend before you make any decision or enter into any agreement you carry out your own checks.

get in touch:

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bucks students' union

Advice Centre

"a helping hand for everything student"



A GUIDE TO EMPLOYMENT WHILE STUDYING

Bucks Students' Union Advice Centre is a member of:
Advice UK - The Voice of Independent Advice
CPAG - The Child Poverty Action Group
NASMA - The National Association of Student Money Adviser
UKCISA - The UK Council for International Student Affairs

For our current opening times please go to our website: bucksstudent.com/advice.
Email us on: suadvice@bucks.ac.uk or call us on **01494 603 016**.

Appointments can often be arranged outside our published times so please ask. We will usually be able to respond to any enquiry within 48 hours during term-time, but often more quickly.

advice



How can I get a job?

If you are considering taking a job during term time, you need to first consider how much time you can realistically work without it interfering with your study or your health. You should also think about what skills and experience you have to offer an employer as this will help you decide which employers to approach.



Where to look

- The University Careers Service advertises a range of local, part-time vacancies. Look on the University web pages at **bucks.ac.uk/careers**
- Local newspapers' situations vacant columns – e.g. The Bucks Free Press, The Bucks Examiner and the free local newspaper The Star all advertise part time work.
- Ask in local shops, pubs etc. Many small businesses rely on getting staff this way.
- Local Employment Agencies have a large selection of part time jobs, particularly if you have specific skills such as typing or word processing. You can find a list of local agencies in the Yellow Pages.



Will earnings affect my student loan or bursary?

No. Any earnings from work undertaken during term time or holidays will not affect your entitlement to the Student Loan or any other form of financial help.



Will earning effect my entitlement to welfare benefits?

Most full time students do not have any entitlement to Housing Benefit, Income Support or Job Seekers Allowance. However, you may still be entitled to other means tested benefits such as dental charges, prescriptions and the cost of glasses. How much help you receive may be affected by your earnings or the amount of your savings. Earnings may also affect entitlement to Income Support and Housing Benefit for those students who are able to claim them such as single parents. If you are receiving any of these benefits you need to check first whether you will be better off financially if you take a job.



Will I have to pay National Insurance contributions on my earnings?

Once in employment you can earn up to a certain amount without paying National Insurance. If you earn more than the specified amount your employer will deduct National Insurance contributions.

International Students will require a NI number in order to work in the UK even if you are earning less than the specified amount. For information on how to do this, see Advice centre leaflet “National Insurance and Access to Work for International Students”.



Will I have to pay tax on my earnings?

You only have to pay tax if your income in any tax year (April 6th–April 5th) exceeds your tax allowance. For more detailed information see Advice Centre leaflet “Income Tax and Students”.



Working time regulations

The Working Time Regulations were implemented on 1st October 1998 to ensure that UK legislation complied with EU standards on the organisation of working time. First check whether you fall within the scope of the regulations, although most students do. The main exceptions include the self-employed and those working in particular sectors such as air, rail and road transport etc. who are protected by other legislation. The following is a summary of the Working Time Regulations:-

- A limit on the average weekly working time to 48 hours, although you can work longer if you wish (**International Students** – see DfEE leaflet for information and restrictions on working in the UK – available in the Advice Centre)
 - A limit on night workers' average normal working time to 8 hours
 - A right for night workers to receive free health assessments
 - A right to 11 hours rest a day
 - A right to a day off each week
 - A right to an in-work rest break if the working day is longer than six hours
 - A right to four weeks paid leave per year
- The above information can be found on the following website: **direct.gov.uk/en/Employment/index.htm**