

# Life in the UK

## What is Life in the UK?

*Life in the UK* is a collection of four guides to support you as you apply for your BN(O) visa and settle in the UK. They will also prepare you for British life, including looking for employment.

- The guides are **updated regularly** so that you can be sure that all the latest information is available in one place.
- The guides have **Google Translate buttons** on every page to translate the page into your native language.
- All guides include **English speech** and you can hear complete pages or individual paragraphs read out. Using this feature with the page translated can be used to help in the learning of English.

## Applying for your Hong Kong BN(O) visa and Settling in the UK

**This guide tells you everything that you need to know about the Hong Kong BN(O) visa and how to apply.**

It then gives you essential information to make it easier to prepare for your new home, to integrate and to succeed with British life.

"The British Way of Life" guide covers amongst many other topics, content promoting British values such as the acceptance of all nationalities, religious faiths and the UK's non-discriminatory philosophy and law.

Some of the most important topics covered are the NHS, emergency services, finding a job, pre-school for children, further adult education, the communication network and even eligibility to vote.

The course does not leave anyone to find out information for themselves and there are many links to the Government, NHS and other useful websites, and a linked glossary helps with the understanding of new words and phrases.

As well as preparing you for life in the UK, it is an ideal source of information once you arrive.



## Job Skills – Find and Succeed

This section contains lots of help, hints and tips to help you to find your ideal job in the UK. The easy-to read pages will tell you all you need to know starting with looking for jobs, then interviews and moving on to actually starting work.

You'll find many tips on where to find local jobs and we have even supplied lots of links to the careers and job vacancies section of numerous national employers.

There is advice and help on how to speak to people on the phone as you enquire about job vacancies, with some useful phrases for you to use. You'll also discover how to get through to the right people. To prepare you for your interview we have also included typical questions and suggested answers.

Above are just a few of the many job skills that the guide covers and ends with advice on what should be included in employees contracts and how to be properly prepared for the first day of work.

## Find a job – Step by Step

The "Find a job" guide will tell you all that you need to know about creating a *Find a job* Jobseeker account.

Follow the step-by-step instructions to help you create your Jobseeker account, set up a profile and search for jobs. There are also lots of useful tips like why and how you should keep your activity history up to date.

Most importantly you'll be shown how to write letters, fill in forms, create a CV and obtain an email account. You'll even be shown how you can follow the steps in the guide at the same time as completing the actual processes online.

There are also many more useful things like how you can look for jobs using the Internet and other necessary skills. There are lots of interactive exercises to make sure that you are well prepared to use your Jobseeker account.

**Job Skills Find and Succeed**  
Interview skills and techniques. (Page 9 of 18)

- Preparing for interviews
  - The most important factor in a successful interview is preparation. You will usually have several days' notice of the interview, so make good use of the time available.
  - Don't forget to address the basic issues in advance:
    - Make sure that you know exactly where the interview will be held and, if it is at the premises of a large company or organisation check that you know which department you have to report to.
    - Decide in advance how you are going to make your way there and work out how long your journey will take. Allow yourself plenty of time to get there - it is far better to arrive early and have to wait a few minutes longer to be called into the interview, rather than to arrive late and leave your interviewers sitting about wondering where you are.
    - Think about what you will wear for the interview. If you do not have anything suitable you may have to buy something for this and other interviews or functions. If you have trouble affording the clothes you could try local charity shops or clothes banks. In some towns and cities there are now clothes banks for jobseekers.
    - If you need disability access or any other special needs or equipment then it is best to contact the company to make arrangements before the appointment. Nowadays companies and employers must, where reasonably possible, be able to offer disability access to their buildings and any other help needed by disabled people as outlined in the Disability Discrimination Act.

Click the "Next" button to continue

**Job Skills Find and Succeed**  
Working to deadlines. (Page 1 of 3)

- Managing your time
  - In the past, the idea of managing time comes from manual and production jobs. In these, workers showed how much they had done by what they had produced and were often paid based on that.
  - This type of measurement is used less now and it is not always easy to "count" what you have done. A lot of what goes on is now more to do with quality than quantity.
  - The type of job will alter how employees need to manage their time. For example:
    - Cleaners are likely to have to be told what to do and when to do it.
    - People working in cafes have to respond to what their customers need.
    - Secretaries often have to work to a timetable but need to be flexible depending on what their manager is doing.
  - People who work on their own have more flexibility with their time than those who have to follow timetables or satisfy customer demands.

