

## Table of Contents

Graduate Futures Vacancy Policy Overview.....	2
Guidelines for advertising opportunities on JobsOnline.....	2
We are not able to advertise: .....	4
Unpaid opportunities and volunteering .....	4
International Opportunities .....	5
Opportunities Teaching English Abroad.....	5
Working in a private individual’s home.....	5
Student part time employment .....	5
Students/graduates working remotely/from home.....	6
Recruitment of International Students and Graduates.....	6
Safeguarding .....	6
Data protection .....	6
Disclaimer .....	6

## Northumbria University Graduate Futures Service

### Policy for Employers and Organisations Recruiting Northumbria Students and Graduates

#### Overview

The Graduate Futures 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 current students and graduates. We are bound by the core principles and standards of professional practice as outlined in the [AGCAS Work Experience Standard](#).

Our Graduate Futures Team can support with:

1. **Advertising Opportunities:** Share your graduate vacancies, placements, internships, part-time work and volunteering opportunities through our [JobsOnline](#) vacancy database. [JobsOnline](#) is a free self-service system that allows employers to independently manage their online advertisements.

Please note: 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.

2. **On-Campus Engagement:** Raise your profile at Northumbria University through various on-campus fairs, presentations, workshops, and/or virtual student/employer engagement events.

See our full [Terms & Conditions](#) for Northumbria [Graduate Jobs & Placements Fair](#).

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

See our Policy and Guidance for [Visiting and External Speakers and Events](#)

3. **Recruitment Strategies and Planning:** You can [contact us](#) for further details of how we can help you with your recruitment.

For any further queries, please [contact us](#).

#### **Guidelines for advertising opportunities on [JobsOnline](#)**

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

- Paid part time work – a maximum of 20 hours per week during term time. Please search for “Term Dates” in the relevant [Academic Calendar](#).
- Paid graduate jobs – full-time permanent or fixed-term roles, which may require a degree or equivalent qualification.
- Placements - work experience undertaken as part of the student’s course, for which they receive academic credit.
- Paid work experience including internships - positions that typically occur over holiday periods but can also be offered to graduates.
- Volunteering - unpaid work for a registered charity or statutory body. If you are not a registered charity or a statutory body, please refer to the [“Unpaid opportunities and](#)

[volunteering](#)” section below for further guidance. Such cases will be considered on a case-by-case basis.

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 employers 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 – we prefer that employers either list a specific salary or salary range if known. This can encourage a more diverse range of applications, as when a salary figure is not shown, it can discourage students from applying. While we will accept adverts with a salary listed as “Competitive”, providing more specific information will help students make informed decisions about whether to apply which may prove beneficial during your recruitment process.
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.

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.

Vacancies must comply with the [Equality Act 2010](#) legislation and be free from discriminatory language (age, race, gender, sexual orientation etc.) and [indirect discrimination](#) regardless of the country in which the vacancy is based (see [ACAS website](#) for more information about indirect discrimination). We reserve the right not to advertise vacancies that in our opinion do not comply.

**By publishing a vacancy, you are agreeing that:**

1. You hold a valid [employers’ liability](#) insurance (i.e. insurance for injuries or accidents involving employees), public liability insurance (i.e. coverage for accidents or damages that might affect the public) or equivalent if vacancy is based outside the United Kingdom; and The University reserves the right to request sight of certificates of such insurance cover.
2. You hold a current health and safety policy, meeting the requirements of the [Health & Safety Executive](#)., and the University reserves the right to request sight of such policy.
3. You agree to adhere with our [Modern Slavery Statement](#).
4. 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. You will provide The University with the details of when a Northumbria Student or graduate is successful in obtaining the advertised position.
5. All employers advertising vacancies should provide the successful candidate with full contractual information, in line with relevant employment law and other relevant

requirements prior to the start date and a structured induction that covers health and safety and role and responsibilities.

