

# ***Year in Employment Scheme (YES)***

## ***Fact Sheet***

### **Key facts**

1. YES makes it possible for certain undergraduate students to be able to take a year out from their studies to work.
2. The usual time for taking part in YES is between the 2<sup>nd</sup> and 3<sup>rd</sup> year of undergraduate study.
3. Students who are on an integrated degree course do not take part in YES; instead, they have the option of taking a Year in Industry (YI), which is an integrated part of their studies. *The Year in Employment Scheme operates in a very different way to the Year in Industry.*  
  
If you are not sure if the degree course you are on means you can take part in YES, please check with your academic department or ask the Careers Service.
4. You do *not* have student status whilst on YES which has implications for your finances and other entitlements, as detailed below.
5. Taking part in YES is voluntary and optional.
6. UK and Irish students can take part in YES without restriction. Students who have been granted pre-settled or settled status under the EU Settlement Scheme can also take part in YES.
7. International students cannot take part in YES as their student visa prevents them from taking a year out to undertake paid employment that is not an integrated part of their degree studies.
8. A YES placement must last for a minimum of 30 weeks full-time but will ideally be for 52 weeks / 12 months. Some YES placements start in June, straight after the summer term of the 2<sup>nd</sup> year ends, and continue for 15 months, until the student returns to University; this is fine too.
9. You can work with more than one employer / organisation during YES, for example, 6 months with one employer followed by 6 months with another, but ideally you would be placed with the same employer for the duration of the Scheme.
10. The host employer can be based in the UK or overseas.  
  
*Please note: if you are considering a placement overseas, you will need to check that having non-student status meets the requirements of employment legislation in the country you are planning to move to for your YES placement.*
11. Ideally, you will confirm the details of your placement a few months before it starts but the final date by which you must confirm the details is **15 September** after your 2<sup>nd</sup> year has ended.  
  
If a placement has not been secured by this date, you will be expected to return to University and register to continue your 3<sup>rd</sup> year of study, without taking the year out.
12. You are *responsible for finding your own YES placement*. There are many sources of opportunity information and the Careers Service will help you as much as possible. To begin, look at step 4 of the [YES step-by-step guide](#).

## What taking part in YES means for students

### Student status

Under YES, your studies are effectively 'deferred' for one academic year, which is not classed as temporary withdrawal; during this time out from your undergraduate studies, you are not officially recognised as a student, and you do not pay any tuition fees.

Instead, you are considered as an employed person.

You will be expected to return to Aberystwyth University after your YES placement has ended to re-register as a student and complete the final year of your undergraduate degree course.

### Student finance

As your studies are deferred during YES, and you have non-student status, you are not entitled to student finance. Your student loan will be deferred too so that you will still have access to it for Year 3, when you return from your YES placement.

As noted in the YES step-by-step guide, once a placement has been confirmed, the University will notify your student loan company; you should not apply for student finance for the placement year, *even if reminded to do so by your student loan company*.

### University accommodation

As your studies are deferred during YES, and you have non-student status, you are not eligible to live in Aberystwyth University accommodation during the placement year.

### Council Tax

As your studies are deferred during YES, and you have non-student status, you will need to pay Council Tax during the placement year.

### Assignments

As a YES placement is not an accredited, integrated part of your degree studies, you will not be required to complete any assignments for assessment during your placement year, and you will not receive any credits or marks towards your overall degree for completing a YES placement.

### Access to Aberystwyth University resources

Even though your studies are deferred during YES, and you have non-student status, the University will continue to support you in the same way as other students, as far as possible, for example:

- You will still have access to your student email account and student record whilst on your YES placement.
- The Careers Service will contact you from time to time to check how you're getting on, and you can still access the support of the Careers Service at any time whilst you're away.
- The Careers Service will expect your employer to confirm appropriate Health & Safety policies and procedures are in place and to ensure that you are given a comprehensive Health & Safety induction at the start of your placement.

