



Careers & Employability Advertising Policy

Introduction

1. The University of Leicester Careers & Employability values the relationship we have with employers and organisations. Our aim is to provide a high level of service to meet their needs. This document outlines the relationship between Careers & Employability and employers and organisation in respect of advertising vacancies, opportunities and activities to our students.
2. The policy also outlines the University's position on paid and unpaid opportunities and what requirements it has to publish and advertise them.

Our Service

3. Careers & Employability aim to respond to all vacancy, opportunity or activity enquiries or submission within two working days. We reserve the right to edit any vacancies, opportunities or activities submitted to us for the purposes of brevity and clarity. We may contact you for further information regarding your submission to aid with this.
4. The careers platform used by Careers & Employability to list vacancies and opportunities for students and graduates to search and consider an application is Target Connect, provided by GTI Group.
5. Across Careers & Employability we also use systems and services to support our students and graduates. These are:

Name	Purpose
Target Connect	The careers system which students book appointments and events, search for jobs and received communications and resources and information.
GraduatesFirst	Provides students access to an array of verbal, numerical and logical tests, as well as a Situational Judgement Test (SJT) and a Personality Questionnaire.
Launchpad	Provides students the opportunity to practice video interviews and receive feedback.
Articulate	Resource to develop digital teaching and learning materials.
GoinGlobal	Online resource that advertises jobs and internships in over 40 different countries.
Student Circus	Online resources and job listings that include opportunities in the UK that include sponsorship for students with a visa.
Unitemps	To employ students into temporary roles within the University and local businesses.
Mindless Academy	Digital work experience programme targeting student groups needing to access work-related experience.
MyPlus Consulting	Provides guidance for students on disclosing disabilities during recruitment processes.

Commented [LT1]: Careers & Employability Advertising Policy

Commented [BS2]: Employer events advertising- is it in scope?

Commented [LT3R2]: Good question. I think we could see it as in scope under 'opportunity' but it would be added to the events calendar as opposed to jobs portal? Is that along the lines you are thinking?

Commented [BS4R2]: Yep thanks. There are employer-led events which would fall under this.

Commented [BS5]: Are we just mentioning the services we pay for here? Should providers like Mindless be included?

Commented [LT6R5]: Yes it should be added and any continued to be added or removed. Best location is here to keep a record:
https://uniofleicester.sharepoint.com/:x:/r/sites/Team_f9e69fc7-d829-46c7-a24b-40e8f0ce3e69/_layouts/15/Doc.aspx?sourcedoc=%7B4EE62B74-9B61-4695-8A0F-11A61D4665CB%7D&file=Summary%20of%20systems%20for%20careers%20and%20employability.xlsx&action=default&mobileredirect=true

Commented [LT7R5]: Please can you check what I have added is correct.

Commented [BS8R5]: @Ledgard, Tom I think My Plus and the legal firm (Graduate route visa talks) are missing.

Paragon Law	Provides guidance for international students on visa/ employment options to remain in the UK post-graduation and completion of course.
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6. Careers & Employability will only publish and promote vacancies, opportunities and/or activities which it believes will provide students and graduates with valuable skills and/or experience in readiness for their future professional careers and personal development. Where appropriate, we may also signpost our students and graduates to other jobs, opportunities and activity listings that meets their aspirations, interests and needs.
7. In the best interests of the University of Leicester and community of stakeholders, we wish to partner with organisations to offer suitable and appropriate experiences and employment activities to students. We do not work with organisations and/or support students to undertake experience or employment which might adversely affect our reputation or compromise our academic freedom or integrity. Employers and organisations may be contacted for further information should your organisation undertake any activity in the following areas:
 - a. Environmental damage;
 - b. Manufacture and sale of armaments;
 - c. Manufacture and sale of tobacco products;
 - d. Activities abroad which would be considered illegal in the UK;
 - e. The causing of harm or injury to third parties;
 - f. Gambling/gaming involving money at risk.
8. 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.

Types of Vacancies and Opportunities

9. Types of opportunities you can advertise with us include:
 - a. Graduate role;
 - b. Further study;
 - c. Year in Industry (under-grad);
 - d. Industrial Placements (MSc);
 - e. Internships;
 - f. Micro-Internships;
 - g. Part-time work;
 - h. Insight Programme;
 - i. Volunteering.

Types of Activities

10. A range of activities delivered by employers and organisations provide students and graduates with further information and future careers prospects with specific industries, sectors and organisations. These are typically online webinars such as careers talks and in-person events including careers fairs.
11. Careers & Employability provides the opportunity for employers and organisations to list these activities within the events calendar as advertising only, meaning students and graduates are required to book to attend directly.
12. All activities organised by employers and organisations should be delivered in accordance with the Health and Safety Executive standards and regulations. The University accepts no liability for the actions of students or graduates in attendance from the University of Leicester.

