



## Work experience at LSBU and your Tier 4 (General) visa

Your Tier 4 (General) visa allows you to work in the UK which is a good way for you to gain experience and will help with your course and future employment prospects. Some courses offer the opportunity to participate in work experience, which is also an **assessed and integral requirement of the course** - i.e. your work experience is assessed by a piece of work, such as an assignment, presentation, portfolio etc., and it counts towards your degree). The Tier 4 (General) Policy Guidance refers to this as a “work placement” (see paragraphs 297 to 311: <https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>).

### How can I find a placement?

The Employability Service at LSBU can help you to find a placement relevant to your degree. You can pop in to see them on the ground floor of the Student Centre, Monday to Friday from 11.00-16.00. Alternatively drop them an email on [jobshop@lsbu.ac.uk](mailto:jobshop@lsbu.ac.uk) or call 0207 815 6431. Please also ask the employability team to book you in to the next pre-placement international workshop.

### How many hours am I allowed to work whilst on placement?

If your course involves work experience which is assessed and integral, then your Tier 4 (General) visa allows you to undertake this work and the hours you are permitted to work can be in addition to the hours stated on your visa. The number of hours you work will depend on the course requirements and the agreement with your employer.

### What if my placement is not an ‘assessed and integral’ requirement of my course?

This would mean that the work is not mandatory for you to do in order to complete the course. Your Tier 4 (General) visa allows you to undertake this work experience but it will need to be completed at the **same time** as your classes (unless in a holiday period) and it will be counted towards the hours you are permitted to work as part of your visa (for example, 20 work hours per week for a undergraduate student in term time or as stated on your Tier 4 (General) visa). You should therefore ensure that you **do not** exceed the number of hours permitted by completing this work experience and you should also ensure that any additional work you do alongside this **does not** take you over the number of hours permitted. Working more hours than permitted is a serious breach of the terms of your Tier 4 (General) visa and could result in the curtailment of your Tier 4 visa.

### I’m not sure if my placement is an ‘assessed and integral’ requirement of my course. What do I do?

“Assessed and integral” means your work experience is assessed by a piece of work, such as an assignment, presentation, portfolio etc., and it counts towards your degree. Speak to your Course Tutor or the [Immigration and International Student Advice team](#) who can clarify this for you.

### I’ve managed to secure a placement, what happens next?

Before you are permitted to start work, you **must** ensure that you complete a placement confirmation form in advance of starting your work experience. This should then be submitted to the Employability Service by emailing [ss-placements@lsbu.ac.uk](mailto:ss-placements@lsbu.ac.uk), so that all the necessary checks can be undertaken and agreements signed **before** you start. This will also allow the University to inform the Home Office of the details of your placement **before** you start.



**I have not managed to secure a placement, what happens next?**

It is vital that you speak to your Course Tutor as soon as possible to seek advice on what you should do next. You may need to change your course.

**My placement circumstances have changed, what do I need to do?**

Please remember that it is important that you notify the University of any changes to your placement details, particularly if your placement will end earlier or later than expected, or if you find a new placement. This is because we will need to inform the Home Office and we will also need to do any new checks

**Do I need to do this if I am working, but not on a placement?**

If you are undertaking part time work or your course involves work experience which is not assessed and integral, then your Tier 4 (General) visa allows you to undertake this work experience but it will be counted towards the hours you are permitted to work as part of your visa (the 10 or 20 hours stated on your Tier 4 (General) visa). You should therefore ensure that you do not exceed the number of hours permitted by completing this work experience and you should also ensure that any additional part time work you do alongside this does not take you over the number of hours permitted. Working more hours than permitted is a serious breach of the terms of your Tier 4 (General) visa and could result in the curtailment of your Tier 4 visa. You will not need to complete a placement confirmation form for this work.

See our How to Guide '[Working during your studies](#)' for more information about this.

**Can I be paid by my employer for my work placement?**

Yes, so long as your placement is assessed and integral, and adheres to the terms of your Tier 4 visa.

**Any questions?**

Contact the Immigration and International Student Advice team: [international.advice@lsbu.ac.uk](mailto:international.advice@lsbu.ac.uk)

Contact the Employability Service: [jobshop@lsbu.ac.uk](mailto:jobshop@lsbu.ac.uk)

Home Office: [www.gov.uk/tier-4-general-visa](http://www.gov.uk/tier-4-general-visa)

UKCISA: [www.ukcisa.org.uk](http://www.ukcisa.org.uk)