

# The Careers & Employability Service Advertising Policy

## Introduction

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

## Our Service

4. The Careers & Employability Service aims to respond to all vacancies, opportunities or activities enquiries or submission within three 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 an employer or organisation for further information regarding the submission to aid with this.
5. The careers platform used by the Careers & Employability Service to list vacancies and opportunities for students and graduates to search and consider an application is Target Connect, provided by GTI Group.
6. Across the Careers & Employability Service is a number of 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 practice psychometric tests including: verbal, numerical, and logical reasoning; Situational Judgement Tests; and a Personality Questionnaire. Also available are guides on what students can expect to face as part of the recruitment processes for major graduate employers.
CareerSet	An AI powered tool that analyses and then provides students with instant feedback on their CV or cover letter as well as guidance on how to improve it. The tool provides students with guidance on how to effectively tailor their application documents also.
Shortlist.Me	An online marketplace of practice interviews, some of which are provided by employers, that students can use to develop their confidence and proficiency in completing interviews. The tool offers students an opportunity to self-reflect on their performance, as well as

	providing them with guidance on improving their overall interview technique.
Student Circus	Online resources and job listings for international students that include visa-sponsored opportunities in the UK and jobs in home countries
Unitemps	The university's in-house recruitment agency which offers students temporary, part-time work opportunities both within and outside of the university.
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.
MyPlus Student's Club	Job search platform for students and graduates with disabilities or long-term conditions.
Paragon Law	Provides guidance for international students on visa/ employment options to remain in the UK post-graduation and completion of course.
Gradcracker	Online resource and job platform aimed at STEM students.

7. The Careers & Employability Service 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 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.
  
8. In the best interests of the University of Leicester and community of stakeholders, we wish to work with employers and 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 may be contacted for further information should the 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.
  
9. 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.

### **Advertising terms and conditions**

10. Please note that by advertising a vacancy, opportunity and/or activity with us, the employer or organisation agrees to the following terms. The Careers & Employability Service requires employers and organisations to:
  - 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 any expected frequency of 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 a vacancy, opportunity and/or activity 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.
11. 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. The Careers & Employability Service adheres to the core principles and standards of professional practice as described in the [AGCAS Member Code of Ethics](#)<sup>1</sup> 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 aligned to their values and ethics.
- a. The University of Leicester values working with a diverse range of employers and remains committed to encouraging a free exchange of ideas at events on campus and online. We recognise our students right to express free speech and their right to protest in a peaceful manner. To ensure the safety of all stakeholders during events on campus, there are security processes and procedures in place.
  - b. When using social media students are expected to exercise care and discretion to ensure that their posts do not feature false or misleading information about the university. Failure to exercise care and discretion will be considered a breach of Senate Regulation 11 governing student non-academic misconduct and may result in disciplinary action.
  - c. 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.
  - d. We expect employers and other organisations to be transparent with our students and graduates with respect to business activity and practices and include this information in the promotion of opportunities to enable students and graduates to make career decisions that work for them.
12. The Careers & Employability Service 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 that:
- 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;
  - 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;

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

- 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 and intermediaries

- 13. If a Recruitment Agency is recruiting on behalf of another organisation, the company's name and details must be included in the advertised vacancy and/or opportunity. This information must be visible to students and graduates on the vacancy and/or opportunity.
- 14. The client will never be directly contacted by the Careers & Employability Service regarding the roles advertise, and all applications will go via the Recruitment Agency unless otherwise stated.
- 15. Please note that we will only advertise specific vacancies and/or opportunities, not the chance to register with the Recruitment Agency itself.

