

<b>Last review date:</b>	May 2023
<b>Approved by:</b>	Ellen Gibson, Head of Careers
<b>Next review date:</b>	May 2024

### **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 may 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/internships 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 employer is a registered charity.
  - If the student is simply work shadowing, i.e. where no work is performed.
- Charities may offer voluntary worker positions, but must specify a UK or Scottish Charity number.
- Vacancies must be open to both male and female students, unless the vacancy is exempt under the Sex Discrimination Act.
- 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 (i.e. modelling job).
- Vacancies must not discriminate in any other way unless this reflects a requirement of the job. For more information, see the UK Government website.

- 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:
  - 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.
  - The employer must be named in the vacancy entry and made available to the student/graduate.
  - Salary information should be provided and should not be commission based/have a commission element.
  - 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.