

Northumbria University Careers and Employment Service

Policy for Employers and Organisations Recruiting Northumbria Students and Graduates

Overview

The Careers and Employment Service at Northumbria University aims to promote employers and their opportunities with a high level of accuracy and impartiality, whilst working in the best interests of our students and graduates.

Our Employer Liaison Team can provide advice and support on:

- Recruitment strategies and planning
- Advertising graduate vacancies, placements, work experience, part-time work and volunteering opportunities through our JobsOnline vacancy database. JobsOnline is a self-service system and allows users to manage their own advertising online.
- Raising your profile at Northumbria University through a variety of on-campus fairs, presentations, workshops and student/employer engagement events

For more information please see www.northumbria.ac.uk/servicesforemployers

Contact sv.employers@northumbria.ac.uk 0191 349 5203

On-campus visits and promotional events

1. Requests for campus visits should be made via the Careers and Employment Service booking form, which is available on our website via the Northumbria employer careers hub NU TARGETconnect. Confirmation of acceptance of the booking request will be made in writing and is subject to availability and your acceptance of the University Terms & Conditions.
2. The University makes every effort to promote events but cannot guarantee student attendance.
3. The Careers and Employment Service reserves the right to decline bookings or requests to arrange campus visits (presentations, workshops, information stands and interview sessions) for employers.
4. Employers visiting campus are not permitted to canvas students generally, distribute leaflets or display promotional materials except in the locations authorised by the booking.
5. No financial or other liability will be accepted by the University if the booking is cancelled for reasons beyond the control of the University.
6. In the event of an employer cancelling a booking for a presentation, workshop, information stand, drop-in or interview session within 48hrs of the agreed date and time the University reserves the right to recover from the employer reasonable costs of £150.
7. While on the University's premises, visitors are required to abide by the University's policies, in particular [health and safety](#), [equal opportunities](#) and [visiting and external speakers and events](#) on campus.
8. Exhibitor stands at careers fairs are covered by the event terms and conditions provided at point of booking to attend a fair
9. See our full [Terms and Conditions](#) for Northumbria Placements & Careers Fair.

See our full [Terms & Conditions](#) for the Part-Time Jobs Fair.

See our full [Terms & Conditions](#) for Employer Visits on Campus.

Northumbria Careers and Employment Service Vacancy Advertising Policy

Vacancies must be suitable for graduate/student employment. This includes;

- i. Part time work – 16 hours max during term time
- ii. Graduate jobs – immediate start and future start
- iii. Placements undertaken as part of an undergraduate degree programme usually lasting 3-12 months
- iv. Paid Internships for students and graduates
- v. Volunteering for a charity, voluntary organisation, or statutory body
- vi. Work experience or shadowing

The University reserves the right not to advertise vacancies or voluntary opportunities which in our sole opinion are not suitable for advertising through our service, or which we feel are not in the best interests of our students and graduates.

All UK based employment opportunities must be paid at or above National Minimum Wage (NMW) Rates unless exempt.

When using our self-service vacancy advertising service – JobsOnline, we require you to provide complete and accurate information about the vacancy, including:

1. A brief description of your organisation
2. Full contact details including a postal address (not PO Box number), business email address and landline telephone number.
3. Job title along with a brief description of the role
4. Qualifications, skills or experience required
5. How you would like interested candidates to apply
6. Details of a website or other contact details where applicants can obtain further information about the vacancy
7. Remuneration details
8. If possible all vacancies should have a definite closing date. If no closing date is provided we will advertise each vacancy for a period of 4 weeks.

We reserve the right not to publish any vacancies that in our opinion have misleading, incomplete or inaccurate job adverts.

All vacancies will be assessed in the light of the legislation contained in the Equality Act 2010 regardless of the country in which the vacancy is based.

Vacancies must comply with the Equality legislation and be free from discriminatory language (age, race, gender, sexual orientation etc.). We reserve the right not to advertise vacancies that in our opinion do not comply.

1. By publishing a vacancy, you are agreeing that you hold valid employers' liability and public liability insurance to a reasonable level and a current health and safety policy meeting the requirements of the [Health & Safety Executive](#).
2. We ask that we are notified as soon as a vacancy has been filled before the advertised closing date so that it can be removed from the vacancy system. We also ask that you let us know if you recruit a Northumbria University student or graduate.
3. All employers advertising vacancies should provide the successful candidate with full contractual information prior to the start date.
4. The University does not recommend individual students or graduates apply to a particular employer or for jobs advertised on JobsOnline nor does it provide employers with details of candidates who may be suitable for particular posts.

We are not able to advertise

1. Commission only opportunities. Exceptions may be made at the discretion of the University where the opportunity is for campus-based activity, for example student brand managers. In such cases anticipated earnings should be above NMW rates and the activity should not exceed 16 hours per week.
2. Roles posted by recruitment agencies which do not declare the third party organisation either in the advert or when requested.
3. Work in the sex industry
4. Roles which require an unreasonable financial outlay from the student/graduate
5. Roles which we consider to represent an undue health and safety risk
6. Any vacancy which promotes or endorses illegal activity
7. Roles which require students to work in door to door sales or similar roles
8. Roles involving students writing or sharing academically related material for use by other students
9. Courses with commercial training providers
10. Roles that are connected with a 'pyramid', 'network' or similar scheme.
11. Roles that require the taking of medication or other forms of treatment such as participating in drugs trials
12. Au pair vacancies
13. Self-employment opportunities
14. Vacancies that request photographs for the recruitment process
15. Opportunities requiring an unpaid period of pre-employment training along with a contractual requirement for the individual to pay back training costs if they leave your employment before a specified period. Unless this clause is open and transparently included in the advertisement.
16. Any other vacancy, which at the University's discretion, it deems unacceptable.

