

Make the most of your first year at University

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Going to University can be a great experience and offers the opportunity to develop and learn more about yourself. Many students tell us that they wish they'd done more in their first year to really make the most of their time at University so we've put together this guide to give you some ideas about things you could do to get the best out of your first year.

- Make new friends and connections
- Try new activities
- Gain skills for your future
- Get experience to help you become resilient and proactive

But make sure you don't ignore your studies! Your first year exam results count if you want to do an internship or study abroad.

Introducing CareersLink

Your CareersLink account is your portal to access:

- Jobs; including part-time work, internships & vacation work.
- Events; careers fairs, workshops, skills and networking sessions.
- Careers appointments; some can be booked online you can also access your bookings to check times and dates.

Access is via the Careers website – My account tab or at www.manchester.ac.uk/careerslink.

Login as a student using your university username and password.

Part-time jobs

Part time jobs are a great way to get work experience; you will build transferrable skills like team work and problem solving and could get

relevant experience for specific occupations like IT, translation or marketing.

There are lots of part time jobs available in Manchester, not just in the city centre but out in the suburbs and surrounding districts too.

- Log into your Careers account – CareersLink to see current vacancies www.manchester.ac.uk/careerslink
- Information about student ambassador roles at The University www.manchester.ac.uk/careers/findjobs/parttime

Most part-time vacancies are advertised each year in October, January and April - June

Be proactive: Many businesses don't bother to formally advertise part-time jobs because they know they will get enough interest.

- Large shops, stores and bar / hotel chains may advertise on their own websites.
- Ask around at shops, bars and restaurants. Many advertise vacancies in their windows.

Download the part time jobs guide from:

www.manchester.ac.uk/careers/findjobs/parttime

Sports, societies and clubs

Your first year is the best time to join in activities; you can find out what you like best and then in later years join the committee to gain great experience for your CV.

If you are an international student consider options not related to your country or culture to expand your experience and practice using English in an informal setting.

- Sports: www.sport.manchester.ac.uk
Skills include: teamwork, commitment, leadership, communication.
- Societies: <http://manchesterstudentsunion.com>
Skills include: Communication, problem solving, leadership, teamwork, initiative, innovation.
- Media club: Events, networking opportunities and job alerts for those considering a career in media, publishing, advertising etc.
www.careers.manchester.ac.uk/events/themediaclub
- Third sector club, networking opportunities and job alerts for those considering a career in charity, aid or development work.
www.careers.manchester.ac.uk/events/thirdsectorclub

Manchester Residential Life and Hall RA's

One way to get the most out of your time at University is to throw yourself into the Residential Life Programme here in Manchester. This programme includes everything from Volunteering opportunities and Exam Stress Seminars, to Inter-Halls Sports competitions and Socials – so has something for everyone to get involved with!

If you want to immerse yourself further, why not join your Halls' Residents Association (RA) or Junior Common Room (JCR)! This gives you the opportunity to influence what events are put on and how the funding for these is split to give students the best experience possible. You could be involved with small-scale events, like a movie night, all the way up to organising the End of Year ball! RAs and JCRs are a great way to meet new people, engage with hall life, and add to your CV in the process. To find out more about how to get involved with JCR's and RA's simply visit: <http://manchesterstudentsunion.com/halls>

Volunteering for a charity/not-for-profit

Volunteering can be a good place to start if you have never had any work experience before. As well as giving you the opportunity to make a difference in your local community, some volunteer roles can also provide valuable career related skills, for example: event management; administration, marketing, or retail experience. Employers like to see a variety of work experience on your CV and volunteering is a valued experience.

Download the volunteering guide from:

www.manchester.ac.uk/careers/experience/volunteering

Meet the volunteering team: volunteers@manchester.ac.uk

or call 0161 275 2851.

Volunteer drop-ins take place in the Atrium in University Place on Mondays 12:00-13:00 and Wednesdays 13:00-14:00 during term time.

Ask at the student support desk.

Based on North Campus? Enquire at the Barnes Wallis student hub.

Internships and spring weeks for first years

In the UK an internship is usually a short period of professional paid work experience. Typically 1 week to 3 months.

Some organisations offer short internships for first year students over Easter, Christmas or even in summer vacation (often called spring weeks or insight weeks). They are typically quite short - a day or two, or maybe up to a couple of weeks. Depending on the length you will normally be paid or you can claim expenses.

New for 2018/19, watch out for micro-internships – information will appear on the link below during the year.

www.manchester.ac.uk/careers/internships/springinternships/siw/

Using your vacations to get work experience

Outside formal internships and spring weeks with big firms, there are plenty of other ways to get experience (and money!) too.

Christmas: It's a busy time for shops and hotels so they may be taking on extra staff. Some may recruit months in advance.

- If you already have a part time job ask about extra hours.
- Look out for adverts in shop windows and check websites.

Easter: It's only 3 weeks – it could be a good opportunity to volunteer.

Summer work can be a valuable addition to your CV and a good way to earn money, even if it isn't related to your ideal career.

