****

**Careers and Employability Code of Good Practice for the promotion of jobs and opportunities**

This code of good practice is based on the National Association of Student Employment Services (NASES) standards and is intended to establish and maintain appropriate standards for practitioners, students and employers.

See also Careers and Employability statement on promotion of unpaid vacancies.

**Practitioners**

* Careers staff will undergo appropriate training and development opportunities and will seek to maintain high standards and current knowledge by continuing development of their knowledge and skills
* Careers staff will provide information and signposting to students about employment issues, and where appropriate will direct students to other organisations offering more specialised information and/or support
* Careers staff will endeavour to ensure that all employers who notify vacancies directly to the service meet statutory legal requirements in relation to current employment legislation, including equality legislation and minimum wage requirements
* Where the Careers and Employability service displays vacancies and opportunities drawn from other sources such as online jobs boards and websites, it will be made clear to students that these opportunities have not been checked for compliance with current legislation. Students will be given information about responsible job hunting, and how to identify employers not complying with legislation
* The Careers and Employability service reserves the right not to advertise vacancies it considers unsuitable or inappropriate for students, and to refuse to advertise any vacancies from any company which breaches this code

**Students**

The Careers and Employability service provides a free full and part time vacancy advertising service to help students and graduates become aware of employment, work experience, further study , and skills development opportunities. 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 appear to meet our employer vacancy advertising policy
* 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 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.
* 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 and Employability Service.
* 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
* The Careers and Employability service provides information about responsible job hunting, applying for part-time jobs, combining work and study, and making applications. It can also provide basic information on tax and National Insurance and refer to sources of advice. However, users of our service are responsible for ensuring that they pay tax and National Insurance for any paid employment they undertake, whether through PAYE as a paid employee, or through undertaking freelance or piece rate work. This information is available through the National Association of Students Employment Services (NASES) [www.nases.org.uk/students](http://www.nases.org.uk/students)
* Users of the service can notify us if they believe themselves to have suffered discrimination or other inappropriate treatment by an employer, eg unpaid wages. In such cases, the Careers and Employability Service will provide appropriate advice, and this may include referring to other relevant organisations for more specialised guidance. The Careers and 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.

**Recruiters**

The University of Worcester Careers and Employability service advertises full time vacancies appropriate for our graduates, and part time or vacation opportunities appropriate for our current students.

* We ask that you:
* Provide complete and accurate information concerning the vacancy
* Identify a website or contact where candidates can learn more about the vacancy
* Provide us with as much notice as possible prior to your closing date
* Ensure all vacancies meet current employment and equal opportunities legislation.
* We reserve the right to edit vacancy adverts for purposes of brevity and clarity, equality legislation. We will not advertise vacancies which may be construed as discriminatory. We may contact organisations, where appropriate, to clarify wording and details of adverts, or to obtain reassurance of exemptions from UK equal opportunities legislation. We will not advertise vacancies where we consider employment law to be breached, for example in relation to minimum wage.
* Where recruitment agencies or third parties are promoting an opportunity, we ask that they give full job details, including the name of the employer. Opportunities without this information may only be promoted at the discretion of the Careers and Employability service, where these are deemed to be of particular value or relevance to students and graduates.
* We reserve the right not to advertise vacancies which we consider not to be appropriate for our students or graduates, for example those asking for graduates with subject disciplines or skills-sets not offered by this university.
* We do not recommend students or graduates for particular roles, nor do we supply employers with details of students and graduates.
* We reserve the right not to advertise vacancies which we consider not to be in the best interests of our students and graduates. In particular, vacancies which:
* Have company information which is incomplete, eg nature of company, missing address
* Have misleading, incomplete or inaccurate job descriptions
* Promote or endorse illegal activity
* Require taking of medication or other forms of treatments, such as participating in drugs trials
* Require an up-front financial investment by the student/graduate, eg franchises
* Are connected with a pyramid, multi-level marketing or similar style selling scheme
* Represent an undue health and/or safety risk to the student/graduate
* Are connected to the adult/sex industry, or are associated with adult content
* Involve students writing or sharing academically related material for use by other students
* Are placed by private individuals, particularly where the role provides care for others, unless through an approved agency.
* Appear not to meet the requirements of equality or other employment legislation
* Do not meet UK National Minimum Wage requirements
* Are commission-only sales/marketing roles
* Pay 'in kind' rather than being salaried, such as tickets, vouchers, or meals

* We ask you to be aware of student’s study obligations, and bear these in mind when negotiating hours of work with students
* The University accepts no liability for the actions of students or graduates recruited from The University of Worcester

**Careers and Employability Service**

**University of Worcester**

**7.11.11**

**Updated 03.03.15**