

# Policy on advertising vacancies on myAdvantage

## 1. Introduction

We have two aims in advertising vacancies on our student portal, myAdvantage: (i) to provide the widest possible range of opportunities to our students and graduates; and (ii) to support the business needs of our employer partners.

## 2. Our policy

- (a) Vacancies are published on myAdvantage. This is a free service. Employers can upload vacancies directly into myAdvantage, and have control over the wording and look of the advert. Once uploaded, we review the content of the opportunity. We work with employers to ensure that advertisements comply with our own policy. However, we are not responsible 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.
- (b) We check that the text advertising the vacancy complies with anti-discrimination laws and National Minimum Wage (NMW) and National Living Wage requirements. In advertising with us, employers agree that the advert does not contravene UK laws or regulatory requirements. For overseas opportunities, we are not responsible for checking that the vacancy complies with employment law in another jurisdiction and we rely on employers to ensure that opportunities meet relevant legal requirements and good practice.
- (c) 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 (see below).
- (d) **We will NOT advertise the following:**
  - In relation to work experience, placements and internships: unpaid work unless it meets the conditions for exemption from NMW requirements for volunteers.
  - Roles connected to pyramid or similar schemes

- Commission only roles
  - Partnership or equity only roles
  - Roles directly employed in a private home by the home owner or tenant
  - Positions that ask for an up-front payment other than (i) a DBS check (in which case the advert text must tell the applicant where they can get independent advice) or (ii) by UK registered charities where there is an unavoidable cost-price service being provided to the candidate, eg accommodation and catering at a remote location.
  - Roles at an organisation where business is to edit, proofread or share academic material or study notes
- (e) Following both our own AGCAS good practice and that of the NUJ (National Union of Journalists), piece-rate and freelance roles will only be advertised if:
- the time period during which submissions are accepted or completed work is submitted by the worker is limited to four calendar weeks;
  - the minimum and maximum of submissions of work expected during that period are specified; and
  - clear guidance is given as to how submitted work will be used in future.
- (f) Vacancies uploaded by Recruitment Consultants and/or Agencies will only be advertised if they are:
- advertising graduate opportunities for their own company: or
  - advertising for a named client (visible in the advert) even though the application process is via the agency.

We will check that the vacancy is 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 will also contact the employer to verify that the agency has the agreement of the employer to advertise such vacancies.

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.

3. We advertise vacancies in good faith on behalf of employers and expect employers to comply with our policy and relevant legal and regulatory requirements.

The employer shall indemnify the University of Warwick 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.

#### 4. **Queries and further information**

If you have any questions about the application of this policy, or in relation to advertising your vacancies, please get in touch with us on 02476 524748 or email [careers@warwick.ac.uk](mailto:careers@warwick.ac.uk)

AGCAS position statement on internships: <http://www.agcas.org.uk/assets/725-AGCAS-position-statements-downloads>

AGCAS position statement on Recruiting International Graduates – A Guide for Employers:

[http://www.agcas.org.uk/agcas\\_resources/598-Recruiting-International-Graduates-A-Guide-for-Employers](http://www.agcas.org.uk/agcas_resources/598-Recruiting-International-Graduates-A-Guide-for-Employers)

Advice and information on the National Minimum Wage and National Living Wage legislation:

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