- Casual summer jobs could be in tourism, children's summer camps, assisting at conferences or festivals, or fruit picking.
- You can often find these opportunities abroad, which can help you to develop your foreign language skills.
- Salaries vary a great deal and may include benefits like accommodation and meals instead of a full salary.

www.manchester.ac.uk/careers/findjobs/vacationwork

Did you know most vacation jobs are advertised in April?

Work shadowing

Work shadowing is an informal type of work experience where you observe someone in their role to understand how they do their job. This is usually a short term activity – a few days at most – aimed at providing an insight rather than hands on experience. This can be useful experience to gain in careers where few formal internships exist, or where the role is not one an intern or placement student can do with their level of experience, e.g. solicitor.

Work shadowing is rarely advertised and you will need to make speculative approaches to an individual or organisation to request this. See the Cover Letter Guide for examples
www.careers.manchester.ac.uk/applicationsinterviews/cl

Unpaid work experience

The Careers Service advises you to think very carefully about working unpaid unless it is for a charity as a volunteer. Many unpaid roles are illegal and should be paid. We suggest you consider some of the issues and understand your rights so that you know where to draw the line if you do decide to take any unpaid experience.

www.manchester.ac.uk/careers/findjobs/paytax/unpaid

Bursaries and other sources of funding for work experience

- **Work experience bursary**

If you find unpaid, voluntary or low paid experience you may be able to claim a bursary to help with the costs.

www.careers.manchester.ac.uk/findjobs/bursaries

- Other funds for travel, or to part fund work experience

www.careers.manchester.ac.uk/study/nonstudy

Working as an International student

UK employers value work experience while you study so if you plan to work in the UK it's worth putting the time in. It's a great way to meet new people and improve your language skills too.

Most non-EU international students can work up to 20 hours a week on a student visa in term time and may work full time in vacation period.

(undergraduates: Christmas, Easter and summer; postgraduates: Christmas and Easter only. For more information go to:

www.manchester.ac.uk/careers/international/workduringstudy

National Insurance and Income Tax

Everybody who works in the UK has to pay National Insurance and give their employer a National Insurance (NI) number.

To get your NI number, you need to ring the **National Insurance Number Allocation Service** <https://www.gov.uk/apply-national-insurance-number>

CVs and applications

Whatever you are applying for, the organisation will want to know that you have the skills or potential to do the job or role.

To make a good CV, you need to find out about the job or role you are applying for by reading the job description or person specification, if available, or by thinking carefully about the job. What skills would YOU expect someone in that role to have if you were employing them?

Find out more about writing a CV and the application and interview process at www.manchester.ac.uk/careers/applicationsinterviews

Think about studying abroad next year

University is all about finding out who you are and having the best experience possible, right? Well what better way to do that than to spend part of your time at university in another country?

A period of study abroad not only allows you to broaden your horizons, experience new cultures, challenge yourself and grow as a person, but it can also help you stand out to employers when the time comes to apply

for graduate jobs. Most courses offer the chance to go abroad for a semester or a full academic year, and the vast majority of our partner universities provide courses taught in English.

The deadline dates are different for each school but most close for applications by December. Get all the important details by popping into the International Programmes Office in the Atrium (1st Floor, University Place) or by speaking to the Study Abroad Officer for your school.

www.goabroad.manchester.ac.uk

Help and advice on campus

A bit of timely advice can help you make plans or avert a crisis, so why not use our resources online or pop in and ask a question?

Careers

Based in The Atrium, University place:

We can help you find job opportunities, make the most of your CV, give interview advice and help you explore your future options.

www.manchester.ac.uk/careers/services

Telephone 0161 275 2829.

Why not get a career mentor? Open to all students but you need to be fast as applications usually open in September.

www.manchester.ac.uk/careers/experience/mentoring

Support and advice on academic matters

- University schemes like Peer mentoring or PASS can help you with settling in and managing your academic work.

www.peersupport.manchester.ac.uk

- Students' Union academic advice service
The Advice Service supports students with a wide range of academic

issues, including appeals, complaints, mitigating circumstances, disciplinary issues and course/university transfers.

<http://manchesterstudentsunion.com/top-navigation/advice-service/academic-advice>

Welfare and wellbeing

- Student support, wellbeing and financial advice.
www.studentsupport.manchester.ac.uk/
- Wellbeing advice from The Students' Union:
<http://manchesterstudentsunion.com/top-navigation/advice-service/wellbeing-advice>
- From meditation workshops to help in a crisis contact the Counselling Service:
www.counsellingservice.manchester.ac.uk

Looking ahead to your second year

You will be busier with coursework so it's time to be strategic!

1. Think ahead to summer – many big corporate companies advertise their summer internships for second years in the Autumn semester.
2. Prioritise which extra-curricular activities you want to do this year and make sure you really get involved so that they are worthy of putting on your CV.
3. Think about your future. Graduation may be a long way off but many students start exploring different career options now so that when the time comes they have a few ideas.
4. Assess your strengths and skills so far. What do you want to improve or do more of?
5. Don't forget: if you want to do a second year internship, you may need good first year exam results.
6. Get started on your LinkedIn profile.

7. Reflect on lessons learned in first year. Do you need any help or support? Don't be embarrassed to ask – it's what we're all here for!

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