

Guide to...

Self-Employment

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Introduction

Do you have an idea you think could make a successful business? Do you want to work for yourself? Does the idea of running your own business attract you? If your answer is 'yes', then this guide is for you.

Self-employment can be a viable career option. There has been a substantial increase in the number of people being self-employed in recent years, with the number of self-employed increasing from 12% of the labour force in 2001 to 15.1% of the labour force in 2017, according to the Office of National Statistics (ONS). Did you know 14% of Bath Spa graduates become freelancers or set up their own businesses?

Starting a business can be a viable career option. This guide covers: types of self-employment; what to consider when deciding to set up a business; and funding. There is also a comprehensive resources list to help you further.

Common types of self-employment

There are different types of self-employment, these include:

- **Sole Trader** – where a business is owned and managed by one person
- **Partnership** – similar to a sole trader, but it involves two or more people pooling their expertise to own and manage a business
- **Limited Company** – unlike Sole Traders and Partnerships, Limited Companies are registered at Companies House and have their own legal rights and obligations
- **Franchise** – an established business that sell the rights to their business model to the franchisee to operate one or more outlets, examples include: McDonalds and Subway
- **Social Enterprise** – operate to benefit society and must reinvest their profits in some social purpose (a sole trader, partnership or limited company can also be a social enterprise but there are specific legal formats such as Community Interest Companies that are available to social entrepreneurs. Examples of social enterprises include: the Eden Project and the Big Issue)
- **Freelance or Consultancy** – individuals whose expertise is casually hired by companies (individuals can act as sole traders or as a limited company)

If you are interested specifically in freelance work, then the 'Bath Spa Careers Guide to Freelancing' will also be useful.

Reasons why people choose self-employment

People choose to be self-employed for a variety of reasons and it is useful to consider what your personal reasons are. For example, they could include:

- A desire to promote your skills and/or expertise
- To prove an idea or market a new innovation or product
- The need for a challenge
- The need to generate a second income stream
- A desire to 'give back to society' through social enterprise
- The wish to be your own boss
- A desire to have flexibility in working hours and choice of work

Decision making

Not only do you need a viable business idea, but you also need to spend some time self-reflecting on what is important to you in work and life. With self-employment comes benefits and risks and you need to be aware of what these could be before you decide if self-employment is for you. Some benefits and risks could include:

Benefits:

- being your own boss – independence and autonomy
- flexibility to decide your own work hours
- variety in choosing the work you enjoy
- potential to earn more money once the business is established and thriving
- taking ownership of the product or outcome of your hard work

Risks:

- you are responsible for yourself and the business – you are accountable
- you may have to take on tasks you dislike doing
- changes in the economy and demand for your business may change
- your work hours may be dictated by your clients and customers (e.g. demand for products that might be seasonal)
- loss of earnings if you are unable to work (e.g. due to a holiday or sickness)
- you have to make your own tax, pension and health insurance arrangements

You may decide to start developing your business idea while still studying. This can be particularly beneficial as this allows you really explore ideas without the pressure of needing to financially support yourself.

If you are about to graduate or are a recent graduate you may decide to develop your business alongside paid employment. This can be one way in which to minimise financial risks as you would still maintain a regular income as an employee of a company while building your business. The term 'portfolio working' is commonly used to describe individuals who have varying work patterns and are generating income from different work streams.

Skills and qualities

There is a high level of commitment involved in becoming self-employed and setting up a business and you need to consider whether you see yourself as ready for the challenge. You need to be confident that you have:

- Communication skills: are you confident in what you say; how you say it; when you need to say it?
- Research skills: can you analyse data and look at patterns and trends?
- Resourcefulness: can you be flexible and adaptable and be prepared for the unexpected?
- Networking opportunities: who do you know and who knows you?
- Experience: do you have a record of you expertise and experience?
- Goal setting skills: are you able to make plans, evaluate them and assess whether you are meeting your aims?

- Drive, energy and passion: are you determined and motivated in making your idea work?
- Self-discipline and commitment to hard work
- Resilience and the ability to cope with set-backs: how might failures affect your profits and ultimately your confidence in yourself and your business idea?

Use the checklist to self-assess the skills and knowledge needed for self-employment. Tick on a scale of 1-5 to identify your own current abilities and knowledge (1 = poor and 5 = excellent).

