

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. If you have any questions, please contact our reception on 0121 414 6120 or email recruiters@contacts.bham.ac.uk

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

Advertising terms

The paid or voluntary 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 students to work more than 15 hours per week during term time. (There are no University time restrictions on vacation work, year placement students and graduates). Please note that students from outside the EU can work up to 20 hours per week in vacation periods and up to 10 hours per week depending on when their immigration application was made. Further details can be found at www.ukcisa.org.uk
- Require an up-front financial investment by our students/graduates except if the vacancy is for a direct seller who is operating within the Direct Selling Association's Code of Business Conduct, see below.
- 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.

Please note:

- Paid opportunities should pay the National Minimum Wage although we recommend employers pay salaries reflecting the level of work our students/graduates are undertaking. We recommend a minimum of £6.50 for any role. For details of National Minimum Wage rates see <https://www.gov.uk/national-minimum-wage-rates>, further information you may find useful can be found at <https://www.gov.uk/employment-rights-for-interns>
- Part time Opportunities that are unpaid will only be advertised if they do not exceed ten weeks and are no longer than 20 working days within that ten week period.
- If you are advertising a direct selling opportunity you must be a member of the Direct Selling Association (www.dsa.org.uk) and must adhere to their Code of Business Conduct. A copy can be downloaded at http://www.dsa.org.uk/documents/DSA_Business_Code.pdf If you are not a member we will not advertise your opportunity. Failure to adhere to the Code of Business Conduct will result in vacancies being removed from our database

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.

National minimum wage exemptions

All opportunities submitted must pay the National Minimum Wage (NMW) or above, unless they fall into the following exemptions:

1. When a student/graduate spends a short period with a profit making organisation in a role providing concrete opportunities for the individual to develop their skills and experiences. Placements of this nature should be mutually beneficial enabling organisations to undertake additional activities, but they should not replace or fill staff roles which are necessary to the running of the organisation. We welcome work experience placements of this nature up to 4 weeks in duration¹.
2. When a student is undertaking a work experience placement as part of a UK based higher education course, which does not exceed one year. This would, for example, allow students to undertake a placement based dissertation or research activity if this formed part of their degree without being paid. We would however welcome profit making organisations using students for projects to pay them at the NMW or above.
3. Unpaid roles in not for profit organisations (including charities, voluntary organisations, associated fundraising bodies, schools, hospitals or other similar body) which do not form a contract of employment or a worker relationship are exempt from NMW. Organisations submitting volunteering opportunities are responsible for ensuring their positions are not entitled to NMW. Further information can be found at <https://www.gov.uk/employment-rights-for-interns>

¹ The student/graduate must not be obligated to perform work and the employer must not be obligated to provide work. If there is mutual obligation this would be seen to form a contract of employment, regardless of whether a 'written' contract has been provided, and would therefore need to be paid at the NMW or above.

4. Unpaid roles in not for profit organisations (including charities, voluntary organisations, associated fundraising bodies, schools, hospitals or other similar body) who do not meet the exemption above e.g. the work is not of a purely voluntary nature will only be advertised for up to 4 weeks in duration.² Placements of this nature should be mutually beneficial enabling organisations to undertake additional activities, but they should not replace or fill staff roles which are necessary to the running of the organisation. Part time Opportunities that are unpaid will only be advertised if they do not exceed ten weeks and are no longer than 20 working days within that ten week period.
5. 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
6. If the position consists entirely of work shadowing with no performed work.
7. If the opportunity is overseas.

We would welcome organisations adopting any of the above options to offer reasonable re-imbursement of students'/graduates' expenses³.

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

Tamsin Burley	0121 414 8955	t.g.burley@bham.ac.uk	(graduate vacancies)
Rachel Hu	0121 415 9030	r.hu@bham.ac.uk	(graduate vacancies)
Angela Skitt	0121 414 6009	a.skitt@bham.ac.uk	(work experience, internships, placements)

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.

Fee based work experience opportunities

Unpaid work experience opportunities requiring a financial payment from students are currently processed outside these terms. When 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.

We reserve the right not to advertise any position we deem unsuitable for our students and graduates.

² The student/graduate must not be obligated to perform work and the employer must not be obligated to provide work. If there is mutual obligation this would be seen to form a contract of employment, regardless of whether a 'written' contract has been provided, and would therefore need to be paid at the NMW or above.

³ Organisations offering students/graduates expenses for unpaid work experience/volunteering should only cover reasonable expenses (the costs actually incurred to undertake the opportunity). Reimbursements/payments above reasonable costs infer a 'worker' relationship exists and individuals would then need to be paid at the NMW or above.