



## The Student Works Guidelines

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- We recommend all students on the platform fill in a short description of themselves and their motivation for work. Go to “My Profile” and edit your “Description”. You can change your description at any time.
- All students should comprehensively update their “My Skills” section on their profile, giving clear confirmation about any experience you may have in each task. If you don’t have any professional experience, this is not a problem, just detail any amateur or home experience you may have. Remember, the more skills you associate yourself with, the more searches for work you will appear in.
- If you have a current DBS certificate, please send to [hello@student0works.co.uk](mailto:hello@student0works.co.uk)

## The Student Works Process

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1. Employers will search for workers matching their skillset.
2. Employers can then message students to confirm the work required in more detail.
3. Once you have confirmed you’re happy with the work required to be undertaken, your employer will pay upfront for the task to Student Works Ltd. In order to protect your security.

4. Once the task is completed, you need to press the “Completed” button on your dashboard. When this has been confirmed as completed by both you and your employer, your payment will be processed and in your account within 14 working days.
5. Student Works processes payments to students every Thursday. Students are asked to provide their bank details including Sort Code and Account Number in the “My Profile” section. If this is not completed payment will be delayed. It can take up to 48 hours for funds to go into your account.

## Our Student Works Expectations

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When working on a job gained through Student Works, the Student Works team hopes you will act professionally and to the best of your ability on any work you are undertaking as highlighted by your employer review criteria.

- **Communication:** Always communicate well with your employers, be vigilant in your response time and keep them updated before during and on completion of all work.
- **Skill:** Remember you get rated on all work undertaken so only undertake work you feel confident in doing.
- **Response:** If you experience any issues or delays, especially if you are going to be late, please notify your employer as soon as possible through the inbuilt chat function.
- **Work:** There is a zero-tolerance policy enforced on low performance, no-shows and uncompleted work. If you encounter any issues or have questions related to any work contact our customer service team at [help@student-works.co.uk](mailto:help@student-works.co.uk)

## Student Works Eligibility

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- If you are under the age of 16, you cannot register as a Student Works worker.
- If you are not studying at a UK University, Sixth Form College, Academy or School then you are not eligible to register with Student Works.
- If you are a recent graduate or leaver, you are eligible to join the platform up to one year after your graduation.
- If you hold an international student visa (Tier 4 visa), unless you are a doctorate student, you cannot carry out any freelance or self-employed work with Student Works.
- Student Works is a marketplace that classifies you as self-employed under the law. For more information about this this, please refer to the following Home Office document.