Career Development Service – Vacancy Advertising Policy

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.

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.

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

- Graduate vacancies
- Part–time or casual work¹
- Year in industry placements
- Undergraduate internships
- Graduate internships
- UK based volunteering opportunities
- Volunteering/work abroad schemes
- Work-shadowing

Please note

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

National Legislation

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 the National Minimum Wage Act (1998).

The National Minimum Wage Act (1998) 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." (DTI Website)

Government legislation sets out that all UK work experience placements are covered by the National Minimum Wage regulations. Workers are not required to have a written contract of employment to be entitled to the NMW. A contract of employment need not be written down, but may be implied via a telephone conversation or face to face.
Vacancy advertising terms and conditions
Please note that by advertising any of the above 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;
- Require a photograph to be submitted as part of the application.
Internships and work placements
The Career Development Service run a number of programmes to support the recruitment of interns and students undertaking year in industry placements. Please contact employers@le.ac.uk for further information.

Services for SMEs
The Career Development Service has a dedicated team working to support the needs of small and medium sized enterprises both in the East Midlands and nationally. A range of support programmes and packages are available. Please contact employers@le.ac.uk.

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.

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 and other relevant volunteering legislation.

Unpaid opportunities
The Career Development Service has created a clear position and guidelines on unpaid opportunities, which may include vacation placements, internships or volunteer positions.

The CDS will only advertise unpaid opportunities that are exempt from the National Minimum Wage legislation (e.g. registered charities)². In these instances an unpaid opportunity must adhere to the following:

- Full time opportunities should last for a maximum of 4 weeks based upon a five-day working week of up to 37.5 hours a week;
- 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);
- The placement should also have a clear learning contract detailing:
  - what the learning aims and objectives are of the placement;
  - how the employer is going to meet the aims and objectives (and their role);
  - what evidence the student will produce to demonstrate achievement of those aims and objectives.
- Should 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
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;
- 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.

Work shadowing
The Career Development Service can advertise 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 opportunity’, the guidelines for which can be found above.

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:

- During term time no more than 15 hours a week;
- During vacation time – no restrictions
Further Information
The Pay and Works Rights Helpline on 0800 917 2368
- Business Link - National Minimum Wage - Volunteers and Voluntary Workers
- Helpline for employers and workers: 0845 6000 678

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1 Recruiters should also refer to the Unitemps Service offered for PT work: www.unitemps.co.uk
2 Includes: not-for-profit organisations, charities, voluntary organisations, community groups and social enterprises.