6. 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, for example, the opportunity is for campus-based activity (e.g. student brand managers). In such cases anticipated earnings should be above NMW rates and the activity should not exceed 20 hours per week during term time. Please search for “Term Dates” in the relevant [Academic Calendar](#).
2. Roles posted by recruitment agencies which do not declare the third-party organisation either in the advert or when requested:
  - If the vacancy includes the name of a third-party organisation, the employer can choose whether to display it to students or not. While we would ask for disclosure to university staff, it is not mandatory to make it visible to students.
3. Work in the sex industry.
4. Roles which require an unreasonable financial outlay from the student/graduate.
5. Roles which we consider representing 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. Exception may be given where the opportunity includes paid employment of the participant by the provider or as a volunteer of a registered charity.
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. Vacancies that specifically request photographs of applicants for the recruitment process.
14. 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.
15. Any other vacancy, which at the University’s sole 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).

1. We will advertise opportunities for Voluntary Workers as defined under [Section 44 of the National Minimum Wage Act 1998](#) or equivalent for any opportunities based overseas. 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 or equivalent for any opportunities based overseas.
4. If “work experience” is unpaid/on a flat fee basis there must be clear and significant benefits to the student/graduate, unless it is an official part of a student’s programme and/or is very short term as determined on a case-by-case basis. 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. Such cases will be considered on a case-by-case basis with The University’s decision being final.
5. Opportunities for voluntary work overseas are assessed individually by the Graduate Futures Team 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, any other relevant employment and volunteering legislation. International opportunities will be considered on a case-by-case basis, with The University’s decision being final.

### **Opportunities Teaching English Abroad**

We will use our discretion to determine which agencies we advertise on behalf of. A decision will be made on a case-by-case basis, with The University’s decision being final.

### **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, The University reserves the right to request sight of certificates of such insurance cover.

### **Student part time employment**

We will not advertise part-time opportunities where it is expected a student will be working more than 20 hours per week during term time. Please search for “Term Dates” in the relevant [Academic Calendar](#)

### **Students/graduates working remotely/from home**

For vacancies that require students/graduates to work remotely/from 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 Home Working guidance](#).

### **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 Graduate Futures 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 will not publish advertisements with blanket bans on non-EEA nationals (unless they are exempt from discrimination provisions under the Equality Act or other legislation relating to employment). All applicants should be treated equally and assessed on merit and UK work eligibility should be verified in final selection stages, rather than at the application stage. For more information, refer to [Equality Act 2010, Employment Statutory Code of Practice](#), 16.67, p. 235
- Advice and support on recruiting international students and graduates can be found in the [AGCAS guide](#)

### **Safeguarding**

Safeguarding of our students and recent graduates is important to the University. By advertising your role through the University, you confirm that your organisation has appropriate safeguarding policies and mechanisms in place that meet relevant legislation and good practice. You may find the following examples beneficial [Northumbria University's Safeguarding Policy](#), [NHS Safe Learning Environment Charter](#) and [Institute of Student Employers' How To Safeguard Work Experience Students Effectively](#).

### **Data protection**

The University processes personal data in accordance with our obligations under the General Data Protection Regulations (GDPR).

Please refer to the Graduate Futures 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.

### **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.

Advertisements which contravene current employment legislation may result in proceedings taken against both the advertiser and the publisher. By submitting an advertisement to the Graduate Futures 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**

*Graduate Futures review 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 Graduate Futures are 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.*

For information on safe job-seeking and how to protect yourself against fake jobs click [here](#).

<b>Effective From:</b>	June, 2024	<b>Last Review Date:</b>	June, 2025
<b>Approval Authority:</b>	Graduate Futures Management Team	<b>Approved:</b>	June 2025
<b>Executive Owner:</b>	Graham Wynn – Pro Vice-Chancellor	<b>Business Owner:</b>	Andrew Haxell – Assistant Director (Graduate Futures)
<b>Next Review Date:</b>	June, 2026	<b>Publication External Y/N</b>	Y

Northumbria University Graduate Futures draws guidance from the recognised policies and codes of best practice set out by the following professional bodies and organisations of which we are a member: