

Vacancy Handling Policy Statement

This statement applies to vacancy handling by the Careers & Employability Service which includes the Student Job Shop.

Employers

Careers & Employability adheres to the guidelines agreed by AGR (Association of Graduate Recruiters); AGCAS (Association of Graduate Careers Advisory Services); NUS (National Union of Students) and NASES (National Association of Student Employment Services): www.agcas.org.uk & www.nases.org.uk/main-menu/your-service/codes-of-practice

Companies/organisations wishing to utilise the services offered by Careers & Employability at the University of Lincoln must ensure that the content of any material adheres to all appropriate legislations and/or regulations. Careers & Employability does not accept any responsibility for ensuring that material submitted is compliant with all applicable laws and regulations, but if we believe any item appears to contravene any such legislations/regulations or is discriminatory, we have the right to refuse to advertise or promote such items.

Employers wishing to advertise a vacancy with the service must complete the details in our online advertising system provided by Prospects or complete the relevant Job Shop documentation, providing full details. All vacancies are checked by the service and we have the right to refuse to promote any opportunities that we believe are inappropriate, possibly without justification.

Careers & Employability work with and promote recruitment agencies that have opportunities appropriate and of interest to our students/graduates. We have the right to request the disclosure of the organisation name being represented, but this will not be disclosed to students/graduates. The same stipulations apply to recruitment agencies as with employers stated above.

Advertising through the service is free of charge.

Vacancies we will not advertise

Careers & Employability reserve the right to refuse to advertise positions (sometimes without justification) and will not advertise positions that fall into the following categories (unless in exceptional circumstances):

- where positions are wholly or principally commission-only based
- where positions do not meet the minimum wage
- where positions are connected to the adult/sex industry
- where positions require up front payments
- where positions require students to write academic essays or personal statements for use by other students
- where positions have misleading, incomplete or inaccurate job descriptions

Unpaid opportunities/work experience

Careers & Employability will advertise work experience or unpaid opportunities to our students and/or graduates provided that:

- there are no fixed hours of work
- there is no stated or implied contract of employment (either written down or via a conversation)
- there is a clear commitment in advance from the employer of what the candidate can expect to learn from the placement

If it is not possible to justify the above statements, the National Wage legislation applies and therefore the 'worker' is entitled to be paid the current National Minimum wage. The Department for Business, Energy & Industrial Strategy provides further clarification regarding paid and unpaid experience: <https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships>.

Opportunities provided by organisations which are exempt from National Minimum Wage legislation eg registered charities will be advertised – if you believe your organisation is exempt from National Minimum Wage legislation, please let us know before you place your advertisement to complete the necessary paperwork.

It is the duty of the employer to meet all statutory legal requirements with regard to students employed. In particular the employer is reminded of the following:

1. Payment of the national minimum wage
2. Working time directive legislation including holiday entitlement
3. Payment of National Insurance contributions and tax
4. Adherence to health and safety regulations and provision of adequate insurance
5. Adherence to The Children's Act
6. Compliance with legislation against discrimination in employment on basis of disability, ethnic origin, gender etc and with good practice in respect of non-discrimination on the grounds of age.

Career & Employability will not accept work from an employer who is a private citizen, or an individual offering work at a private address. Career & Employability does accept some care work at private addresses offered by reputable agencies with clear health & safety and vetting procedures (e.g. City council-linked care agencies).

In the event that Careers & Employability are asked to advertise any opportunity which we feel does not comply with the above statements, we will contact you to discuss how the opportunity could be modified.

Limitations of the Service

Careers & Employability will do the utmost to promote opportunities to students and graduates although we can not guarantee responses to adverts or opportunities.

The service is unable to collect applications or CVs on an employer's behalf, therefore it is necessary to provide appropriate contact details with any material.

The service endeavours to respond to enquiries and deal with advertisements as quickly as possible within 3 working days, but as a small team and at busy times of the academic year we may be unable to provide immediate responses.

Students/Graduates

Careers & Employability advertise and promote material provided by external companies/organisations which should comply with all relevant legislations and/or regulations, but does not accept any responsibility for ensuring that material submitted is compliant with all applicable laws and regulations. If you notice anything you consider inappropriate, please report it to us.

Careers & Employability examine all material received from external organisations with the aim of ensuring it is appropriate for students/graduates and every opportunity is genuine. Although there are limitations to the extent to which material/companies can be checked and the service can not guarantee that all material is legitimate. If you are unsure about any opportunity please contact the service with your concerns.

Careers & Employability is not responsible for the contents or reliability of the linked web sites and does not necessarily endorse the views expressed within them. Listing should not be taken as endorsement of any kind. We cannot guarantee that these links will work all of the time and we have no control over the availability of the linked pages.

Customer Care

We are always interested in the views of employers and if you would like to provide any comments regarding the service you have received from Careers & Employability, please do not hesitate to contact us. Email: careers@lincoln.ac.uk or contact Careers & Employability, University of Lincoln, Brayford Pool, Lincoln LN6 7TS