

# University of Warwick, Student Opportunity

## Policy on advertising job vacancies

### 1 Purpose

We advertise to our students and graduates job vacancies on behalf of employers. This is a free service. We aim to:

- i. provide the widest possible range of available opportunities;
- ii. support the business needs of our employer partners; and
- iii. follow sector good practice.

### 2 Employer registration

- i. To advertise vacancies, employers must first request a free myAdvantage account. When considering requests we review the following and reserve the right to refuse any request:
  - a) The information provided by the employer.
  - b) The employer's website.
  - c) If the employer is a registered charity: information about the employer on the Charity Commission's website.
  - d) If the employer is a company registered at Companies House: information about the employer on the Companies House website.
- ii. We will NOT approve an employer registration if:
  - a) The employer is a private individual or Sole Trader.
  - b) The information provided by the employer is misleading, unclear or incomplete, including in relation to the nature of the employer's business. Employers must supply a business address, telephone number and email address. The email address must correspond with the employing organisation (private email addresses are not acceptable).
  - c) We deem that the employer is unsuitable to advertise vacancies to our students and graduates.

### 3 Vacancy advertising

- i. Employers can upload vacancies directly into myAdvantage for free. Once uploaded, we check that the text advertising the vacancy complies with UK equality legislation and, in the case of UK-based vacancies, UK National Minimum Wage/National Living Wage requirements (NMW)<sup>1</sup>. Adverts that do not comply with these requirements will be removed from myAdvantage. In advertising with us, employers agree that the advert does not contravene UK laws or regulatory requirements. Student Opportunity cannot advise employers on any legal or taxation issues – please ensure that you are sufficiently informed to avoid risk to your own organisation. For

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<sup>1</sup> <https://www.gov.uk/national-minimum-wage-rates>

overseas opportunities, we are not responsible for checking that the vacancy complies with local employment law in another jurisdiction and employers must ensure that opportunities meet relevant legal requirements and good practice.

- ii. Vacancies must fit into one or more of the following categories on myAdvantage (multiple categories may be selected):
  - a. Competitions/Open Days – including Insight Days/Weeks, Spring Weeks etc
  - b. Experienced Hire
  - c. Funding and Scholarships – e.g. funding for further study, PhD studentships, funded research opportunities, British Council programmes, and Turing Scheme-funded opportunities
  - d. Graduate Employment
  - e. Opportunities for International Students
  - f. Vacation Employment – e.g. internships, seasonal work, short-term contracts
  - g. Volunteering – see Section 3(vi)(a)(ii) below
  - h. 12 month placements
  - i. Work experience – including “virtual internship” experiences, placements of less than 12 months
  - j. External events
- iii. Vacancy advertisements including statements such as ‘must be able to/have permission to work in the UK’ will be amended to read ‘the successful candidate must, by the start of their employment, have permission to work in the UK’. Employers should only be seeking evidence that a candidate has the right to work in the final stages of the recruitment process, rather than at the initial application stage. In relation to employment of international graduates, we are guided by the statement set out by AGCAS, the professional body for HE careers services<sup>2</sup>.
- iv. Remuneration should refer to a numerical pay rate, either by the hour or as an annual salary (pro rata if appropriate). A ‘market rate’ or ‘competitive’ salary may be accepted if appropriate to the role.
- v. Remote working opportunities (in full or part) may be advertised, provided they treat students equally to workplace-based staff in areas including health, safety and wellbeing and include a clear indication in the summary and advert details that the role will work remotely.<sup>3</sup>
- vi. We will NOT advertise the following:
  - a. Unpaid opportunities unless
    - i. outside of the UK and for a maximum duration of four weeks full-time equivalent<sup>4</sup>.
    - ii. OR a genuine volunteering opportunity, advertised directly by the host organisation. Genuine volunteering opportunities:

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<sup>2</sup> AGCAS : <https://www.agcas.org.uk/Immigration-and-Visas>

<sup>3</sup> When designing and recruiting to a remote working role we advise employers to consider our guidance at [https://warwick.ac.uk/employerconnect/internships/experience/final\\_employer\\_guide\\_-\\_remote\\_working.pdf](https://warwick.ac.uk/employerconnect/internships/experience/final_employer_guide_-_remote_working.pdf)

