

Careers & Employability Code of Practice for the Promotion of Jobs and Opportunities

Information for Students

The Careers and Employability service provides a free vacancy advertising service to help students and graduates become aware of part time and graduate work, placements and skills development opportunities. Our aims are:

- To help you find and apply for opportunities appropriate to your needs
- To encourage you to be ambitious yet realistic in your job search
- To present these opportunities in as clear a manner as possible

Opportunities are advertised by employers through myCareer. In order to make this accessible and balanced, we only publish those vacancies most relevant to the needs of the majority of our students. myCareer can only display a subset of an extensive and diverse graduate jobs market and so we strongly recommend that you also conduct your own job search. See [Finding a Graduate Job](#)

The University can take no responsibility for advertisers' statements or actions. Adverts are published in good faith based on information provided by the organisation and this should not be taken as an endorsement of those opportunities and organisations.

- Jobs directly notified to us are screened for the following:
 - Adverts meet our Code of Practice for the Promotion of Jobs and Opportunities: Information for Employers
 - Adverts for UK opportunities appear to meet requirements of UK employment and equality legislation
 - Adverts for UK opportunities appear to meet requirements of the National Minimum and Living Wage.

These checks should not be considered a vetting of any organisation.

- In order to maximise your job search, we also display vacancies drawn from other sources such as online jobs boards. We take these in good faith and assume that these organisations have screened these vacancies. It is your responsibility to know your responsibilities and rights at work to ensure that you are not being taken advantage of. You should conduct your own research and checks to clarify all details relating to the vacancy and organisation, and make your own decision as to its suitability for your needs.
- The Careers and Employability service does not make checks relating to health and safety of vacancies or organisations. We recommend you check if an organisation

provides insurance cover in the event of accidents/injuries, particularly for opportunities outside the UK, and that you seek appropriate insurance cover if they do not. Sensible precautions should be taken in attending any interview, including: familiarising yourself with the location in advance of the interview and letting a third person know your whereabouts.

- We recommend that you pay particular attention in your online job search, as there have been examples of criminal activity targeting students. For further information, please see: <https://www.getsafeonline.org/protecting-yourself/job-searching/>.
- You should be aware that overseas vacancies may be offered under criteria which do not meet UK legislative standards.
- It is your responsibility to ensure that you have the relevant skills and qualifications before applying for a job. Guidance is available from the Careers & Employability Service.
- When looking for part time work, it is your responsibility to be aware of your own study commitments, and not to take any employment which will adversely affect your academic work. If you need any guidance about this, contact your academic tutor.
- The University is not able to accept liability for any loss or damage suffered by a student or graduate as a result of taking up an opportunity advertised through the University. However, it will seek to offer guidance and support to you in terms of signposting you on to other relevant agencies
- Users of the service can notify us if they believe themselves to have suffered discrimination or other inappropriate treatment by an employer, e.g. unpaid wages. In such cases, the Careers & Employability Service will provide appropriate advice, and this may include referring to other relevant organisations for more specialised guidance. The Careers & Employability Service may choose to withdraw services from the employer where appropriate. In cases where employment law has been breached, the student is solely responsible for bringing official complaints or legal action against the employer.
- The university will not promote unpaid internships lasting more than 3 weeks or equivalent. See our [Unpaid Internships statement](#), including advice to students

Further help and advice:

<https://www.gov.uk/pay-and-work-rights>

<https://www.myworldofwork.co.uk/your-rights-work-0>