

## Policy on advertising job vacancies

### 1. Introduction

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 opportunities possible; (ii) support the business needs of our employer partners; and (iii) follow sector good practice.

### 2. Employer registration

- (a) To advertise vacancies, employers must first request a myAdvantage account. When considering requests we review the following and reserve the right to refuse any request:
  - (i) The information provided by the employer.
  - (ii) The employer's website.
  - (iii) If the employer is a registered charity: information about the employer on the Charity Commission's website.
  - (iv) If the employer is a company registered at Companies House: information about the employer on the Companies House website.
- (b) We will NOT approve an employer registration if:
  - (i) The employer is a private individual.
  - (ii) 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 postal address (not a PO Box number); telephone number; and email address. The email address must correspond with the employing organisation (private email addresses are not acceptable).
  - (iii) We deem that the employer is unsuitable to advertise vacancies to our students and graduates.

### 3. Vacancy advertising

- (a) Employers can upload vacancies directly into myAdvantage. Once uploaded, we check that the text advertising the vacancy complies with equality legislation and National Minimum Wage and National Living Wage requirements (NMW). 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.
- (b) 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 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.
- (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:

- (i) In relation to work experience/placements/internships: unpaid work unless it is with a UK charity and meets the conditions for exemption from NMW requirements for volunteers.
  - (ii) Overseas volunteering opportunities (we refer students to our website and online resources).
  - (iii) TEFL vacancies (again, we refer students to our website and online resources).
  - (iv) Positions that ask for an up-front payment other than (A) a DBS check (in which case the advert text must tell the applicant where they can get independent advice) or (B) by UK registered charities where there is an unavoidable cost-price service being provided.
  - (v) Commission only roles; partnership or equity only roles; roles connected to pyramid or similar schemes.
  - (vi) Roles at an organisation where business is to edit, proofread or share academic material or study notes.
  - (vii) Roles directly employed in a private home by the home owner or tenant.
- (e) Following both AGCAS and National Union of Journalists good practice, 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/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 may 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.

4. The University accepts no liability for the actions of students or graduates in relation to vacancies advertised through myAdvantage.
5. 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.

#### 6. **Queries and further information**

Call us on 02476 524748 or email [careers@warwick.ac.uk](mailto:careers@warwick.ac.uk). Further useful information:

- AGCAS position statement on internships: [www.agcas.org.uk/assets/725-AGCAS-position-statements-downloads](http://www.agcas.org.uk/assets/725-AGCAS-position-statements-downloads)
- AGCAS position statement on Recruiting International Graduates – A Guide for Employers: [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: [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)