Introduction

The Careers Service aims 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 Careers Service and employers and/or their agents and sets out the terms and conditions under which the vacancies advertising service is offered.

The Careers Service 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 and other related standards.

For more information, please see:

- AGCAS Codes of Best Practice in Graduate Recruitment
- AGCAS Position Statement: Internships
- Department for Business, Innovation & Skills (BIS) - Guidance on Pay and NMW Rights and Responsibilities
- Department for Business, Innovation & Skills (BIS) - Internships & the National Minimum Wage Q&A

Our definitions:

Work Experience is a period a person spends working in a specific field or occupation to learn what it is like to do that kind of work. The duration of such opportunities should be four weeks or less.

An Internship is a period often in excess of one month in a job, training for a professional career. Generally, an internship consists of an exchange of services for experience between the student and an organisation. These positions are temporary and may be paid or unpaid. If unpaid, the duration of such opportunities should be four weeks or less.

A Placement is an opportunity of a period of 6-12 months that offers an opportunity of work appropriate for student/graduate level applicants, and provides an opportunity to gain insights into a sector, organisation or work place that would be beneficial for the post holder. Placements are expected to have clear aims and objectives.

Work Shadowing is an opportunity that does not involve any kind of structured work or attendance requirements that could be construed as a contract. The duration of such opportunities should be four weeks or less.

We will advertise the following types of employment:

- Graduate level vacancies with an immediate start date;
- Graduate level vacancies for final year students with a future start date;
- Graduate and/or final year schemes available throughout the year;
- 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;
- Zero-hours opportunities as long as they meet the National Minimum Wage legislation requirements;
- Unpaid opportunities with the duration of four weeks or less;
• 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.

Notes:
1. All opportunities will always be considered on a case by case basis;
2. 12 month placement roles suitable for the professional training year will be passed to the relevant Placement Administrator for promotion within departments.

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;
• Involve any form of financial investment by the applicant;
• Endorse any charge to the student and/or an upfront payment, unless the opportunities are community and/or conservation volunteering projects where the funds are directly used to fund travel/ accommodation through a registered charity, voluntary or non-profit organisation;
• Endorse illegal/immoral 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;
• Offering teaching outside the UK:
• Discriminate on the basis of race, gender, disability, religion, age, sexual preference, physical appearance, or other protected characteristics 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 more than one agency submits the same vacancy we will act in favour of the first agency to contact us unless instructed otherwise by the employer;
• 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.

Notes:
1. Supply agencies e.g. for teaching, hospitality, providing jobs for students to work locally, are treated as employers and not agencies;
2. Agencies, that use the online vacancies system to enlarge their student database, will be rejected by the Careers Service.

Submission of vacancies

All vacancies need to be uploaded online at http://employer.surrey.prospects.ac.uk. 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 appearing in our online service will appear until a specified closing date. Where no closing date is provided, the vacancy will expire in one month;
- Advertised vacancies are removed from the system after 4 weeks automatically;
- 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;
- Advertisers wishing for any delay in the release of a vacancy should state this clearly when submitting the vacancy and give the required date of release.

**Vacancies must include the following information:**

- Full details of the organisation/agency including the name and full postal address;
- A contact landline telephone number;
- Full details of the vacancy including an outline job description, the geographical location of the position and salary details which must comply with the National Minimum Wage legislation;
- The Employer's requirements in terms of qualifications, skills, experience and/or personal qualities as appropriate;
- Clear information about the method of application to be used by candidates (including the URL for online applications);
- Charities offering volunteer work in the UK or abroad, should clearly state:
  - That the work is voluntary;
  - The nature of any financial assistance that may be available such as spending money, travel expenses or luncheon vouchers, etc;
  - The charity registration number.

**All opportunities are distributed online as follows:**

- Displayed to the University of Surrey students and graduates via our online vacancies system;
- Students and graduates who register with our online vacancies system can set up their accounts so that they receive email alerts every time a new opportunity matching their requirements is advertised;
- Interested students apply by being directed either to employer's website or an email address they provide.

**Selection of candidates**

- The Careers Service expects advertisers to select candidates in accordance with all relevant employment legislation;
- We do not pre-select candidates for employers, nor can we undertake to receive CVs, application forms etc, on behalf of employers or their agents;
- We may be able to provide accommodation for interviews to take place on campus. This service is offered at the discretion of the Careers Service, and a charge may be applicable.

**Terms of advertising**

- Our vacancy advertising services are free of charge;
- **This service is offered at the discretion of the Careers Service 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, or 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;
- The Careers Service may request further information to ensure that the proposed opportunity complies with relevant legislation;
- Any vacancies sent to us by email or post will not be advertised;
- Although our online vacancy service is predominantly accessed by the University of Surrey students and graduates, any information sent is placed in the public domain and could potentially be accessed by anyone.

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.