Personal Qualities:

Ask yourself if you are:

Organised	1	2	3	4	5
Independent	1	2	3	4	5
Resilient	1	2	3	4	5
Self-confident	1	2	3	4	5
Committed	1	2	3	4	5
Flexible	1	2	3	4	5
Proactive	1	2	3	4	5
Self-motivated	1	2	3	4	5
Willing to learn	1	2	3	4	5
Able to delegate	1	2	3	4	5
A good communicator	1	2	3	4	5
Exceptionally hard-working	1	2	3	4	5

Personal Qualities and Attributes:

Ask yourself if you can:

Evaluate yourself and your work	1	2	3	4	5
Negotiate with clients in connection with your work	1	2	3	4	5
Solve problems	1	2	3	4	5
Make independent and critical judgements	1	2	3	4	5
Value and seek advice from others	1	2	3	4	5
Take advantage of opportunities	1	2	3	4	5
Use contacts and networks	1	2	3	4	5
Cope with uncertainty	1	2	3	4	5
Promote yourself and your work	1	2	3	4	5
Take risks	1	2	3	4	5
Have a vision of the future	1	2	3	4	5
Cope with conflicting demands	1	2	3	4	5
Visualise the product / service from customer's perspective	1	2	3	4	5
Demonstrate business professionalism	1	2	3	4	5

Business Knowledge

Ask yourself if you are confident with the following:

Knowing the audience for your service(s) or product(s)	1	2	3	4	5
Commercial awareness (how to make a profit)	1	2	3	4	5
Understanding how to price goods / services	1	2	3	4	5
Marketing and methods of selling	1	2	3	4	5
Constructing a business plan	1	2	3	4	5
Managing projects	1	2	3	4	5
Managing contracts, invoices, payments	1	2	3	4	5
Tax and insurance	1	2	3	4	5

Using IT and social media	1	2	3	4	5
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Finally, ask yourself:

How much do you believe in your business idea?	1	2	3	4	5
How committed am I to make this work?	1	2	3	4	5

Review your responses to the checklist above. Do you feel confident in your skills and knowledge? The more responses you have in the right hand column the greater your chances of success. If you identify that your skills and knowledge that could be improved upon, how might you develop them to make self-employment a viable option in the future?

Getting started: key points

Business Idea

First, you will need a business idea. Your business idea will need to solve a problem or fill a gap if there is going to be any demand for it. Unless you can be adequately rewarded for delivering your business, it will just turn into an expensive hobby. Businesses usually provide a product or service or both. So consider where your business idea fits. If you have a lot of business ideas, you might decide to look at them each individually and use a business model (see below) to identify which is most viable. It can also be beneficial to keep the business idea simple to begin with, rather than trying to do too much at the outset.

Market Research

You may have a great idea, but if there is no demand then your business is unlikely to be a success. Research is a fundamental part of the planning process and will be the foundation on which your business will be based. You need to satisfy yourself that people are going to want to pay for the product or service you are offering. If there are competitors already in the market (and this is likely to be the case), consider how your product or service is different? Using the internet, local networks, business directories will all be valuable.

Even if your research suggests that you may have a good business idea, you need to consider how you will test it. This might involve identifying and speaking to potential customers or testing a very small-scale version of your business.

Questions to answer as part of your research process:

- What demand is there for my business idea?
- What is the size of the market?
- Who are my competitors?
- What do my competitors offer?
- Who are my customers?
- What do my customers want? Where are they? What are they willing to pay?
- How will I make people aware of my business?
- What is my unique selling point?
- What is my brand and how will I market it? How will I ensure it is consistent across all marketing?
- What networks and contacts do I already have to help make my business work?

Business Name

Whether you are registering a Ltd company or working as a self-employed, sole trader, you will need to check whether the same business name or something similar is already in use as a business. Companies

House is the main source of information (<https://www.gov.uk/government/organisations/companies-house>). You may also want to check on google and also check for domain names if you're planning on creating a website later on.

Registering as self-employed

When you start working for yourself you will need to register as self-employed for tax and national insurance purposes (<https://www.gov.uk/working-for-yourself/what-you-need-to-do>).

Working with others

Going into business with others can be beneficial to get a business off the ground as different people can contribute different skills. It may be a good idea, however, to consider a formal agreement about how the business will run, what you will each contribute and what will happen if one partner decides to leave the business. Formal Partnerships may not protect you financially. Setting up a Ltd Company if you plan to work in partnership is also worth exploring.