*A summary table of the implications of taking part in YES is also provided at the end of this document.*

## Other considerations

### University accommodation (for those wishing to live in University halls of residence in Year 3)

If you have confirmed with the Careers Service that you are interested in taking part in YES, and are searching for a placement, you should still apply for University accommodation for your 3<sup>rd</sup> year as normal, as securing a YES placement is not guaranteed. If you accept an offer of University accommodation for your 3<sup>rd</sup> year but then subsequently secure a YES placement, you will need to advise the Accommodation Office that the offer of University accommodation is now declined. In these circumstances, the Accommodation Office will refund the deposit.

### Council Tax

As you will be in employment during your YES placement and are not classed as a student, you will be liable to pay Council Tax. This liability continues until you re-register as a student, so you will still have to pay Council Tax up to the start of your 3<sup>rd</sup> year, even if your placement has ended before then.

If you are in a shared house and you are the only person who is not a student, you will be liable for the Council Tax on your own. It may be helpful to arrange a house share with someone else who is earning, so that you are only liable for a proportion of the amount. If you will be living on your own, you are entitled to a single person's discount of 25%. You need to request this; it will not be deducted automatically from your bill. Contact the Local Authority where you are living if you have any questions about Council Tax.

### Salary

You should expect to earn a salary during your YES placement that is at or above the National Minimum Wage / National Living Wage. Some positions are exempt from having to pay NMW / NLW, such as voluntary work with a registered charity, voluntary organisation, associated fundraising body or statutory body. In addition, in certain sectors, there has been a tradition of opportunities being offered on an unpaid basis and, for many students, this can be the only way to get experience of working in their career area of choice.

When looking at placement options where the salary isn't clear or the position is being offered on an unpaid basis, you're advised to always consider the employment status and whether you would be entitled to payments of at least NMW / NLW, or whether the employer is definitely exempt from NMW / NLW legislation. For further information and to answer any questions about this, check the [UK Government's advice](#) and / or telephone the confidential Pay and Work Rights Helpline, 0300 123 1100.

Ultimately, the decision is yours; only you know what you need to be paid in order to cover your outgoings, such as Council Tax, and living expenses, and whether you could afford to take an unpaid or lower paid placement; and only you can decide what you will miss out on if you don't take up an opportunity, even if it doesn't carry a good salary. *If you decide to self-fund your YES placement, please ensure you have considered all the financial implications of having non-student status during this period.*

### Income Tax and National Insurance

Once you have earned over a certain amount in a tax year, both Income Tax and National Insurance will be deducted from your salary. You'll need to check with your employer that this is taken out at source, i.e. by the employer's payroll administrator or department; in most cases it is. Further information on Tax and National Insurance issues can be found at [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

## Taking part in YES – a summary

	Year in Employment Scheme (YES)	Year in Industry (YI)
Eligibility	Undergraduate students registered on 3-year non-integrated degree courses, e.g.  <i>C800 BSc Psychology</i>	Undergraduate students registered on 4-year integrated degree courses, e.g.  <i>WF7F BSc Psychology (with integrated year in industry)</i>
International students can take part	No	Yes
Scheme administered by	Careers Service	Academic department
Awards credits towards overall degree	No	Yes
<b><i>During the placement year</i></b>		
Student status	No	Yes
Tuition fees to pay	None	A percentage
Entitled to receive / should apply for student finance	No	Yes
Entitled to live in AU accommodation	No	Yes
Exempt from paying Council Tax	No	Yes
Placement supported and monitored by	Careers Service	Academic department
Requirement for student to submit placement-related assignment(s)	No	Yes
Requirement for employer to submit progress / final report(s)	No	Yes

*Thank you for reading this Fact Sheet; if you have any queries at any time, please speak to a member of our [Careers Service](#) team.*

### **Your Personal Information**

To provide you with our full range of services, including administering the Year in Employment Scheme and supporting your placement search, the Careers Service holds and utilises your personal data on the basis of legitimate interest. For further details, please see our [Data Protection](#) information.