

Student Opportunity

Code of Practice: advertising job vacancies on myAdvantage

A. Purpose

We advertise to our students and graduates job vacancies on behalf of employers. This is a free service. We aim to provide the widest possible range of available opportunities; support the business needs of our employer partners; and follow sector good practice.

B. Employer registration

1. 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 on the Charity Commission's website.
 - (d) If the employer is a company registered at Companies House: information on the Companies House website.
2. We will not approve an employer registration if:
 - (a) The employer is a private individual or Sole Trader.
 - (b) The employer is a tobacco company (see our Employer Engagement Code of Practice).
 - (c) The information provided by the employer is misleading, unclear or incomplete. 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).
 - (d) We deem that the employer is unsuitable to advertise vacancies to our students and graduates.

C. Vacancy advertising: guidance

1. The Appendix highlights what kinds of vacancies we do/do not advertise.
2. 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)¹. 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. For 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.
3. Vacancies must fit into one or more of the categories listed on myAdvantage (multiple categories may be selected). If you would like advice on the best category for your vacancy, please contact us – see below.
4. 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 services².

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

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

5. 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.
6. Freelance and piece-rate roles will only be advertised if the role makes it clear that this is a freelance worker/self-employment opportunity rather than direct employment, and either:
 - (a) The advert specifies the minimum and maximum number of work submissions expected during a given period, where the minimum equates to UK NMW or above; or
 - (b) the advert specifies another quantifiable output over a given period, equating to UK NMW or above.
7. 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.³
8. 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.
9. 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.

D. Vacancies we will not advertise

1. We will not advertise vacancies that we deem unsuitable for our students and graduates.
2. We will not advertise 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.
3. We will not advertise roles at an organisation where business is to edit, proofread or share academic material or study notes.
4. We will not advertise 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.
5. We will not advertise opportunities that ask for a payment/fee (e.g. language/TEFL courses, cultural exchanges, or holidays that feature volunteering as an activity) unless:
 - (a) The opportunity has been referred by our Student Mobility or Warwick Volunteers team;
 - (b) The payment is for a DBS check (in which case the advert text must tell the applicant where they can get independent advice); or
 - (c) 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.
6. We will not advertise unpaid opportunities unless they fall into one of the following categories:
 - (a) The role is based outside of the UK and for a maximum duration of four weeks full-time equivalent.
 - (b) The roles is a genuine volunteering opportunity, advertised directly by the host organisation. To be a genuine volunteering opportunity, the role must:

³ 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

- (i) Meet the NVCO definition of Volunteering⁴ (unpaid work is not necessarily Volunteering); and
 - (ii) Be provided by a UK charity, statutory body, or fundraising body; or a completely fee-free overseas volunteering project.
- (c) The role is clearly identified as being limited to applicants from a named Warwick course that incorporates a placement. The advertisement should incorporate the following text:

“Work Placement only. Offers will only be made on the basis of undertaking a placement as a formal part of a degree course - no unpaid work will be made available outside of this. As such, it is only open to applicants who are actively seeking a placement as a part of their degree, from the departments listed at: warwick.ac.uk/careers/employers/internships/students/departments/ Please note that individual university departments may have additional restrictions in place – check your home department’s specifications before making an application”

E. Legal Liability

1. The University accepts no liability for the actions of students or graduates in relation to vacancies advertised through myAdvantage.
2. Although this Code of Practice 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.
3. 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.
4. We advertise vacancies in good faith and expect employers to comply with our Code of Practice 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 we act only as the publishers of the advert. We reserve the right not to advertise vacancies we deem unsuitable for our students and graduates.
5. 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 Code of Practice does not imply that we endorse the vacancy.
6. 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.

F. Queries and further information

Call us on 02476 524087 or email employerconnect@warwick.ac.uk

⁴ NVCO 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>

Appendix: summary of what we do/do not advertise

(refer to full Code of Practice above for details)

We do advertise:	We do not advertise opportunities:
✓ Over 7,000 vacancies every year	✗ that do not comply with equality legislation [C.2]
✓ Remote working roles if they meet the conditions in C.7, but not roles in an employer's home [D.4]	✗ requiring at the application stage that the applicant has permission to work in the UK [C.4]
✓ Freelance and piece-rate roles if they meet the conditions in C.6	✗ based in the UK that do not meet UK National Minimum Wage/National Living Wage [C.2]
	✗ that do not specify the rate of pay ('market rate' or 'competitive' salary may be accepted if appropriate to the role) [C.5]
	✗ that are commission only roles [D.2]
	✗ that ask for a payment/fee, unless the conditions in D.5 are met
	✗ for recruitment agencies, unless the conditions in C.8 are met
	✗ from jobs boards [C.9]
	✗ relating to editing, proofreading or sharing academic material or study notes [D.3]
✓ unpaid roles based outside of the UK for a maximum duration of four weeks FTE [D.6]	✗ unpaid roles, unless the conditions in D.6 are met
✓ genuine volunteering opportunities meeting the conditions in D.6	
✓ roles clearly identified as being limited to applicants from a named Warwick course that incorporates a placement [D.6]	
	✗ the employer is a private individual, sole trader, or a tobacco company [A.2]
	✗ we deem otherwise unsuitable for our students and graduates [D.1]