Be prepared to fail

Anyone who starts a business does so with the intention that it will be a success. Despite all your planning, research, determination and dedication be prepared that not all new businesses will get it right first time. Even Richard Branson, who has established 400 companies as part of the Virgin Group, didn't succeed when trying to launch Virgin Clothing which folded in 2000.

For those starting off on a smaller scale, the Small Business Administration (SBA) states that close to 66% of small businesses will survive their first 2 years, meaning that one-third of businesses will fail during their first two years. In addition, up to 50% of businesses fail during the first year in business. This means not only do you need to have a good idea, but you need to be resilient to the possibility that it might not work out first time:

"My mother drummed into me from an early age that I should not spend much time regretting the past. I try to bring that discipline to my business career. Over the years, my team and I have not let mistakes, failures or mishaps get us down. Instead, even when a venture has failed, we try to look for opportunities, to see whether we can capitalize on another gap in the market" (Richard Branson)

Business strategy

Every business enterprise should have a strategy: it is the framework for your business idea. It needs to describe what your business is all about and will help you evaluate the feasibility of your idea and focus your mind on how to make the business a success.

Two useful tools for thinking about your freelance career are the Value Proposition Canvas and the Business Model Canvas:

The Value Proposition Canvas: <http://www.businessmodelgeneration.com/canvas/vpc>. This helps you define both the value you add through the skills and expertise that you have and the kinds of customers and customer problems you help solve.

The Business Model Canvas: <http://www.businessmodelgeneration.com/canvas/bmc>. This is a parallel tool which helps you imagine how the business will work and how you'll generate business, make money, and manage costs.

As a starting point it is useful to map your ideas onto a business model. The Business Model Canvas is a strategic management and start-up template for developing your business model. As a visual framework it helps you to identify and map out your value proposition, infrastructure, customers and finances. Unlike some more formal business plans that imply business ideas remain static, the business model canvas uses a framework that you can review and refine as you establish your business. The canvas works well if printed on A3 paper or larger paper, so you can visually see all the elements of your business on one page. There is also information on the NESTA website about how to make use of the canvas (<http://diytoolkit.org/media/Business-Model-Canvas-Size-A4.pdf>).

The Business Model Canvas includes nine key elements:

1. Value Proposition

What benefit does your business have for the customer?

What value are you proposing to customers who use your business? For example, the product or service could be: high quality; unique; value-for-money; or time saving.

What customer needs are you satisfying – what are you helping them to achieve?

2. Customer Groups

Who are your customers? Think about demographics, location and income of your customers?

Who are you creating value for?

Who is your most important customer? What do they look for in the products/services they purchase?

What are their reasons for purchase: a need, a want, a gift?

3. Customer Relationships

What relationship does the target customer expect you to establish?

How frequently will you be in contact with customers to promote your business?

What 'tone' will work best with your customers?

What types of promotion will you undertake to encourage customers to buy into your service or product?

4. Distribution Channels

How do customers discover you?

How do prospective customers acquire your goods – online, in a shop, through a third party?

Which channels work best?

How can they be integrated into your and your customers' routines?

5. Key Activities

What key activities does your value proposition require? (e.g. sales team, customer service staff, research and development)

What activities are most important for the 'distribution channels', 'customer relationships' and 'revenue streams' sections?

6. Resources

What key resources does your value proposition require? (e.g. workspace, a shop, a website, an app, a trademark to protect your ideas)

7. Key Partners

Who are your key partners/suppliers?

Who could you collaborate with to save money, gain access to resources, or help you market your business?

What are the motivations for the partnerships?

8. Cost Structure

What are the costs in your business?

Which key resources/activities are most expensive?

9. Revenue Stream

For what value are your customers willing to pay?

What and how do they pay? How would they prefer to pay?

Financing your idea

Start-up costs can be a key consideration for emerging businesses. The money you might need to get your business 'off the ground' will vary but could include costs needing to be covered for: equipment; office or studio space and associated utilities; training courses if you need to develop your skills and knowledge; infrastructure to set up processes; marketing; insurance; and administrative costs. Not all these costs will apply to all businesses, but it is important to consider what finances you may need to start your business.