Advertising terms and conditions

13. Please note that by advertising with us, you agree to the following terms. Careers & Employability requires that employers and organisations:
- a. Provide complete and accurate information about the vacancy, opportunity and/or activity including specifying the skills, experience and knowledge required;
 - b. The location stated and if remote/hybrid the expected attendance to the location confirmed.
 - c. The rate of pay, per hour or annual, stated instead of competitive for a vacancy or opportunity.
 - d. If there is a cost to attend an activity, this is clear for students and graduates to know.
 - e. Ensure that the vacancy, opportunity and/or activity is pitched at an appropriate level for an undergraduate/graduate or postgraduate;
 - f. 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 vacancy, opportunity or activity;
 - g. Notify us as soon as possible when a vacancy, opportunity or activity has been filled or closed before the advertised closing date so that it can be removed;
 - h. Ensure all vacancies and/or opportunities meet current employment and equal opportunities legislation, and do not include discriminatory terms.
14. The University of Leicester is a member of the Association of Graduate Careers Advisory Services (AGCAS) the expert membership organisation for higher education student career development and graduate employment professionals. Careers & Employability adheres to the core principles and standards of professional practice as described in the [AGCAS Member Code of Ethics](#)¹ which includes embedding the principle of impartiality into the design and delivery of our careers services so that students and graduates have the freedom to develop their own career paths.
- a. On occasions we receive requests to stop promoting vacancies, opportunities and/or activities in certain sectors or with specific organisations.
 - b. We will provide support to students and graduates who are interested in pursuing a career in any industry sector which could enable them to find employment opportunities and gain experience, ensuring that they are advised to gather as much information as possible about the organisation and role before submitting an application.
 - c. We expect employers to be transparent with respect of any fees they apply to early exit from their employment schemes and programmes during the promotion of the vacancies, opportunities and/or activities to enable students and graduates to make informed choices around their next career steps.
15. Careers & Employability reserves the right to reject any vacancy, opportunity and/or activity that we do not feel are suitable or in the best interest of our students and graduates. In particular any opportunities which:
- a. Do not meet the requirements of national employment regulations;
 - b. Do not meet requirements of the National Minimum Wage legislation (see Paid and unpaid opportunities section);
 - c. Do not meet the requirements of the Health and Safety Executive;
 - d. Contain misleading, inaccurate or incomplete job descriptions;
 - e. Appear to promote or endorse illegal activity;
 - f. Require the applicant to be self-employed;
 - g. Require any up-front financial investment from the applicant;
 - h. Are connected with pyramid or similar style selling schemes;
 - i. Present an undue health and safety risk to the applicant;
 - j. Involve the applicant writing or sharing academic material for use by other students;
 - k. Are commission only roles with the absence of contracted wages or salary;

Commented [BS9]: A comment raised from the AGCAS Matrix standard review was ensuring employers are specifying location and salary information more explicitly rather than just a broad region or 'competitive'

¹ <https://www.agcas.org.uk/AGCAS-Member-Code-of-Ethics>

- l. Offer payment in kind e.g. gig tickets, food, CDs, clothing, as opposed to wages or salary;
- m. Have been placed by private individuals e.g. private care roles;
- n. Requests for personal details such as photos or bank details;
- o. The location of the vacancy and/or opportunity is at a residential address rather than at a professional business location.

Recruitment agencies

- 16. If you are recruiting on behalf of another organisation, we ask that you provide the details of your client before we advertise your vacancy and/or opportunity. This information will be visible to students on the vacancy and/or opportunity unless you request it to be withheld.
- 17. 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 vacancies and/or opportunities, not the chance to register with the agency itself.

Funding support

- 18. Careers & Employability 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. Information for these schemes can be found on the [University website here](#).²

Part-time work

- 19. Careers & Employability supports students into part-time work during their studies, and our [Unitemps](#)³ branch can also support employers and organisations in recruiting part-time or casual staff.
- 20. To avoid having a detrimental impact on their studies the University of Leicester regulations limit the working hours of students as follows:
 - a. Undergraduate Students:
 - i. During term time no more than 20 hours a week (updated from September 2023);
 - ii. During vacation time – no restrictions.
 - b. Postgraduate Students:
 - i. No more than 20 hours per week year round (updated from September 2023);
 - ii. PGT students are not eligible for advertised university holidays unless specified by the terms of their course and confirmed by their Certificate of Employability.
- 21. 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).

