Employability & Careers
Vacancy Advertising Policy

Introduction

Employability & Careers aim to provide a wide range of job opportunities to our students and graduates, and we work in partnership with employers to achieve this. We value the relationships with employers and aim to provide a high level of service. This document outlines the basis for the working relationship between the Employability & Careers and employers and/or their agents and sets out the terms and conditions under which the vacancy advertising service is offered.

Employability & Careers advertises vacancies in accordance with current employment legislation, including anti-discrimination laws and National Minimum Wage regulations. In addition, as a member of the Association of Graduate Careers Advisory Service (AGCAS), we fully support their codes of best practice in graduate recruitment.

For more information, please see:

- AGCAS Position Statement: Internships
- Department for Business, Energy and Industrial Strategy (BEIS) - Guidance on Pay and NMW Rights and Responsibilities
- Department for Business, Energy and Industrial Strategy (BEIS) - Internships & the National Minimum Wage Q&A
- Equality Act 2010

Our definitions:

Work Experience or Shadowing is a short period of time a person spends in a specific field or occupation to learn what it is like to do that kind of work. No work should be carried out by the intern as they are only observing. This type of opportunity does not require the minimum wage to be paid.

An Internship is a period spent in a job, learning about and gaining experience in a career. Generally, an internship consists of an exchange of services for experience between the student and an organisation. These positions are temporary and should be paid.

A Placement can last between 6-12 months and offers an opportunity of work for student and graduate level applicants, providing insights into a sector, organisation or work place. Placements are expected to have clear aims and objectives.

Volunteering is an opportunity that does not involve any kind of structured work or attendance requirements that could be construed as a contract. Volunteering is any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives (NCVO). Voluntary workers are exempt from minimum wage legislation if both of the following apply (www.gov.uk):

- You are a charity, voluntary organisation, associated fund-raising body or statutory body
- You give them no monetary payments and only limited and specified expenses

We will advertise the following types of opportunities:

- Graduate level vacancies
- Paid summer internships and vacation work for current students;
• Freelancing and self-employment positions, for e.g. creative subjects, tutoring and similar, as long as they meet the National Minimum Wage legislation requirements;
• Other unpaid opportunities, if they meet conditions for exemption from the National Minimum Wage requirements for voluntary workers, as set out in the National Minimum Wage legislation.
• Professional Training Opportunities (Industrial Placement Year)
• Part time work opportunities
• Unpaid insight days
• Funded PhD’s (paying equivalent to at least the National Minimum Wage)
• Study bursaries (undergraduate or postgraduate)

We do not advertise any vacancies that to our knowledge:

• Do not comply with the National Minimum Wage legislation or any other aspect of employment law
• Have misleading or incomplete job descriptions
• Have a reward structure which is entirely or principally commission-based
• Endorse any charge to the student and/or an upfront payment, unless the opportunities are community projects where the funds are directly used to fund travel/accommodation through a registered charity, voluntary or no-profit organisation
• Endorse illegal activities or those that, in our opinion, can damage the reputation of the University of Surrey
• Represent an undue health and/or safety risk to students
• Discriminate on any protected characteristics under the Equality Act 2010 unless:
  ➢ There is a genuine occupational requirement, covered by relevant legislation, which permits exemption from this legislation
  ➢ The vacancy aims to provide people from a particular group (or groups) the opportunity to compete for work in areas in which they have been under-represented or absent, and this aim is sanctioned under relevant legislation

Note: In both the above cases, employers must quote the relevant section of the applicable Act when submitting the vacancy.

Recruitment Agencies

We do not post advertisements for students to register with an agency. We do however advertise specific vacancies for named employers that choose to act through a recruitment agency.

The same terms and conditions for vacancy advertising apply as elsewhere in this document, plus the following:
• The agency must supply the name of their client, though this will be kept confidential if requested;
• If an agency submits a vacancy already advertised by the employer in their own right or the employer submits a vacancy already sourced through an agency, we will advertise the employer’s own vacancy (removing/rejecting the agency versions as necessary) unless instructed otherwise by the employer.
• Supply agencies, e.g. for teaching, hospitality, providing jobs for students to work locally, are treated as employers and not agencies;

Submission of vacancies

All vacancies need to be uploaded online at https://pathfinder.surrey.ac.uk/employer/login.html. Employers will need to sign up for an online account in order to be able to post vacancies. Once successfully registered, they will receive an email containing their password which will allow them to log in at any time and post new roles. They will also be able to edit and remove job postings at any time.
Period of advertisement

- Vacancies will be visible on our online service until a specified closing date. Where no closing date is provided, the vacancy will expire in one month;
- We aim to approve vacancies within 1-5 working days of receipt, assuming that sufficient information has been provided and conditions of advertising are met. This should be borne in mind when submitting vacancies with short closing dates;

Terms of advertising

- Our vacancy advertising services are free of charge;
- This service is offered at the discretion of Employability & Careers and we reserve the right:
  - To assess each vacancy on its likely relevance and appropriateness to students and graduates;
  - Not to advertise vacancies we consider unsuitable;
  - Withdraw any vacancy, without notice or explanation;
  - To alter or edit advertisements for purposes of brevity or clarity before going live;
  - To refuse to advertise vacancies from a company which breaches this code of practice;
- All information provided for advertisements must be true and not misleading in any respect;
- Employability & Careers may request further information to ensure that the proposed opportunity complies with relevant legislation

Disclaimer

The University does not give any warranty or other assurance as to the material content, operation, description of any job, quality or functionality or fitness for any particular purpose of the vacancy advertising service, and limit all statutory or other liability to the fullest extent permissible by law and disclaims all responsibility for any damages or losses, including, without limitation, financial loss, loss of business, or any other consequential loss arising in contract, tort or otherwise from the use or otherwise of these services.

Queries and further information

If you have any questions about the application of this policy or in relation to advertising your vacancies, please contact us via email careers@surrey.ac.uk or via phone +44(0)1483 689001/2.

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