<sup>4</sup> AGCAS: <https://www.agcas.org.uk/News/agcas-supports-a-ban-on-unpaid-work-experience-or-placements-longer-than-four-weeks/189850>

1. Meet the NVCVO definition of Volunteering<sup>5</sup>. Unpaid work is not necessarily Volunteering
  2. AND are with a UK charity, statutory body, or fundraising body
  3. OR are with a completely fee-free overseas volunteering project
- iii. OR limited to applicants from a named Warwick course that incorporates a placement, for the purpose of providing that placement
- b. Opportunities that ask for a payment/fee (e.g. language/TEFL courses, cultural exchanges, or holidays that feature volunteering as an activity); we refer students to our website and careers resources rather than specific opportunities. Exceptions can be made where:
    - i. The opportunity has been sourced and quality-assured by Warwick's Student Mobility team
    - ii. The payment is for a DBS check (in which case the advert text must tell the applicant where they can get independent advice)
    - iii. The payment is to a UK-registered charity where there is an unavoidable cost-price service being provided, e.g. room and board in a remote location, as opposed to an administration fee
  - c. Commission only roles (projected commission does not count towards base pay when assessing the suitability of a vacancy for advertising); partnership or equity only roles; roles connected to pyramid or similar schemes.
  - d. Roles at an organisation where business is to edit, proofread or share academic material or study notes.
  - e. Roles directly employed in a private home by the home owner or tenant, however this does not preclude working remotely from the student's own home.
  - f. We deem that the vacancy is otherwise unsuitable for our students and graduates.
- vii. Freelance and piece-rate roles will only be advertised if:
    - a. EITHER
      - i. The advert specifies the minimum and maximum number of work submissions expected during a given period, where the minimum equates to National Minimum Wage or above
      - ii. OR the advert specifies another quantifiable output over a given period, equating to UK National Minimum Wage / National Living Wage or above
    - b. AND the role makes it clear that this is a freelance worker/self-employment opportunity rather than direct employment.

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<sup>5</sup> NVCVO definition of volunteering: "any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual" <https://www.ncvo.org.uk/policy-and-research/volunteering-policy>

- viii. Vacancies uploaded by recruitment consultants/agencies will only be advertised if they are:
  - a. advertising opportunities to work within their own consultancy/agency (e.g. as a recruiter or administrator); or
  - b. advertising for a named client, clearly disclosed in the advert.
- ix. We will check that recruitment consultants/agency vacancies are not already listed with us directly by the employer concerned and that the student or graduate is not required to make any payment to take up the opportunity. We may also contact the employer to verify that the agency has the agreement of the employer to advertise such vacancies.
- x. Job Board organisations will not be permitted to hold an account within myAdvantage for the purpose of signposting to the Job Board website. An account will only be approved if the Job Board is seeking to recruit to its own business.

## 4. Legal Liability

- i. The University accepts no liability for the actions of students or graduates in relation to vacancies advertised through myAdvantage.
- ii. Although this policy relates to the advertisement of vacancies only, it is important to note the University's expectation that employers advertising through myAdvantage will not discriminate against applicants at any stage in the recruitment process or in employment. Such conduct is likely to result in a permanent ban from advertising vacancies with the University.
- iii. The employer shall indemnify the University in full in the event of any loss caused to the University as a result of a breach by the employer of any legal or regulatory requirements connected to a vacancy published by the University.
- iv. We advertise vacancies in good faith and expect employers to comply with our policy and relevant legal and regulatory requirements. We are not responsible for checking that an employer has complied or for protecting employers' legal liability as the authors of the advert and act only as the publishers of the advert. We reserve the right not to advertise vacancies we deem unsuitable for our students and graduates.
- v. In line with the recommendations of AGCAS, the professional body for HE careers services, our aim is to be impartial and provide students with the widest possible range of opportunities. Advertising, on behalf of an employer, a vacancy which complies with our advertising policy does not imply that we endorse the vacancy.
- vi. Student Opportunity cannot advise employers on any legal or taxation issues – please ensure that you are sufficiently informed to avoid risk to your own organisation.

## 5. Queries and further information

Call us on 02476 524087 or email [employerconnect@warwick.ac.uk](mailto:employerconnect@warwick.ac.uk)