

CHECKLIST 8

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<p>Go through your budget again and make it as realistic as you can, especially if you are getting into difficulty. It is better to know the true scale of the problem and earn enough money, rather than make changes in your study pattern and then still find that you need to earn more money and, perhaps, be forced to take another job.</p>	
<p>Decide in advance which portions of time would be best for you to use to earn money: daytime, evenings, weekends, vacations. This is going to be especially important if you are aiming to work throughout most of your course.</p>	
<p>Work out other factors which might be important to you, such as flexi-time, the option of more, or fewer, hours in the future, location and childcare.</p>	
<p>All of this has been done before you even begin to think about a job title. When you get to this stage, don't assume that you just need to accept any job that is offered to you. One of the advantages of being a mature student is that you will probably have the experience to get a better-paid job rather than a 'typical' student job. Work out what skills you are offering.</p>	
<p>Check out the best-paying jobs in your area: call centre jobs and office jobs often pay better than restaurant or bar jobs, for example. Working in a job share in a higher-level job rather than one offered part-time can increase your earnings. Decide if you are prepared to travel to earn more money, if this is likely to be a factor.</p>	
<p>Ask your fellow students and/or your tutors about the local job market – inside information can make a big difference to your job search.</p>	
<p>If you are on a campus-based course, don't overlook the possibility of working on your campus. This might offer you a job with no travel costs, flexible hours and good pay. Ask at the Careers Service of your institution, and check the student website or jobs newsletter regularly.</p>	
<p>Don't assume that, just because you need the cash, you shouldn't look at the possibility of a job that is in some way related to your studying. If you get a job which has some bearing on your area of study, you are likely to find it more interesting and you can use your study to promote yourself at interview.</p>	
<p>If you can't find a job which interests you, or which pays well enough, you might think about a job which offers you time to study whilst you earn. Working a night shift in a petrol station, for example, might not sound like the most exciting job in the world, and the pay may not be fantastic, but you will have plenty of free time to read and plan essays and so on whilst you earn.</p>	