### Funding support

- 16. The Careers & Employability Service often has access funding for dedicated activities and schemes with specific criteria for organisations to benefit from services and 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 for employers](https://le.ac.uk/employers).<sup>2</sup>

### Types of Vacancies and Opportunities

- 17. Types of opportunities that can be advertised with us include:

Name of opportunity	Description
a. Graduate role;	A position for a graduate, having completed their university studies.
b. Further study;	A course or programme of study, primarily targeting graduates who have completed an undergraduate degree.
c. Year in Industry (under-grad);	A placement equivalent to a year's undergraduate academic study, with a minimum of 40 weeks at 35 hours per week. Typically taken by undergraduate students as the penultimate year of their programme.
d. Industrial Placement (MSc);	A placement equivalent to between a semester and year's postgraduate academic study, with a minimum of 12 weeks, to a maximum of 52 weeks at 35 hours per week. Forms part of the students' postgraduate degree programme.
e. Internship;	A paid but unaccredited opportunity that students complete to obtain work experience that the University may have promoted or arranged for students and is typically not part of the curriculum.
f. Micro-Internship;	Short opportunity lasting less than 5 weeks to be involved with and support specific standalone or ongoing projects.
g. Part-time work	Employment during term time of up to 20 hours per week alongside studies and will often pick up more hours during vacation.
h. Insight Programme;	Offered and advertised by employers in partnership with the University, aimed at students to provide an insight into the work place for a short period.
i. Volunteering.	An unpaid and unaccredited opportunity that students complete to obtain work experience that the University has arranged for students and is not part of the curriculum.

<sup>2</sup> <https://le.ac.uk/employers>

## Paid and unpaid opportunities

18. The Careers & Employability Service will advertise all genuine vacancies and opportunities that provide valuable development of skills and experience for students and graduates which includes placement, internship, graduate and further study opportunities.
19. The Careers & Employability Service recognises that unpaid opportunities such as placements and internships can offer valuable experiences for students and graduates to apply learning from their degree programme to industry however believes that they should be paid at least National Minimum Wage for their work. Therefore a vacancy and/or opportunity that is fully compliant with UK employment legislation including [National Minimum Wage and National Living Wage](#)<sup>3</sup> and [employment rights and pay for interns](#)<sup>4</sup> will be advertised and promoted to avoid any student or graduate being exploited and ensure equality of opportunity.
20. Vacancies and opportunities that are exempt from National Minimum Wage and therefore can be listed on the careers platform are:
  - a. A placement, internship or work experience for less than one year that can form part of a student assessment within a UK-based higher education course. When applying for and undertaking such opportunities, students will be reminded that they must comply with relevant eligibility criteria outlined by guidelines such as the [University of Leicester Code of Practice](#) for student placements. This does not apply to students undertaking work which does not form part of their programme of study.
  - b. A placement, internship or work experience if the student is classed as a [volunteer](#)<sup>5</sup> where they are both:
    - i. 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 Work Experiences section). Such activity would constitute a student or graduate to be a volunteer and therefore a volunteer agreement should be provided to outline what they can expect from the organisation and opportunity.
21. The Careers & Employability Service will also advertise an unpaid vacancy or opportunity that is exempt from the National Minimum Wage legislation if the placement, internship or work experience opportunities is in accordance to the exemptions set out above and:
  - a. The total time of the vacancy or opportunities does not exceed the equivalent of 4 weeks of full-time work (140 hours in total); and/or
  - b. Is with a registered charity or voluntary organisation.
22. When listing an unpaid vacancy and/or opportunity it must make clear that it is an 'unpaid' and adhere to the following:
  - a. The employer should pay/reimburse all reasonable travel and any other expenses incurred throughout the vacancy or opportunity and make it clear when they are unable to and/or there should be potential funding available via legitimate sources to cover some or all of such costs (e.g. Turing Funding);
  - b. The employer should clearly articulate the benefits of the vacancy or opportunity to the student or graduate (i.e. what skills will they develop and what experience will they gain);
  - c. The opportunity should have quality assurance in place (e.g. service level agreements);
  - d. 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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<sup>3</sup> <https://www.gov.uk/national-minimum-wage-rates>

<sup>4</sup> <https://www.gov.uk/employment-rights-for-interns>

<sup>5</sup> <https://www.gov.uk/volunteering/volunteers-rights>

23. 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 the Careers & Employability Service before confirming the amount.

