

Careers & Employability Code of Practice for the Promotion of Opportunities



Information for employers and recruiters

This Code of Practice sets out the University's approach to promoting external vacancies and opportunities to our students and graduates.

Our aim is to promote those opportunities that are in the best interests of our students whilst also aligning with the University's values, in particular to environmental sustainability and social responsibility.

Careers & Employability advertises job vacancies appropriate for our graduates, and part time, vacation, and work experience opportunities appropriate for our current students. Opportunities are promoted through **myCareer**, the University's careers portal. This includes an online jobs board which allows you to register your organisation's details and advertise your opportunities directly to our students and graduates.

What we expect from employers

We ask you to:

- Provide the full name and postal address of the organisation, a company email, and an organisation website. We reserve the right not to promote any organisation if we are not able to satisfy due diligence checks
 - Where recruitment, staffing agencies or third parties are promoting an opportunity, we ask that they give full job details, including the name of the employer or organisation, and allow this to be made visible to the job hunter. Opportunities without this information may only be promoted at the discretion of Careers & Employability, where these are deemed to be of particular value or relevance to students and graduates.
- Provide complete and accurate information concerning the vacancy or opportunity
- Identify a website or contact where candidates can learn more about the opportunity
- Provide us with as much notice as possible prior to your closing date
- Ensure all vacancies meet current employment and equal opportunities legislation.
- Be aware of students' study obligations, and bear these in mind when negotiating hours of work with students.

What employers can expect from Careers & Employability:

We offer:

- A professional and free service to promote opportunities to students and graduates
- A commitment to ensuring that any vacancies or opportunities we promote reflect the ethical, sustainable and socially responsible values of the University
- We do not recommend students or graduates for particular roles, nor do we supply employers with details of students and graduates.

All opportunities will be reviewed by Careers & Employability and we reserve the right to only publish those opportunities which we consider to be appropriate for, and in the best interests of, our students and graduates, including:

- We will only publish those vacancies that most closely reflect the needs of our students in relation to geographical region or occupational area. Therefore, we will only publish vacancies asking for subject disciplines offered by this university, in geographical regions where our students are likely to be looking for work. We will also endeavour to balance the range of opportunities published to ensure they meet the needs of students from all our courses
- We will not advertise vacancies where we consider employment law to be breached
- We will not publish vacancies which pay 'in kind' rather than being salaried, require any upfront payment, or represent an undue health and/or safety risk to students, or promote or endorse illegal activity
- Where multiple opportunities are posted with the same employer, we reserve the right to publish a selection of those opportunities most relevant to the needs of our students.
- We reserve the right to edit vacancy adverts for purposes of brevity and clarity. We may contact organisations, where appropriate, to clarify wording and details of adverts
- We will not promote vacancies placed by private individuals unless through an approved staffing agency.
- We will only publish opportunities based outside the UK where the company has a UK based office, thus enabling due diligence checks to be carried out.
- We will only promote unpaid opportunities that adhere to the guidelines below, unless these form an integral part of a course, such as a placement. For further information please see our statement on unpaid internships below. Volunteering opportunities with charities, community and voluntary bodies will be referred to the [Students' Union](#).

The University accepts no vicarious liability for the actions of students or graduates in relation to vacancies recruited through myCareer.

Statement on the promotion of unpaid internships & work experience

The University recognises that work experience and work shadowing are both hugely beneficial for students and graduates, in helping them to build their skills and experience in a workplace environment. We welcome and appreciate the opportunity that employers give our students to develop their employability and boost their CV.

Work experience is highly valuable for students and may be undertaken as an essential part of their course, with specific learning outcomes attached. It may also be undertaken by students outside their course work, for example on a part time basis or in vacation periods, to develop specific experiences and an understanding of professional employment. New graduates or people changing career direction may also find a short period of work shadowing very useful as a way of understanding work environments and cultures.

We also recognise the value of volunteering in the local and wider community, as a way of making a contribution towards charitable and voluntary organisations, as well as enabling a student to develop further skills and expertise.

In seeking and promoting these important opportunities for students and graduates, the University will look to ensure that vacancies and placements fully align with legal requirements and the

University's values, including ethical, sustainable and socially responsible employment. When reviewing unpaid internships, we will balance the benefit to the students with the cost and the potential impact of being away from their home and support base. We will also ensure that internships offer equality of opportunity to students based on skillsets and career aspirations.

Therefore, Careers & Employability will normally only promote unpaid internships which adhere to the following guidelines:

- Internships which last no more than three weeks or the equivalent in part time hours
- Opportunities for which tasks are voluntary, meaning that interns would not have a job contract or be expected to perform specific duties, as in doing so they may be seen as 'workers' and thus be entitled to the national minimum wage. Businesses would be expected to reimburse interns for any necessary work-related expenses such as work related travel costs.
- Unpaid internships which are exempt from the National Minimum Wage, such as volunteers who 'work for a charity, voluntary organisation, charity shop, school, hospital or similar body; and they receive only reasonable expenses, relevant training and/or subsistence (but not money for subsistence)'.

Placements which are run as part of academic programme are not covered by this Code of Practice