There may be various sources of finance for business start-up including: loans; grants; crowd-funding; and competitions. The most suitable finance option may depend on your circumstances and your business plans. How finance is provided may vary depending on the type of finance secured, for example, funding may be staggered with payments made depending on agreed outcomes. A brief summary, and related resources, are included below:

Loans

Loans can be available for individuals who need finance to start their business. The government has a loan scheme called Start Up Loans with a number of delivery partners. Loans can also be secured via banks. In trying to secure a loan you will need to demonstrate a strong business case and work closely with the loan provider in ensuring that agreed repayment is maintained.

- <https://www.gov.uk/business-finance-support-finder> - Government Finance Finder for loans
- <https://www.startuploans.co.uk/> - Government funded scheme to offer loans for business start up
- <http://www.virginstartup.org/about/> - Virgin Start Up (delivery partner of the government's Start Up Loans)
- <http://www.betterbusinessfinance.co.uk/> - Better Business Finance (includes a search function for loans and grants for business start-up, including an option to search for finance based on your region)

Grants

Unlike a loan, a grant does not need to be re-paid. Grants may come from the government; local authorities; or social enterprises. All grants are subject to eligibility criteria and require you to submit a grant application.

- <https://www.gov.uk/business-finance-support-finder> - Government Finance Finder for grants
- <http://www.betterbusinessfinance.co.uk/> - Better Business Finance (includes a search function for loans and grants for business start-up, including an option to search for finance based on your region)

- https://www.princes-trust.org.uk/need_help/enterprise_programme.aspx - Prince's Trust Enterprise Programme (for those 18-30 years who are unemployed or working less than 16 hours a week with option of grants for those who are eligible)

Crowd-funding

Crowd-funding involves creating a campaign on a crowd-funding platform to persuade people to contribute money towards helping a business idea they believe in. The campaign must include a detailed description of the business idea (including goals and vision), what funding is needed and how that funding will be used to develop the business. The premise of crowd-funding is that you are asking a lot of people to contribute money to meet your financial needs for business start-up.

It is important to be aware that crowd-funding is *very* competitive. There will be hundreds of 'live' campaigns asking for funding at any one time, so you need to ensure that you have an excellent business proposal to get others interested in parting with their money. Hundreds of campaigns go unfunded each year, so do consider other approaches to raising funds.

There are a number of crowd-funding websites and each works in a different way, so you are encouraged to review the site information as well as the types of campaigns running on each site to make a decision about which works best for your business ideas.

- <https://www.indiegogo.com/> - IndieGoGo – crowdfunding website for a wide-range of campaigns
- <https://www.kickstarter.com/> - KickStarted – well established crowdfunding website for a wide-range of campaigns
- <https://www.seedrs.com/> - Seedrs (equity crowd-funding site whereby investors contribute towards financing the business in exchange for shares in the business)
- <http://startups.co.uk/crowdfunding/> - advice website for starting your own business including articles on crowd-funding

For further information on Crowdfunding please see the 'Bath Spa Guide to Funding your Creative Project'.

Competitions

Competitions may exist to support individuals with business start-up costs. Eligibility criteria will vary for each competition. As well as monetary prizes, some competitions also include mentoring and business support for winners.

- <http://www.shell-livewire.org/> - Shell Live Wire (for 16-30 year old entrepreneurs, the Shell Live Wire competition awards start-up grants of £5,000 and mentoring to ideas that address sustainable living challenges through smart innovation)
- <http://www.santander.co.uk/uk/santander-universities/entrepreneurship-business> - Santander Universities Entrepreneurship Awards (in conjunction with Bath Spa University) OR Email: bathsparks@bathspa.ac.uk
- <http://www.thepitch.uk/> - Business Zone 'The Pitch' competition (variety of prizes including business support, office space, SMS package and business advice services)
- <https://dbace.org/> - Deutsche Bank Awards for Creative Enterprises (this is a competition for those with enterprise ideas relating to Art & Photography; Craft & Design; Film; Music; & Performance. Winners gain mentoring, support and start-up capital)
- <https://www.ipse.co.uk/events/ipse-awards.html> - IPSE (Association of Independent Professionals & Self Employed) – nationwide competition open each year with two categories Aspire (under 23 years) and Inspire (ages 24 and over).

- <http://www.siriusprogramme.com/about-programme> - Sirius Programme (team based business competition for recent graduates aimed at non-British citizens wishing to set up business in the UK)
- <https://pitchatpalace.com/about/> - Pitch at the Palace (open to all entrepreneurs, Pitch at Palace connect entrepreneurs with potential supporters including mentors and business partners).

