

## Vacancy Advertising Terms

Before posting an opportunity, please check that the academic requirements of the position can be met by the degree courses provided by University of Birmingham. Organisations can find a list of our [Colleges and Schools](#) on our University website.

Careers Network have created these terms to support organisations in advertising relevant opportunities to our students and graduates.

Careers Network advertise opportunities through our online vacancies board, [Careers Connect](#). The organisation must first register before posting opportunities. Please check with the Employer Relations Team that the organisation is not already registered.

### **Graduate (Bachelor's) and Postgraduate (Master's/PhD) Opportunities**

The organisation should take care to select the correct opportunity type when uploading the opportunity to Careers Connect.

Opportunity Type	Definition
Graduate Job	Includes full-time positions that require at least a Bachelor's level degree and pays the <a href="#">National Minimum Wage (NMW)</a> or above.
Graduate Scheme	Includes structured programmes that include training and working, targeted to recent graduates of at least a Bachelor's level degree. These positions are usually for a period of 1 to 3 years and would normally lead to a permanent position and often a professional qualification.
Postgraduate Job (requires a PhD or Master's)	Includes full-time positions that require a Master's or PhD level degree paying the <a href="#">National Minimum Wage (NMW)</a> or above.
Funded PhD Opportunity	PhD projects with funding attached such as an annual stipend. Careers Network 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.
If the organisation has queries regarding the opportunities listed above, please email the Employer Relations team: <a href="mailto:recruiters@contacts.bham.ac.uk">recruiters@contacts.bham.ac.uk</a>	

### **Work Experience, Placement and Internship Opportunities**

The organisation should take care to select the correct opportunity type when uploading the opportunity to Careers Connect.

Opportunity Type	Definition
Internship	Candidates carry out specific work-related tasks over a set period. 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. Range typically from one week to 12 weeks during a vacation. They may work full time or part time hours.
Graduate Internship	Graduate Internships can be for a longer period, having already left university. Candidates carry out specific work-related tasks over a set period. 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. 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 and 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 the organisation's opportunities are placed on our database, they include a disclaimer making our students/graduates aware that this opportunity is outside of our terms of advertising and they should undertake their own research into the advertised opportunity.
Part-time job	Part-time jobs roles paying the <u>National Minimum Wage (NMW)</u> or above. The University recommends that full-time undergraduate students do not work for more than 15 hours a week during term time.
If the organisation has any queries regarding the above opportunity types, please email the Internships and Work Experience Team, <a href="mailto:internships@contacts.bham.ac.uk">internships@contacts.bham.ac.uk</a>	

**Please note by advertising with Careers Network the organisation is agreeing to the below terms.**

1. The organisation understands that:

- 1.1. Careers Network reserve the right not to advertise opportunities that Careers Network think are unsuitable for University of Birmingham students and graduates. The decision of University of Birmingham Careers Network is final.
- 1.2. Uploading the organisation's vacancy to Careers Connect does not guarantee views of, or applications to the organisation's vacancy.
- 1.3. Uploading the organisation's vacancy to Careers Connect is a mechanism to promote the organisation's scheme or vacancy. It is not a recruitment service of receiving applications, shortlisting or interviewing candidates.
- 1.4. Careers Connect is a 'self-serve' vacancy advertising service. Careers Network do not upload opportunities on behalf of companies.
- 1.5. Careers Connect cannot advertise events, insight days or competitions, unless prior agreement has been sought via [recruiters@contacts.bham.ac.uk](mailto:recruiters@contacts.bham.ac.uk). Scholarships and training will only be advertised if a permanent position is guaranteed following the training or scholarship.

2. To register on Careers Connect, the organisation must:
  - 2.1. Include a website address, contact name and organisation email address in the organisation registration.
  - 2.2. Be able to provide the organisation's registration and/or VAT registration number upon request.
  - 2.3. Only post one vacancy if it is a TEFL opportunity, as multiple opportunities can be included within the one post. TEFL vacancies must come under "All degree disciplines" rather than listing multiple degree programmes and must come under the sector "Education and Teaching".
3. The opportunity the organisation is advertising must:
  - 3.1. Be written in English. Careers Network cannot advertise any opportunity where Careers Network are unable to confirm the content.
  - 3.2. Disclose the name of client, if advertising on behalf of another organisation.
  - 3.3. Be valid at time of advertising and that should circumstances change and vacancies are no longer valid due to the effects of COVID-19 or other reasons then it is deemed the responsibility of the organisation to remove the vacancies from our portal.
4. The opportunity the organisation is advertising must not:
  - 4.1. 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.
  - 4.2. 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](http://www.ukcisa.org.uk).
  - 4.3. Require our students/graduates to work in a private residential address that is not their own.
  - 4.4. Involve students/graduates in writing academic coursework for use by other students.
  - 4.5. Pay solely on a commission basis or less than the National Minimum Wage, excluding the exemptions set overleaf.
  - 4.6. Be related to the Tobacco industry.
5. The organisation agrees to the following salary/wage requirements:
  - 5.1. Paid opportunities should pay the National Minimum Wage or the National Living Wage, although Careers Network 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>.
  - 5.2. 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), including volunteering, 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>.

- 5.3. It is the responsibility of the organisation to ensure that unpaid opportunities are exempt from NMW. It is good practice to offer reimbursement if all out-of-pocket expenses for costs incurred whilst volunteering, e.g. travel and lunch.
  - 5.4. 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 the organisation 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.
6. The organisation agrees to the following health and safety requirements:
- 6.1. The organisation has valid:
    - 6.1.1. Employers Liability and Public Liability Insurance (covering the advertised opportunity, be that paid or unpaid)
    - 6.1.2. Health and Safety policy (including records of accidents and incidents)
    - 6.1.3. Risk Assessments
    - 6.1.4. Equal Opportunities policy
  - 6.2 The organisation will provide our students/graduates with health and safety training appropriate to the location/s they will be working/volunteering in with the organisation.
  - 6.3 The organisation provides our students/graduates with appropriate working conditions which adhere to Government guidelines surrounding COVID-19 ensuring premises and working practices are COVID safe.
  - 6.4 If the opportunity the organisation is advertising requires our students/graduates to encounter vulnerable client groups the organisation must have health and safety procedures and risk assessments in place to ensure they are protected.
  - 6.5 In the instances where a virtual internship will be undertaken at a student's private address, the organisation must ensure that they provide any relevant insurance and/or specific equipment required.

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](#).