Insight Programmes and similar work experiences

- 22. Careers & Employability 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 and would ideally have a form agreement in place to confirm such arrangement. 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.

² <https://le.ac.uk/enterprise/development/recruit-our-students/sme-support-and-funding>

³ <https://www.unitemps.com/>

23. If your opportunity does involve structured work, has an attendance requirement, or requires the applicant to enter into a contract it must be clearly advertised as unpaid and meet our requirements under the 'Paid and unpaid opportunities' section of this policy.

Virtual experiences

24. Careers & Employability can advertise virtual experience opportunities. A virtual experience refers to any kind of work experience activity that you can do remotely.

25. It is expected that these virtual work experiences are designed to support students understanding and knowledge of a particular organisations or sector and are highly likely to be unpaid and must be advertised as unpaid and meet our requirements under the 'Paid and unpaid opportunities' section of this policy.

26. If the student is deemed as a 'worker' or an 'employee' then the activity regardless of being virtual or remote would be considered employment. In this instance the opportunity must be fully compliant with UK employment legislation including the [National Minimum Wage and National and National Living Wage](#).⁴ Please refer to the section on 'Paid and unpaid opportunities'

International opportunities

27. 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.

Paid and unpaid opportunities: Placements, internships, and work experience

28. Careers & Employability will advertise all genuine vacancies and opportunities that provide valuable development of skills and experience for students and graduates. Any vacancy and/or opportunity is expected to be fully compliant with UK employment legislation including [National Minimum Wage and National and National Living Wage](#)⁵ and [employment rights and pay for interns](#)⁶. The legislation is important to ensure all students and graduates at Leicester have equality and avoid exploitation.

29. Exemptions to National Minimum Wage include:

- a. Students required to do a placement, internship or work experience for less than one year as part of a UK-based higher education course. This does not apply to students undertaking work which does not form part of their course.
- b. A placement, internship or work experience if the student is classed as a [volunteer](#)⁷ where they:
 - i. Are under no obligation to carry out work or instructions.
 - ii. Have no expectation to be paid or rewarded.
- c. Any form of work-shadowing or taster day visit as no work is expected to be undertaken (see Insight Programmes and similar work experiences section).

30. A volunteer agreement should be given to a student or graduate to outline what they can expect from the organisation and opportunity. This does not form a contract between the student or graduate and organisation.

31. Where a student or graduate is to receive a stipend or bursary, the amount should be calculated to meet National Minimum Wage legislation and include holiday pay. If unsure, please contact us before confirming the amount.

⁴ <https://www.gov.uk/national-minimum-wage-rates>

⁵ <https://www.gov.uk/national-minimum-wage-rates>

⁶ <https://www.gov.uk/employment-rights-for-interns>

⁷ <https://www.gov.uk/volunteering/volunteers-rights>

Commented [PA10]: Would this include or exclude holiday pay? We would have to calculate the NMW rate with a set amount of hours in mind to ensure this obligation was met, so if the compensation is being calculated on number of hours then I think it would need to be a part time job for an hourly rate + holiday pay, otherwise you could fall foul of holiday pay legislation. I find the whole concept of a stipend quite uncomfortable as it's not necessarily an accurate reflection of hours 'worked' or time dedicated.

Commented [LT11R10]: Thanks Kirsty and good point to raise. I agree that it doesn't cover the time or commitment given but they do exist and therefore we need to have a position on it. I suggest the addition to include holiday pay and if unsure then they need to contact us.

32. Careers & Employability will only advertise an unpaid vacancy or opportunity that is exempt from the National Minimum Wage legislation and remains in scope of the expectations of the [AGCAS Work Experience Standard](#)⁸ if the placement, internship or work experience is in accordance to the exemptions set out above and:
- The total time of the vacancy or opportunities does not exceed the equivalent of 4 weeks of full-time work (140 hours in total).
 - Is with a registered charity or voluntary organisation.
33. When advertising an unpaid vacancy and/or opportunity it must make clear that it is an 'unpaid' and adhere to the following:
- The employer should pay/reimburse all reasonable travel and any other expenses incurred throughout the vacancy or opportunity;
 - The employer should clearly articulate the benefits of the vacancy or opportunity to the student (i.e. what skills will they develop and what experience will they gain);
 - The opportunity 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).

Volunteering opportunities

34. Careers & Employability will 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 Study Visa/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](#)⁹
 - 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 and pay this out.

Contact us

35. For any questions or to discuss any points, please contact us at the details below:
- employer.services@le.ac.uk

Career & Employability
University of Leicester
LE1 7RH

May 2023

⁸ <https://www.agcas.org.uk/The-Work-Experience-Standard>

⁹ <http://www.ukcisa.org.uk/>