Investment

You may wish to consider seeking investment – in the style of Dragon’s Den – whereby wealthy individuals or organisations provide funding in return for a percentage of your business. This is typically for a specific period of time on the basis that subsequent growth of your business will mean they will be repaid several times over after a number of years as the value of your business grows. Often venture capital investors look for a multiple of 5-10 times their money back over a 2-5 year timeframe. As such, venture capital is really only appropriate for fast-growing companies who need large injections of cash at an early stage. Investors may also bring expertise to the business, for example, by involving their own contacts and associates in how the company is managed.

Managing business finances

Before you launch your business, you will need to undertake various activities such as research, marketing and possibly product development that can take valuable time and resources. This will be critical period and you might need to consider how you will finance yourself at this stage, particularly if you are a recent graduate. Ask yourself:

- How much time will I need to dedicate to the business?
- Will I have another source of income, or savings to fall back on?
- Do I need the business to provide a full-time income from the start?
- How much do I need to live on every month?
- Do I know anyone who can give or lend me money?
- Do I know someone who has money who might join me or buy into the business?
- How quickly do I think I can generate sales?

You will need to be aware of some key financial terminology:

- **Variable Costs**
These costs vary depending on a company's production volume; they rise as production increases and fall as production decreases. For example, if you make spoons and you start making more spoons then you'll need more raw materials – this would be a variable cost.
- **Fixed Costs**
Defined as expenses that do not change as a function of the activity of a business. For example, fixed costs such as rent, utility bills, insurance and office supplies will remain the same regardless of the amount of business sales.
- **Income or Sales**
Sales are simply the money you gain from selling your product or service.
- **Overheads**
Overheads are your day-to-day running costs and administrative expenses for operating your business and might include: accounting fees, advertising, insurance, rent, repairs, supplies, taxes, telephone bills, travel expenditures, and utilities.
- **Profit**

Profit is the amount of money (revenue) you have gained from your business that exceeds the costs you have to make the business happen.

- **Cashflow**

A good cashflow is a pattern of income and spending that allows a business to have cash available to pay bills and wages on time. When you are employed and receiving a salary from an employer, you know how much money is coming into your bank account each month through your pay. You will also usually know when most of your bills come out of your bank account. When you are self-employed, however, money coming in and money going out may happen at different times in a given month, so having a good cashflow means there is enough money in your account to help pay for bills when they arise. Failing to manage cashflow is the single biggest reason businesses fail and requires careful planning.

You will need to regularly review your sales and outgoings. You may need to re-visit your business model if your predicted sales and outgoings vastly differ from the reality. It is also vital that you maintain all your financial records accurately. Not only will this be important for ensuring your tax return is submitted correctly, but you may also be required to show potential investors how you are balancing the books (as investment could be dependent on revenue outcomes). See the Gov.uk website for further information: <https://www.gov.uk/topic/business-tax/self-employed>.

Checklist

The checklist is designed to remind you of the key points to consider when becoming self-employed and to highlight action points.

Your Business Idea

- What are your reasons for becoming self-employed?
- How feasible is your idea and why?
- What's the unique selling point of your business?
- What knowledge, skills and qualifications might you need for your business to succeed?
- How will you keep your knowledge, skills and qualifications up to date?
- How do you intend to grow the business?

Your research

- Which areas of research will you need to tackle first?
- Where, specifically, will you find the information?
- Desk research only goes so far: who should you talk to?
- Who will you need to help you?
- Are there any professional associations or organisations you should register with?

Funding

- How much money might you need to start the business?
- What can you do to test your ideas as quickly and cheaply as possible?
- What resources and equipment will be required?
- What IT facilities will be necessary?
- Where will you be based and what will this cost?
- Assuming you need funding, which sources of funding will you target first?
- If you are a recent graduate, how will you support yourself while starting up the business?

Marketing

- Look closely at two competitors: what can you learn from them?
- Where can you network?
- List five outlets for your products or services.
- What is a competitive price for your product(s) or service?
- Which marketing methods will best suit your business?

Practicalities

- What type of business will you run, e.g. sole trader, limited company?
- What is your company name and how will you protect this and your idea?
- How will you maintain your financial records?