## **Part-time work**

24. The Careers & Employability Service supports students into part-time work during their studies, and our [Unitemps<sup>6</sup>](#) branch can also support employers and organisations in recruiting part-time or casual staff.

25. 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;
  - ii. During vacation time – guidance is up to 37.5 hours per week in line with university full time equivalent working hours.
- b. Postgraduate taught students:
  - iii. No more than 20 hours per week year-round;
  - iv. Not eligible for advertised university holidays unless specified by the terms of their course and confirmed by the students Certificate of Employability.
- c. Postgraduate research students:
  - v. No more than 20 hours per week year-round (updated from September 2024);
  - vi. Not eligible for advertised university holidays unless annual leave is requested in advance from their supervisor.

26. 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 student on a study visa or 'Student Route').

## **Work Experiences**

### Insight Programmes and similar

27. The Careers & Employability Service can advertise a wide range of experiences from taster days, insight programmes, micro-internship 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.

28. If the 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

29. The Careers & Employability Service can advertise virtual experience opportunities. It is expected that these virtual work experiences are designed to support students understanding and knowledge of a particular organisations or sector and are likely to be unpaid and must be advertised as unpaid and meet our requirements under the 'Paid and unpaid opportunities' section of this policy.

30. A virtual experience refers to any kind of work experience activity that you can do remotely and is not consider work. If the student is deemed as a 'worker' or an 'employee' then the activity

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<sup>6</sup> <https://www.unitemps.com/branches/university-of-leicester/>



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 Living Wage](#).<sup>7</sup> Please refer to the section on 'Paid and unpaid opportunities'.

### Volunteering opportunities

31. The Careers & Employability Service will advertise UK based volunteering opportunities to our students based on the following guidelines:
- a. Organisations eligible to advertise volunteering opportunities include not-for-profit organisations, charities, voluntary organisations, community groups and social enterprises;
  - b. 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;
  - c. The organisation should ensure any volunteering activity offered to student on a study visa 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](#)<sup>8</sup>;
  - d. The organisation should reimburse all travel and reasonable out of pocket expenses incurred through volunteering;
  - e. 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;
  - f. If the opportunity requires a DBS check, it is the responsibility of the organisation to carry and pay this out;
  - g. In the case of a legitimate volunteering opportunity taking place outside of the UK, where there is a cost or fee involved, exceptions can be made to allow for the advertising of overseas, educational/training-based opportunities with charity or not-for-profit organisations. For such roles where a cost or fee is incurred the following disclaimer text should be added to advertisements:
    - i. *This is an external global opportunity that we have been made aware of that may be of interest to University of Leicester students. The information about providers and programmes does not constitute endorsement or recommendation by the University. It is your responsibility to verify and investigate providers and programmes. As they are external to the University, if you wish to learn more or apply, please contact the organisation directly.*

### **International opportunities**

32. If you advertise a vacancy and/or opportunity outside of the UK, we expect it to comply with the host country's relevant National Minimum Wage.

### **Types of Activities**

33. 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.
34. Full details, terms and conditions of individual activities will be made available to employers and organisations in advance of booking to attend or participate.

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<sup>7</sup> <https://www.gov.uk/national-minimum-wage-rates>

<sup>8</sup> <http://www.ukcisa.org.uk/>

35. The Careers & Employability Services aims to have good numbers of student attending and engaging with the activities on campus and online. Should bookings be at 15 or fewer less than two full working days before an activity is scheduled to take place, then a discussion will be had with the employer or organisation to consider a postponement or cancellation. Those that have booked will be communicated with, including how they may be able to engage with the employer/external scheduled to attend the event.
36. The Careers & Employability Service 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.
37. 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.

### **Contact us**

38. For any questions or to discuss any points, please contact us at the details below:  
a. [employer.services@le.ac.uk](mailto:employer.services@le.ac.uk)

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### **Policy details**

Approving authority: Student Skills and Employability Sub-committee  
Responsible team: Careers and Employability Service  
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