Unpaid opportunities and volunteering

We support the position statement on Internships produced by AGCAS (the Association of Graduate Careers Advisory Services) on Internships. For full details go to <http://www.agcas.org.uk/>

1. We will advertise opportunities for Voluntary Workers as defined under Section 44 of the National Minimum Wage Act 1998. Opportunities must be with a registered charity, voluntary

organisation, associated fundraising body or statutory body. In order to ensure that all positions, including internships are accessible to anybody with the skills and potential to succeed we encourage you to offer at least travel and subsistence expenses, even if your position is not covered by minimum wage legislation.

2. Other organisations advertising for 'Volunteers' should note that the use of the term 'volunteer' should conform to the definition of the term as defined by the National Minimum Wage Act. If the 'Volunteer' is under an obligation to work they are in fact a 'Worker' and entitled to the National Minimum Wage.
3. Organisations submitting volunteering opportunities are responsible for ensuring their positions are not entitled to National Minimum Wage.
4. If 'work experience' is unpaid/on a flat fee basis it must be clear that the main beneficiary is the student/graduate, unless it is an official part of a student's programme and/or is very short term. Full time unpaid work experience opportunities should last for a maximum of 4 weeks based upon a five-day working week of 37.5 hours a week.
5. Opportunities for voluntary work overseas are assessed individually by the Employer Liaison Coordinator in consultation with other staff. Relevant factors include the nature of the sending organisation, for example whether it has a UK charity registration number, and whether programme costs or other qualifying factors may exclude some students. 'Who is the main beneficiary of the programme?' is a key question in arriving at a decision on whether or not to publish an opportunity.

International Opportunities

- If you advertise an opportunity outside of the UK, we will expect that you have checked that it complies with the host country's relevant National Minimum Wage and other relevant volunteering legislation.

Recruitment of International Students and Graduates

- Northumbria University is not responsible for checking or verifying that individual applicants are legally entitled to work in the United Kingdom and does not accept any liability whatsoever in this regard.
- The Careers and Employment Service is unable to provide advice to employers on legislation relevant to the recruitment of non-EEA nationals. Any queries should be addressed to the UKBA or to an appropriately qualified legal adviser.
- We are unable to publish advertisements that contain a blanket ban on applications from non-EEA nationals (unless they are exempt from discrimination provisions under the Equality Act or other legislation relating to employment). Statements which make reference to restrictions of this nature could deter potential eligible candidates from applying for job vacancies and is misleading. All candidates should be treated the same and their application assessed on merits and suitability. Eligibility to work in the UK should be verified in the final stages of the selection process rather than at the application stage. See [Equality Act 2010 Employment Statutory Code of Practice](#) 16.67 page 235

Advice and support on recruiting international students and graduates can be found in the [AGCAS guide](#).

Working in a private individual's home

- Opportunities for work in a private individual's home must come through an established agency.
- Where work takes place in private households, especially those that involve work with vulnerable groups, we will need to be satisfied, at the time a vacancy is submitted, that the work is taking place under the supervision of an appropriately licenced agency providing all necessary training and appropriate liability insurance

Students/graduates working in their own home

- For vacancies that require students/graduates to work in their own home, it is the employer's responsibility to ensure that they have a Home Working policy that adheres to the Health and Safety at Work Act 1974. For further guidance, employers can refer to the Health and Safety Executive website and download guidance for Home Working at <http://www.hse.gov.uk/pubns/indq226.pdf>

Student part time employment

We will not advertise opportunities of more than 16 hours per week during term time.

Data protection

The University processes personal data in accordance with our obligations under the UK Data Protection Act 1998 (DPA). The DPA will be replaced on 25th May 2018 by the EU wide general Data Protection Regulations (GDPR).

Please refer to the Careers and Employment Service Privacy Notice which describes how and why Northumbria University processes your personal information and how you can control your rights under relevant data protection legislation.

Privacy Notice

<https://www.northumbria.ac.uk/-/media/002d30b8a367441d96dd22f5d59cc702.ashx?h=16&thn=1&w=16>

Modern Slavery Statement

<https://www.northumbria.ac.uk/governance/modern-slavery-statement/>

Disclaimer

For the avoidance of doubt the University does not accept liability whatsoever for anything which may arise out of the content of any advert.

Advertisement which contravene current employment legislation may result in proceedings taken against both the advertiser and the publisher. By submitting an advertisement to the Careers and Employment Service you are confirming that you comply with all the relevant legislation.

The University will bear no liability for any loss, damage or delay arising from the delivery of services to promote an employer or their opportunities.

The University does not accept any responsibility or liability whatsoever for the performance and or behaviour of students and graduates either during the application process or as employees or workers of an organisation.

Please note we will add the following disclaimer to the student view of JobsOnline

The Careers and Employment Service reviews each vacancy before it is published and checks that the vacancy appears to be compatible with the terms of the University's Vacancy Advertising Policy. Since the Careers and Employment Service is unable to regulate the quality or work environment of the advertised opportunities, you are advised to check all details of vacancies when making an application or accepting an offer of employment. All vacancies are published in good faith, based on the information provided by the organisation.

The University does not make any specific endorsement or recommendation of the opportunities advertised here. The University accepts no liability for any loss or damage suffered by a student or graduate as a result of taking up an opportunity advertised on JobsOnline. The University accepts no liability for the actions of students or graduates recruited following a posting on JobsOnline.

Reviewed March 2018