

## Vacancy Advertising Policy

### 1. Introduction

The University of Leicester Career Development Service values the relationship we have with employers, and our aim is to provide a high level of service to meet your needs. This document outlines the relationship between the Career Development Service and employers in respect of advertising opportunities to our students.

### 2. Our Service

The Career Development Service aim to respond to all vacancy enquiries or submission within two working days. We reserve the right to edit any vacancies submitted to us for the purposes of brevity and clarity. We may contact you for further information regarding your opportunities to aid with this.

### 3. Types of Vacancies and Opportunities

Types of opportunities you can advertise with us include, but are not limited to:

- Graduate role
- Further study
- Year in Industry (undergraduate)
- Industrial Placements (MSc)
- Summer Internships
- Part-time work
- Insight Programme
- Volunteering

#### Please note

All contracts of employment are between the employer and the candidate/employee. The University accepts no liability for the actions of students or graduates recruited from the University of Leicester.

### 4. Advertising terms and conditions

Please note that by advertising with us, you agree to the following terms. The Career Development Service requires that organisations:

- Provide complete and accurate information about the opportunity including specifying the skills, experience and knowledge required;
- Ensure that the opportunity is pitched at an appropriate level for an undergraduate/graduate or postgraduate;
- Provide us with as much lead in time as possible to advertise prior to the closing date (2 weeks minimum ideally) and, where relevant, to promote the opportunity;
- Notify us as soon as possible when a vacancy has been filled before the advertised closing date so that it can be removed;
- Ensure all opportunities meet current employment and equal opportunities legislation, and do not include discriminatory terms.

The Career Development Service reserves the right to reject opportunities that we do not feel are suitable or in the best interest of our students and graduates. In particular any opportunities which:

- Do not meet the requirements of national employment regulations;

- Do not meet requirements of the National Minimum Wage legislation;
- Contain misleading, inaccurate or incomplete job descriptions;
- Appear to promote or endorse illegal activity;
- Require the applicant to be self-employed;
- Require any up front financial investment from the applicant;
- Are connected with pyramid or similar style selling schemes;
- Present an undue health and safety risk to the applicant;
- Involve the applicant writing or sharing academic material for use by other students;
- Are commission only roles with the absence of contracted wages or salary;
- Offer payment in kind e.g. gig tickets, food, CDs, clothing, as opposed to wages or salary;
- Have been placed by private individuals e.g. private care roles;
- Requests for personal details such as photos or bank details;
- The location of the vacancy is at a residential address rather than at a professional business location.

### 5. Recruitment agencies

If you are recruiting on behalf of another organisation we ask that you provide the details of your client before we advertise your opportunity. This information will be visible to students on the job vacancy **unless you request it to be withheld**, which we are happy to accommodate.

Your client will never be directly contacted by us regarding the roles that you advertise, and all applications will go via yourselves unless otherwise stated. Please note that we will only advertise specific opportunities, not the opportunity to register with the agency itself.

### 6. Internship schemes and SME support

The Career Development Service often has dedicated internship schemes with specific criteria for organisations to benefit from services and funding support. These are typically to support the [needs of small and medium sized enterprises](#) both in the East Midlands and nationally.

### 7. Part-time work

The Career Development Service supports students into part-time work during their studies, and our [Unitemps](#) branch are here to support you in recruiting part-time or casual staff.

To avoid having a detrimental impact on their studies the [University of Leicester regulations](#) limit the working hours of students as follows:

Undergraduate Students:

- During term time no more than 15 hours a week;
- During vacation time – no restrictions

Postgraduate Students:

- No more than 15 hours per week year round;
- PGT students are not eligible for advertised university holidays unless specified by the terms of their course and confirmed by their Certificate of Employability

These restrictions apply at the specified times regardless of the working hours limit on a restricted visa (e.g. 20 hours per week for a Tier 4/Student route visa)

### 8. Insight Programmes and similar work experiences

The Career Development Service can advertise a wide range of experiences from taster days, insight programmes and work shadowing opportunities. However if opportunities are being advertised

under this heading they should involve no structured work. Employers should also be aware that the law will regard a phone call or a conversation as a contract if certain days, hours of work or tasks to be undertaken are agreed, as this is considered a verbal contract.