Resources

Practicalities of start-up

- <https://www.gov.uk/browse/business> - Gov.uk (including advice on setting-up, business finance and tax)
- <https://www.gov.uk/government/organisations/hm-revenue-customs> - HMRC (advice on National Insurance, Income Tax, Self-Assessment, PAYE)
- <https://www.gov.uk/government/organisations/intellectual-property-office> - Intellectual Property Office
- https://www.youtube.com/results?search_query=hmrc+video – HMRC video series (includes: registering with HMRC; completing your tax return; and effective record keeping)

Advice

- <https://coolventures.co.uk/> - Based in Bath, you can access face to face business support and advice at any stage of your business idea or growth
- <http://www.nationalenterprisenetwork.org/> - National Enterprise Network (use the search function to look for independent advice and support services in your local area)
- <http://startups.co.uk/> - Start Ups (advice on everything related to starting a business)
- <https://unltd.org.uk/> - UnLtd (offer resources and advice on social enterprise and have a competitive awards programme for social entrepreneurs at various stages of their journey)
- <http://www.mentorsme.co.uk/> - Mentors Me (for those starting in business who would benefit from support from a mentor)
- <https://www.dartington.org/our-work/social-enterprise/> - The Social Enterprise Hub (including advice and funded workshops).

Toolkits

- <http://diytoolkit.org/> - DIY Toolkit (developed by NESTA, the innovation charity, to help people with adapting ideas)
- <http://www.nesta.org.uk/publications/creative-enterprise-toolkit> - NESTA Creative Enterprise Toolkit – specifically aimed at creative entrepreneurs including freelance artists and designers. Includes resources, worksheets and case studies (note: there is a fee to access the full toolkit)
- <http://artsdigitalrnd.org.uk/toolkit/?CMP> - Arts Toolkit (downloadable resources, tips and articles aimed at arts and culture organisations who wish to improve existing digital products or services to develop new ones)

Resources and articles

- <https://ccskills.org.uk/careers/develop-your-career/starting-a-business> - Creative Choices (includes useful articles and tips on freelancing and self-employment for the creative sector)
- <http://www.businesszone.co.uk/> - Business Zone (is the UK's most active small business forum for community discussion and networking, but the website also contains various useful articles for small businesses on a range of matters)
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/39255/12-829-home-business-guide.pdf - BIS (Department for Business Innovation & Skills) Guide to Starting and Growing a Business from Home

Membership & Support Organisations

- <http://yena.co.uk/> - Young Entrepreneurs Network Association (South West)
- www.fsb.org.uk – Federation of Small Businesses (UK's leading business organisation that promotes and protects the interests of the self-employed and owners of small firm)
- <http://www.enterprising-women.org/> - Enterprising Women (membership organisation that offers advice, networks and events)
- <http://www.socialenterprise.org.uk/> - National body for Social Enterprise
- <https://unltd.org.uk/> - UnLtd (leading provider of support for social entrepreneurs, supporting individuals who have social ventures rooted in delivering positive social change)
- <https://www1.uwe.ac.uk/about/enterprise/launchspace/graduateentrepreneurs.aspx> - Centre for Graduate Entrepreneurship – free support (business advice, technical support, workshops) to recent graduates looking to set up an innovative high-tech business within the South West of England.
- <https://www.watershed.co.uk/studio/> Pervasive Media Studio in Bristol is home to a community of over 100 artists, creative companies, technologists and academics exploring experience design and creative technology. Many are starting up their own businesses for the first time.

Further support from Bath Spa Careers

If you would like further support from Bath Spa Careers & Employability go to **bathspa.ac.uk/careers** to see the ways in which you can access our service, including workshops and events, appointments and to access our extensive range of resources.

Through our *Bath Sparks* Enterprise and Business Start-up programme, we now offer tailored support from our Start-Up and Entrepreneurship Career Consultant Specialist and have a range of support and funding opportunities that you may be eligible to apply for. See our Start-Up and Freelance pages on **bathspa.ac.uk/careers** (<https://www.bathspa.ac.uk/students/careers-and-employability/startup-or-freelance/>).

You can also contact Careers Reception on 01225 875525 or at careers@bathspa.ac.uk.

Please note that Bath Spa Careers does not endorse particular organisations.

(This guide was last updated in August 2019).

GET A HEAD START

We're here to help you get a great start to your career. We're open all year round, so come and visit us in the Careers Space, book an appointment, or get in touch.

Careers Space, SL.G04
Steward's Lodge

careers@bathspa.ac.uk
01225 875525

www.bathspa.ac.uk/careers

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