

International guide to working in the UK



 **MediRecruit**



Rig Healthcare

Helping you to help others

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Benefits of working with MediRecruit and RIG Healthcare

At MediRecruit we build personal and professional rapport which has become the cornerstone of our company. We pride ourselves on doing recruitment the way it should be done, providing you with individual attention at all times.

MediRecruit works in association with one of the UK's most reputable specialist healthcare recruitment companies, **RIG Healthcare**.

Why use MediRecruit & RIG Healthcare?

Trying to deal with UK based companies whilst still in Australia or New Zealand is a logistical headache. Based in Australia, MediRecruit will assist you to complete as much of the preparation process as possible before departing Australia so that you can enjoy your travels and minimise the stress of finding the right job when you arrive in the UK.

Prior to your departure you will be referred to your specialist RIG Recruitment Consultant who will liaise with you about final preparations and most importantly job opportunities in the UK.

RIG Healthcare recruitment consultants are specialists in their dedicated field and will aim to offer you the choice of a variety of specialties and settings in which you would prefer to work, ranging from public and private hospitals to community placements, including physical, paediatric and mental health caseloads.

RIG Healthcare have been operating in the UK since 2002 and are a leading supplier of AHPs to the NHS, in 2017 they supplied over 1.7 million hours. As a framework agency they can supply to all parts of the NHS.

- ✓ Supplying high calibre healthcare professionals to the NHS for over 15 years.
- ✓ The **most experienced healthcare recruiters of AHPs** to the NHS.
- ✓ Trusted to be able to deliver **compliant, specialist, hard to find locum doctors**
- ✓ Approved to supply via **CPP, CCS and HTE frameworks**
- ✓ Consistent **impressive record of passes for compliance audits**

What will MediRecruit & RIG Healthcare help with?

- HCPC Registration
- Preparing your CV
- Obtaining Visas
- Police Checks in the UK & at home
- How you get paid in the UK
- Finding Accommodation
- What the recruitment market is like in the UK

Refer a friend and receive up to £300 referral bonus !

MediRecruit and RIG Healthcare pride themselves on their professional and personal service. Our greatest compliment is to receive a referral from an existing candidate.

We offer £100 for every referral placed in a locum contract for a minimum of 100 hours, and then an additional £100 for every 100 hours thereafter up to £300 giving you access to your referral bonus quickly.

RIG Healthcare recruit Physiotherapists, Occupational Therapists, Pharmacists, Speech Therapists, Radiographers, Sonographers, Cardiac Physiologists, Nurses and our sister brand, RIG Locums, Doctors.

UK Eligibility

UK Immigration – “Am I allowed to work in the UK?”

Please refer to the British Consulate website <https://www.gov.uk/browse/visas-immigration> for detailed information regarding UK work entitlements.

You are eligible to work in the UK if you qualify under one of these categories:

- British Citizen
- Ancestral Entitlement
(E.g. you have a parent/grandparent who was born in the UK)
- National from a European Economic Community (EU) country
- The spouse of someone qualifying under the above categories
- A young Commonwealth citizen, between the ages of 18 and 30 years, on a “working holiday”. This must be granted before arriving in the UK.
- Holder of a working permit

If you hold a British or EU passport you are automatically eligible to work in the UK. If you do not hold one of these passports you need to establish whether or not you will be eligible for one of the above-mentioned visas.

Ancestry Visa

If you have a parent/grandparent born in the UK you are able to apply for an Ancestry/Patriality visa. With this visa you are able to remain in the UK for up to four years and take any type of employment during this time.

Youth Mobility Visa

The Youth Mobility Visa is available to persons 18 – 30 years of age who are commonwealth citizens and is valid for two years. The Youth Mobility Visa allows unlimited entry to the UK for 2 years and access to paid employment in the UK for this period. In order to be eligible for this visa you must prove you have minimum of £1890 available for your trip to the UK.

Please note:

- *You are not entitled to apply for the Youth Mobility Visa if you have dependent children or children who live with you*
- *You can apply for the Youth Mobility Visa within six (6) months of your intended arrival date in the UK*

Applying for your Visa

You can now apply for your UK visa online at <https://www.gov.uk/apply-uk-visa>

All about working in the UK as an Allied Health Professional

Professional Registration

In order to be eligible to work in the UK the following Health Professionals must be registered with the Health and Care Professions Council (HCPC):

- Occupational Therapists
- Physiotherapists
- Speech and Language Therapists
- Dieticians
- Radiographers
- Biomedical Scientists
- Podiatrists
- And others

In order to gain registration with HCPC you must submit a written application. Registration forms can be downloaded at www.hcpc-uk.org (go to 'Apply' – 'International').