If your opportunity does involve structured work, has an attendance requirement, or requires the applicant to enter into a contract it must be advertised as an 'Unpaid opportunities', the guidelines for which can be found below in section 10.

### **8.1. Virtual experiences**

The Career Development Service can advertise virtual experience opportunities. A virtual experience refers to any kind of work experience that you can do remotely; including taster days and insight programmes.

It is expected that these virtual work experiences are designed to support students understanding and knowledge of a particular organisations or sector and are unpaid opportunities.

If the student is deemed as a 'worker' or an 'employee' then the virtual experience would be considered employment, such as a placement or internship. In this instance the opportunity must be fully compliant with UK employment legislation including the [National Minimum Wage and National and National Living Wage](#). Please refer to the Career Development guidance on 'Unpaid opportunities: Placements and Internships' and 'Volunteering opportunities'.

## **9. Legislation for pay and standards**

The Career Development Service is happy to advertise all genuine jobs, internships or work experience opportunities that are fully compliant with UK employment legislation including [National Minimum Wage and National and National Living Wage](#).

The legislation is an important piece of legislation aimed at providing employees with decent minimum standards and fairness in the workplace. It applies to nearly all workers and sets hourly rates below which pay must not be allowed to fall.

### **9.1. International opportunities**

If you advertise an opportunity outside of the UK, we will expect you to have checked that it complies with the host country's relevant National Minimum Wage.

## **10. Unpaid opportunities - Placements and internships**

The CDS will only advertise unpaid opportunities that are exempt from the National Minimum Wage legislation (e.g. registered charities). (Includes: not-for-profit organisations, charities, voluntary organisations, community groups and social enterprises.)

Students required to do a placement/internship for less than one year as part of a UK-based further or higher education course are not entitled to the National Minimum Wage. Opportunities that are [exempt from the National Minimum Wage](#) legislation include placements/internships for less than one year as part of a UK-based further or higher education course.

Whilst the Career Development Service will advertise such an unpaid opportunity as it complies with UK employment legislation, the service will not actively promote unpaid opportunities. If advertising such an opportunity, the job advert must make clear that it is an 'unpaid' and only available to students as part of their course. In these instances an unpaid opportunity must adhere to the following:

- Part time opportunities (during term time) should last for no more than 15 hours a week;
- The employer should pay/reimburse all reasonable travel and any other expenses incurred throughout the placement;
- The employer should clearly articulate the benefits of the opportunity to the student (i.e. What skills will they develop and what experience will they gain);
- The placement should have quality assurance in place (e.g. service level agreements);
- Must fall within national health and safety regulations and must be able to produce a risk assessment and relevant policies on request or conduct checks (e.g. Disclosure).
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### 11. Volunteering opportunities

The Career Development Service is also happy to advertise UK based volunteering opportunities to our students based on the following guidelines:

- Organisations eligible to advertise volunteering opportunities include not-for-profit organisations, charities, voluntary organisations, community groups and social enterprises;
- Opportunities should ask for no more than 15 hours of the volunteer's time per week and preferably fewer than 8 hours per day during term time;
- The organisation should ensure any volunteering work offered to Tier 4 or 'Student route' visa holders is classed as 'volunteering' and not 'voluntary work' (unpaid work) to ensure there is no breach of any visa restrictions. Further guidance on this can be found on the [UKCISA website](#)
- The organisation should reimburse all travel and reasonable out of pocket expenses incurred through volunteering;
- The organisation is responsible for supervising and supporting volunteers and must be able to produce a risk assessment and relevant policies on request. We require that all new organisations advertising with us complete a form detailing policies held;
- If the opportunity requires a DBS check, it is the responsibility of the organisation to carry this out.

### 12. Contact us

Career Development Service  
University of Leicester  
LE1 7RH

Graduate and internship funding - [employer.services@le.ac.uk](mailto:employer.services@le.ac.uk)

Placement (Year in Industry and Industrial Placements) - [placements@le.ac.uk](mailto:placements@le.ac.uk)

Part-time work and Insight Programmes (and similar experiences) – [unitemps@le.ac.uk](mailto:unitemps@le.ac.uk)

Volunteering – [volunteering@le.ac.uk](mailto:volunteering@le.ac.uk)

### 13. Review date

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