Click the "Next" button to continue

**Find a job Step by Step**  
Setting up an e-mail account and using it, including attaching files. (Page 2 of 18)

- The First Step
  - To start the process, click this link [www.outlook.com](http://www.outlook.com), or type it in your browser. You will see the front page of Outlook, the free email service.
  - If you clicked the link, the Outlook page will open in a new window, and you can create your account at the same time as you follow these instructions. If you need help managing two windows, click here.
  - The page will look like the one of the pictures shown on the right. If you see a screen like the top one, click "Sign in" and you will see the screen below it. Don't worry if the screens are not exactly the same; things keep changing on the Internet.
  - Whichever email service you are using, you need to find a "Sign up" button or link. It may be called something else like "Create an account". Once you have found it, click on it - on the screen shown, click "Create one!".
  - Note that the way to "Sign in" usually stands out more than how to "Sign up" as this is what you will always use in the future. Remember that you need to create an account (or sign up to an account) before you can use it.
  - When you click the "Create one!" link you will see the first of the sign up screens.

Click the "Next" button to continue

**Find a job Step by Step**  
Registering for and logging into a Find a job Jobseeker account. (Page 2 of 7)

- Registration - Step 1
  - If you only need to know how to log into a Jobseeker account, you can skip these pages on registration by clicking on this button:
- First, go to the Find a job website by clicking on the link [Find a job](#). The website page shown below should now open in another window:

The screenshot shows the Find a job website interface with options for 'Apply for jobs' and 'Latest update'.

## Life in the UK: A summary of the package

### The collection includes:

Comprehensive step-by-step guides to help people who are wanting to apply for a Hong Kong BN(O) passport and move to the UK and eventually obtain British citizenship.

The collection covers what you need to know about the Hong Kong BN(O) passport and how to apply, together with many facts to help you to get the most from life in the UK. There is information and help on all key areas of job hunting and processes like using the UK government *Find a job* website.

- All that you need to know about the Hong Kong BN(O) visa
- Applying for a Hong Kong BN(O) visa
- How to create an email account and fill in online forms
- How to write a covering letter, personal profile and CV
- Be properly prepared for interviews
- How to create a Find a job account – a step by step guide

Select Language: **Y**  
 Speak Page | Stop Speech

Applying for your **Hong Kong BN(O) Visa** and **Settling in the UK**

**Main Menu**

Choose the language you want to use for reading by clicking on the box above.

	Status	Time
Introduction	4 of 3	29m 42s
Applying for your BN(O) visa	3 of 4	38m 52s
A look at living in the UK	3 of 4	33m 22s
What you will find near your new home	0 of 5	10s
Staying safe and Legal in the UK	Not started	
Health, hygiene and the NHS	0 of 4	27s
Working and the steps to citizenship	1 of 4	1h 24m 47s
A better life	2 of 6	23s
Useful Links	2 of 7	11s
Glossary		

The status shows how many sections of each topic have been read and the time shows the total time spent on that section.

Click on an Option

1/23

Select Language: **Y**  
 Speak Page | Stop Speech

**Job Skills** *Find a Job* **Succeed**

**Main Menu**

Choose the language you want to use for reading by clicking on the box above.

	Status	Time
Personal attributes	Not started	
Personal effectiveness	Not started	
Job seeking abilities	0 of 5	24s
Finding the ideal job	0 of 5	19s
Job readiness	Not started	

The status shows how many sections of each topic have been read and the time shows the total time spent on that section.

Click on an Option

1/23

Select Language: **Y**  
 Speak Page | Stop Speech

**Find a job** *Step by Step*

**Main Menu**

Choose the language you want to use for reading by clicking on the box above.

	Status	Time
Basic computer skills	Not started	
Find a job - The tools I need	Not started	
Find a job - Getting started	Not started	
Find a job - Basic skills	Not started	
Find a job - Advanced skills	Not started	

The status shows how many sections of each topic have been read and the time shows the total time spent on that section.

Click on an Option

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