

Last Review Date:	11 th April 2025
Approved By:	Ellen Gibson, Head of Careers
Next Review Date:	11 th April 2026

Code of Practice

- Vacancies must offer a salary. We will not advertise commission-based vacancies.
- Vacancies must state the minimum starting salary on the advert. Any adverts that simply state 'competitive' or 'depending on experience' etc will not be advertised.
- Vacancies must comply with National Minimum Wage laws for the country the work will take place in. For more information on UK National Minimum Wage laws please see <https://www.gov.uk/national-minimum-wage-rates>
 - Work experience placements must meet National Minimum Wage. The only exceptions to this are:
 - If the student is required to do an internship for less than 1 year as part of a UK-based further or higher education course.
 - If the student is simply work shadowing, i.e. where no work is performed.
- Charities may offer volunteer positions, but must specify a UK or Scottish Charity number.
- Vacancies must be inclusive and in compliance with the Equality Act 2010 (& amendment 2024)
- Adverts that are seen to use discriminatory language will not be advertised. For example, adverts should ask for demonstrable experience rather than a specific duration of experience.
- Vacancies must not ask for applicants to supply a photograph unless deemed a requirement for the role.
- Vacancies must state the number of hours per week on the advert.
- We will not advertise self-employed or freelance vacancies.
- We will not advertise zero-hour contracts.
- We will not advertise vacancies submitted by private individuals or which involve working in a private household.
- When registering you must fill in all fields in the registration form (company name, company description, full address including postcode, email address, website etc)
- We will only accept registrations from company email addresses (not yahoo, gmail etc) and from employees of that company. The email domain name must match the email domain name of the company.
- Vacancies must not discriminate in any other way unless this reflects a requirement of the job.
- Part-time/casual work must not exceed 20 hours per week during term time.

- Employers offering summer internships or summer work must be aware that students start back in September.
- Graduate opportunities should be of graduate level and the tasks and salary must reflect this.
- Vacancies must not involve any form of investment by the applicant.
- Vacancies must not involve any periods of unpaid training.
- Employers must not demand a commitment to work a minimum period.
- Employers must not demand the costs of any training they provide to employees who choose to leave the role early.
- We reserve the right to refuse to advertise a vacancy that we deem to be inappropriate without giving notice or reason.

Recruitment Agencies

- Please note we do not post advertisements for students to register with an agency.
- We will advertise for recruitment agencies only when:
 - o An employer has commissioned the agency to act on its behalf and the agency states which employer it represents, provides information about, and selects only for the named employer.
 - o The employer must be named in the vacancy entry and made available to the student/graduate.
 - o Salary information should be provided and should not be commission based/have a commission element.
 - o The only web link we will include will be to the employer's own.

Types of vacancies we advertise:

- Part-time work
- Paid employment that fits around university study throughout the academic year (up to 20 hours per week) and may be extended in vacations.
- Internships
- Structured work experience linked with students' career interests and providing real benefit to both student and employer, normally during June - September but sometimes during other university vacations.
- Placements
- Experience (3-12 months) in a workplace directly linked with students' study.
- Vacation Opportunities
- Paid work for a fixed period at Christmas, Easter or summer in the UK or abroad.
- Voluntary Work/Projects
- Unpaid work within a registered charity

- Gap Year Opportunities
- A break to travel or gain work experience during or immediately after study