

Vacancy Advertising Terms

Thank you for advertising your opportunities with the University of Birmingham Careers Network. We have created these terms to support you in advertising relevant opportunities to our students and graduates.

We advertise opportunities through our online vacancies board, [Careers Connect](#). You must first register before posting opportunities. Your organisation may already have a profile registered, please contact us to enquire.

Opportunity types

Please select the correct category when uploading your opportunity to Careers Connect. Categories include the following:

Opportunity Type	Definition
Graduate Opportunity	Includes full-time and part-time positions and graduate schemes. Entry-level position that requires a degree paying the National Minimum Wage (NMW) or above.
Postgraduate Opportunity	Includes full-time and part-time positions and graduate schemes. Position that requires a postgraduate degree paying the National Minimum Wage (NMW) or above.
Funded PhD Opportunity	PhD projects with funding attached such as an annual stipend. We are interested in niche opportunities (opportunities that are not already widely advertised e.g. on FindAPhD.com). PhD opportunities for all academic areas are accepted.
Internship	Candidates carry out specific work- related tasks over a set period of time. The aim of an internship is to provide the intern with professional experience and the opportunity to develop skills related to working in a particular sector or profession. Should be paid at the higher rate of National Minimum Wage. Ranging typically from one week to 12 weeks during a vacation. They may work full time or part time hours.
Graduate Internship	Candidates carry out specific work- related tasks over a set period of time. The aim of an internship is to provide the intern with professional experience and the opportunity to develop skills related to working in a particular sector or profession. Should be paid at the higher rate of National Minimum Wage. Graduate Internships can be for a longer period, having already left university. They may work full time or part time hours.
Placement	For students enrolled on a higher education course which includes a period of work experience. The placement helps to combine academic theory with practice. The experience is usually paid by the organisation. This should not exceed one year.
Work Experience (including work shadowing)	Intended to enable students to develop their skills and knowledge. The student is not expected to undertake specific work-related tasks, but is given the opportunity to learn more about the sector/profession through activities such as observation, shadowing, attending meetings, talking to employees. This is non-contractual and unpaid, as the student should not be carrying out tasks which an employee or worker would do. Most work shadowing opportunities are one or two day experiences; however in larger organisations there may be enough opportunities to last a week. Most work experience opportunities are no more than 4 weeks or 20 working days within a 10 week period.
Fee-paying Overseas Opportunity	Any work experience opportunities outside of the UK requiring a financial payment from students. When your opportunities are placed on our database they include a disclaimer making our students/graduates aware that this opportunity is outside of our terms of advising and they should undertake their own research into the advertised opportunity. We reserve the right not to advertise any position we deem unsuitable for our students and graduates.

Please note by advertising with us you are agreeing to the below terms.

Advertising terms

- We reserve the right to reject any opportunities that we think are unsuitable for our students.
- You must be able to provide your company registration and/or VAT registration number upon request.
- All opportunities must be written in English, we cannot advertise any opportunity that we are unable to confirm the content.

The opportunity you are advertising must not:

- Discriminate against candidates on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or any other basis protected by law.
- Require our current international students (from outside the EU) to work more than 20 hours per week in term time (international students can work full time during vacation periods) or more than 10 hours per week during term time depending on when their immigration application was made. Further details can be found at www.ukcisa.org.uk.
- Require our students/graduates to work in a private residential address.
- Involve students/graduates in writing academic essays for use by other students.
- Pay solely on a commission basis or less than the National Minimum Wage, excluding the exemptions set overleaf.

Salary/Wage requirements

- Paid opportunities should pay the National Minimum Wage or the National Living Wage, although we recommend employers pay salaries reflecting the level of work our students/graduates are undertaking. For details of National Minimum Wage rates see <https://www.gov.uk/national-minimum-wage-rates>.
- All unpaid opportunities which do not form a contract of employment or a worker relationship (and are not part of a placement year as part of a course) are exempt from NMW and will only be advertised if they are no longer than 20 working days within a 10 week period on a part-time basis or no longer than 4 weeks on a full-time basis <https://www.gov.uk/employment-rights-for-interns>.
- Opportunities that are of a purely volunteering nature are exempt from NMW. Opportunities that are of a purely volunteering nature will be passed to our Student Development department within the Guild of Students. For further details please contact volunteering@guild.bham.ac.uk; 0121 251 2411.
- It is the responsibility of the organisation to ensure that unpaid opportunities are not entitled to NMW. It is good practice to offer reimbursement if all out-of-pocket expenses for costs incurred whilst volunteering, e.g. travel and lunch.
- Any work experience opportunities requiring a financial payment from students are currently processed outside these terms, and dealt with on a case by case basis. If your opportunities are placed on our database they include a disclaimer making our students/graduates aware of this and advising they undertake their own research into the advertised opportunity.

Policy and Health and Safety requirements

By placing an advert (paid or unpaid) with Careers Network you are agreeing that you have valid and up to date:

- Employers Liability and Public Liability Insurance (covering the advertised opportunity, be that paid or unpaid)
- Health and Safety policy (including records of accidents and incidents)
- Risk Assessments
- Equal Opportunities policy

You must also provide our students/graduates with health and safety training appropriate to the location/s they will be working/volunteering in with your organisation.

If the opportunity you are advertising requires our students/graduates to come into contact with vulnerable client groups you must have health and safety procedures and risk assessments in place to ensure they are protected.

If you have any enquiries regarding the above options, or your vacancy falls outside of these, please contact:

Graduate and Postgraduate Opportunities

The Employer Relations Team

0121 415 9026

recruiters@contacts.bham.ac.uk

Work experience, Internships and Placements

The Internships and Work Experience Team

0121 414 6009

internships@contacts.bham.ac.uk

Volunteering, Casual Work for students

Jobs, Skills and Volunteering

0121 251 2500

jobs@guild.bham.ac.uk

0121 251 2411

volunteering@guild.bham.ac.uk

Careers Network works within, and expects employers advertising with us to work within, the Code of Best Practice in Graduate Recruitment as agreed by AGCAS/AGR/NUS www.agcas.org.uk/pages/codes-of-practice.