Please note:

Processing time for HCPC applications is **approximately six (6) months** and you're not eligible to work in the UK as an Allied Health Professional without HCPC Registration.

There is no guarantee your application for registration will be approved by HCPC. Therefore MediRecruit strongly advises you to gain professional registration with HCPC prior to making firm plans and commitments to work in the UK.

HCPC Registration Fees

The cost of registration in total is approximately £675 (*subject to change*). This includes a non-refundable scrutiny (application) fee of £495 and a biannual registration fee of £180. You are required to pay the £495 scrutiny fee when you submit your application. If your application is approved you are required to pay the bi-annual registration fee of £180 or part there of depending on where the registration cycle is at, at the time you gain registration.

Grading of Positions

Allied Health positions are divided into four levels in the UK:

- Band 5: Newly graduated therapist
- Band 6: 2-3 years post graduate experience
- Band 7: 4-5 years post graduate experience with specialist skills and management experience.
- Band 8A: Clinical specialist or management experienced

Uniform Requirements

OT's and Physio's are required to wear a uniform in most hospital settings. Typically the uniform is a polo shirt and smart dress pants. You will be provided with a RIG Healthcare polo shirt when you arrive in the UK and it is up to you to source your own pants.

Positions in paediatrics, community and mental health normally require you to wear smart casual clothes.

Typically there are no set uniform requirements for Dieticians, Podiatrists and Speech Therapist working in the UK. You will be expected to wear smart casual attire.

Police Certificates

Australian National Police Certificate

You are required to provide a Police Certificate before commencing employment in the UK to prove you do not have criminal convictions in Australia. To apply for a National Police Certificate online go to <https://afpnationalpolicechecks.converga.com.au/>. The application fee for this service is approximately \$42.

UK Police Certificate (DBS)

In order to obtain employment in the UK you also need to obtain a UK Police Certificate. This certificate is known as a DBS. Your Rig Recruitment Consultant will assist you to apply for a DBS.

Health Declaration

You are required to complete the Health Declaration when you meet with your RIG Recruitment Consultant. In addition to this you must provide serology reports as proof of your immunity to Hepatitis B, Rubella, Varicella-Zoster Virus (Chicken Pox) and Tuberculosis. We accept original or certified copies of vaccination records, serology reports and Mantoux Tests.

Pay

Payment is made weekly when working in a locum position in the UK.

There are different models of payment dependent on the hospital you work for and what model they engage with.

Umbrella Company – This company will act as your employer and receive payment for your work, they will then deduct relevant tax and NI.

Direct Engagement – You are working for the Trust directly (although you are still submitting your timesheets through RIG). The Trust will make the relevant deductions and you will receive payment through the designated model said Trust is using.

Map - England, Northern Ireland, Scotland and Wales



http://europeforvisitors.com/europe/spymaps/bl_spy_united_kingdom.htm

The paperwork that needs to be completed before you depart Australia

In order to find suitable work for you in the UK we require the following paperwork:

1. Application Form:

Please complete the application form and return it to MediRecruit as soon as possible.

2. Your current resume (CV):

Please email an up to date version of your CV to your MediRecruit Consultant as soon as possible. Handy hints for writing your resume according to what employers in the UK are looking for are detailed on the following page.

3. A certified copy of your Allied Health qualification(s):

We will require an A4 certified copy of your degree certificate(s). Employers will not accept academic transcripts as proof of qualification.

4. Copy of your HCPC Registration Certificate

5. Contact details of professional referees that cover your previous 3 years of employment:

Professional references must cover the previous 3 years of your employment. Your referees must be either current or previous line managers at a senior level. Please ensure you provide MediRecruit with your referee's name, job title, place of work, current phone and email address.

6. Certified copy of the front cover, photo page and visa from your passport to prove your eligibility to work in the UK.

7. Australian Police Certificate – Name Check

8. Serology reports as proof of immunity to Hepatitis B, Varicella-Zoster Virus (Chicken Pox), Rubella and Measles and a Mantoux Test to prove exposure to TB:

You must provide proof of your immunity to Hep B, Varicella-Zoster Virus (Chicken Pox), Rubella and Measles and exposure to Tuberculosis. We accept original or certified copies of serology reports and Mantoux Tests. These reports must be recent within six months of the time you start work in the UK. The reports must be signed by your treating practitioner and stamped with the medical practice stamp.

If test results indicate that vaccination is required we suggest that you do this while in Australia. It is generally more cost effective to have vaccinations in Australia in comparison to having them in the UK. Having vaccinations prior to leaving Australia will also avoid delays in starting work in the UK. If you have any concerns or issues regarding vaccinations please consult your MediRecruit Recruitment Consultant.

9. Copies of certificates from specialist courses you have completed:

We recommend you provide us with certificates from any courses you have completed especially if they are relevant to the type of work you would like to do in the UK.

10. Certified copy of your Birth Certificate

11. Certified copy of evidence of name change if applicable

12. Certified copy of your current Australian Driver's Licence

Handy hints for writing your resume

Creating a resume can be a daunting experience so we have put together a few handy hints to help you create a resume that will attract the interest and attention of future employers in the UK.

The first impression potential employers are likely to get of you is from your resume. You will more than likely be in competition with other candidates so it needs to be bold and enticing, but not too flashy. You need to show that you have confidence in your abilities and that you are the right person for the job, without bragging or sounding desperate. The language should be intelligent but simple, not flowery.

Resume Presentation

- Make it stand out, but be conservative
- Keep it simple and straightforward
- Only use 2-3 different typefaces
- Do not over crowd your resume; a well-spaced resume is easier to read
- Highlight different sections by using a different typefaces or bullets points
- Be sure that your resume is free of spelling and punctuation errors
- Limit the use of jargon and acronyms as employers in the UK may not be familiar with such terms.
- Please email your CV to MediRecruit in word format.

Resume Styles

There are two basic resume styles. **Chronological** resumes list work experience in reverse chronological order (*most recent experience first*) and usually some descriptive text about each position. This type of resume is widely accepted and easy to read, however it may not highlight special achievements or special skills.

Functional Skills resumes call attention to your skills and accomplishments. But it may be more difficult for potential employers to follow your work experience with this style of resume. So, of course most people find a combination of both these two styles is the best way to go. You may wish to experiment with different types of combinations to find out which best reflects your experience and skills.

To Include or Not to Include?

The purpose of your resume is to summarise your qualifications, skills, experience, knowledge and achievements. Therefore, you must avoid being too wordy. Say exactly what you mean in the least amount of words possible. A resume should be limited to a maximum of 4 pages.

Personal Details

You should include your name, nationality, correct address and phone number. You might want to include an email address. Date of Birth is an optional detail. It is not necessary to include other details such as marital status, religion, height and weight.

Education

Include details of tertiary and post-graduate qualifications (*in reverse chronological order*). Details of primary and secondary education are not really necessary, nor are tertiary/post-graduate results at an individual subject level. However, if you have not had a great deal of work experience you may want to go into a bit more detail, such as majors, special research projects or seminars.

Employment / Work Experience

List your work experience in reverse chronological order. For each position you should include:

- Period of employment
- Title of your position
- Name and Location (*i.e. town or state*) Employer/Organization
- Duties

When describing your duties and skills, do so in point form if appropriate and use action words (*such as achieved, co-coordinated, developed, implemented, improved, managed, presented and supervised*) to bring life to your statements and to avoid the use of "I" at the beginning of each sentence.

It is not necessary to give reasons for leaving previous employers. Do not include current, past or expected salary levels. It is also not necessary to include non-professional casual/holiday employment.

Student Placements

This section is especially important to expand upon if you are a new graduate with limited professional work experience. Present information in a similar manner to the Employment section, highlighting the skills you have obtained and developed.

Also include information on any relative **voluntary experience, continuing education and professional memberships**. If you have space, a brief list of hobbies/interests and other skills that do not belong under other categories/headings (*e.g. another language spoken*).

Referees

Two or three professional referees should be listed on your resume, including name, occupation/title, employer, contact address and phone number.

Recommended format for your resume

Curriculum Vitae

Personal Details

Name:
Address:
Date of Birth:
Nationality:

Personal Statement

Education

19XX – 19XX Qualification
 Institution

Employment History

Period of Employment:
Position and grade:
Employer:
Duties:

Student Placements

Date of Placement:
Location: Department
 Hospital
 Suburb, Post Code
Duties:

Voluntary Experience

Continuing Education

Professional Memberships

Personal Interests

Referees

Name
Title/Occupation
Contact Address
Contact Number
Contact Fax
Contact Email

Name
Title/Occupation
Contact Address
Contact Number
Contact Fax
Contact Email

Want to get started?

Both MediRecruit & RIG Healthcare will be in regular contact with you to assist with all preparations, update you on the UK market and discuss potential roles with you. Once you arrive in the UK you are required to meet face to face with your RIG Recruitment Consultant. This can be done at Head Office or an appointment made to meet you.

MediRecruit and RIG Healthcare are committed to providing a comprehensive service to all parties involved. As part of this commitment we assure our clients that our candidates are thoroughly vetted and deemed suitable for prospective positions. Please help us to ensure that all your papers are relevant and up to date. Completing and providing the requested information will ensure we find you the right job and make the recruitment process smooth and hassle free for you and our clients.

We encourage you to contact us at any stage with questions related to the application process or in general about living and working in the UK and traveling in the UK and Europe. Remember we have been there, done that, so we are full of handy hints and great advice.

The cost to you

We provide our service free of charge however other costs that you will be responsible for include:

- * HCPC registration fees
- * Any fees charged by your university to complete the Course Information form for your HCPC application
- * Visa application fees
(Including any fees related to obtaining birth certificates)
- * Australian Police Certificate fee
- * Accommodation
- * Travel expenses to the UK

Check List

The Countdown	The Task	Done
Now	Send your CV if you haven't already via email to clare@medirecruit.com	
Now	Obtain HCPC registration forms http://www.hcpc-uk.org/apply/international/forms	
Next Step	Arrange a call with a specialist Recruiter in the UK from RIG Healthcare.	
At least 6 months before departure	Submit your HCPC Application. (Remember to keep a photocopy of your entire application). Once HPC has received your application they will send you a letter confirming this. It is up to you to track the progress of your application.	
3-4 months prior to departure	Send all necessary paperwork to RIG Healthcare via email on compliance@righealthcare.co.uk (See page 8 for details.) Complete a DBS Disclosure application form online (make sure you are on the update service).	
10 weeks prior to departure	Apply directly to the Australian Federal Police for a character check	
10 weeks prior to departure	Apply for UK Entry Clearance. Once you have received this, send RIG Healthcare a certified copy of the visa stamped in your passport.	
1 Month prior to departure	Have an update call with your Recruiter from RIG Healthcare to discuss what upcoming roles they have available.	
Once in UK	Meet with your RIG Healthcare Recruitment Consultant in the UK to finalise – documentation, training, payroll and your first locum post.	

Useful websites at a glance

The links below are intended to give you some general information about the UK. MediRecruit & RIG Healthcare does not necessarily endorse or recommend any of these companies, agencies, products or services.

UK Accommodation:

Long and short term, real estate

Right Move

Spare Room

London Accommodation

<http://www.rightmove.co.uk>

www.spareroom.co.uk

<http://www.accommodationlondon.net/>

General Information about the UK and Travel Information

Visas:

British High Commission in Australia

Highly Skilled Migrant Programme

www.britaus.net

www.workpermit.com

Professional Associations:

Occupational Therapy

Pharmacists

Physiotherapists

Podiatrists

Speech and Language Therapists

Radiographers

Dieticians

<http://www.rcot.co.uk>

<http://www.rpsgb.org.uk>

<http://www.csp.org.uk>

<http://www.feetforlife.org>

<http://www.rcslf.org>

<http://www.sor.org>

<http://www.bda.uk.com>

Professional Registration:

Health Professional Council (HCPC)

<http://www.hcpc-uk.org>

Schooling:

Schools Net (review of schools, course options)

<http://www.schoolsnet.com>

Transport:

London Transport:

Airlines: Easyjet

Ryanair

Buses: National Express

Trains: Eurostar

Network Rail

Virgin Trains

<https://tfl.gov.uk/>

<http://www.easyjet.co.uk>

<http://www.ryanair.ie>

<http://www.nationalexpress.com>

<http://www.eurostar.com>

<http://www.networkrail.co.uk>

<http://www.virgintrains.co.uk>

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