



UEA CAREERS SERVICE VACANCY ADVERTISING POLICY

This Policy relates to the free vacancy advertising service provided by the Careers Service at the University of East Anglia via its online resource, MyCareerCentral.

THE ROLE OF THE CAREERS SERVICE

UEA Careers Service offers a free vacancy advertising service to employers who want to promote their full-time, part-time, casual vacancies or volunteering opportunities to UEA students or graduates. Employers can register their organisation and upload vacancies directly into MyCareerCentral. Once uploaded, we will review the content of the opportunity to ensure that advertisements comply with the following Policy and we will contact employers should we have any queries.

We reserve the sole right not to advertise vacancies or voluntary opportunities which in our sole opinion are not in the best interests of our students and graduates.

All information advertised via UEA MyCareerCentral is done so in good faith and we will make every effort to ensure that the information given is true and accurate at the time of disclosure. We accept no liability for any misinformation that may have been published or for the actions of students or employers.

POLICY

EMPLOYERS

1. For clarity and to avoid time that employers (or individuals) may spend in submitting the following types of vacancies, please note that our Policy is such that we do not accept adverts for:

- Commission-only work.
- Cash-in-hand payment arrangements.
- Self-employed opportunities.
- Door to Door roles of any kind.
- Posts advertised by private individuals where a Disclosure and Barring Service (DBS) check would be a requirement e.g. child/care/tutoring roles.
- Generic adverts from agencies for ongoing posts or website sign-ups or signposting to jobs board websites.
- Posts where applicants are charged fees in order to have access to them.
- Unpaid work experience for commercial organisations (other than short term work-shadowing opportunities or when part of a student's course of study).
- Overseas volunteering opportunities from commercial organisations e.g. gap year trips
- Teaching English Abroad (this is due to the volume received and instead we refer students and graduates to dedicated TEFL job sites).
- Courses, Competitions or Funding Opportunities

2. The employer is responsible for supplying details of the duties involved, any specific skills that are required, the pay rates and other terms and conditions. The employer should also state the number and distribution of the hours to be worked and the type and duration of the contract.

3. The employer should seek to obtain details of the students' study obligations and should bear these in mind when negotiating hours of work. We are unable to accept adverts for part-time student jobs that exceed 16 hours a week during term time.

4. The employer is responsible for assessing the suitability of applicants, taking up references and for verifying the student or graduate's right to work in the UK.



5. It is the duty of the employer to meet all of the statutory legal requirements with regard to their employees in respect of the following requirements in particular:

- Adherence to National Minimum Wage and Living Wage* (including holiday pay) and Working Time legislation. This includes work undertaken during periods of training.
- Payment of Income Tax and National Insurance contributions as appropriate.
- Submission of Declaration of Income forms to the Inland Revenue.
- Adherence to Health and Safety regulations including the provision of adequate insurance cover.
- Compliance with legislation against discrimination in employment in accordance with the Equality Act 2010 or any other relevant legislation.

6. In line with best practice, employers should state clearly in writing, the rate of pay, method and timing of payment and any other relevant information, no later than the first day of employment.

7. We recommend that in line with the Department for Business Innovation and Skills' Code of Best Practice on Service Charges, Tips, Gratuities and Cover Charges:

All workers should be fully informed on the distribution and breakdown of service charges, tips, gratuities and cover charges and the level and purpose of any deductions. Businesses should seek to reach agreement with workers on any change of policy.

8. Employees must be made aware in advance of any training periods required.

9. It is the responsibility of the employer to let all candidates know the result of an application or interview, as soon as is reasonably possible.

10. When posts have been filled before the closing date, employers should ensure that they close the advertisement for the posts using the Change Request Form on MyCareerCentral or by emailing careers@uea.ac.uk.

11. Should UEA Careers Service receive a complaint from a student regarding an employer who has advertised the role in question via the UEA vacancy service, the student will be asked to provide a written statement outlining the nature of the complaint. Both parties will be consulted so that a fair resolution can be achieved. Should an investigation determine that the employer is in breach of our Policy, UEA Careers Service reserves the sole right to withdraw its services from that employer. These proposals are without prejudice to any rights or obligations, which may be relied upon in Law, including but not limited to race relations, employment protection, sex discrimination and age discrimination. It is strongly recommended that good equal opportunities practice be extended into areas not covered by the law.

AGENTS FOR EMPLOYERS

1. Agents must register using their own company details and not those of their client.

2. Agents are required to supply the name of their client and they will be given a choice as to whether to display this information in the vacancy advert.

3. We will check that the vacancy is not already listed with us directly by the employer concerned and adverts placed directly by employers will take priority.

NOT-FOR-PROFIT ORGANISATIONS

UEA Supports volunteering by students which is:

1. Compatible with study; volunteering should be part time during term time, although it may be full time in the vacation.

2. For not-for-profit organisations, by which we mean charities of various forms (I.E. Unincorporated Associations, Charitable Companies, Registered, Exempt or Excepted Charities, Charitable Incorporated Organisations), social enterprises (I.E. Community Interest Companies, Co-operatives, Industrial & Provident Societies & companies whose governing documents set out that they are not-for-profit), public bodies (I.E. Local and National Government, the NHS, Government Commissions and Agencies) and international NGO's (I.E. the UN and it's agencies, the WHO etc.)

3. Developmental, in the sense that it provides the students with experience, training or contacts which will be useful to them in their personal and professional development.

4. Not exploitative, in that it doesn't replace work for which someone with similar experience would normally expect to be paid by the same organisation; doesn't require the payment of a fee to participate and doesn't incur significant costs for the student to carry out.

5. Within the exemption criteria of 'Volunteer' or 'Voluntary Worker' as laid out by the National Minimum Wage Act (1998).



NB: Non-UK volunteering

The overseas volunteering sector can be difficult for students and graduates to navigate. Therefore, as part of the MyCareerCentral registration process and before opportunities can be advertised, organisations must complete our 'Overseas Volunteering Information Form'. It should be easy for any organisation operating in the sector to provide this information and the completed form will be attached to all overseas volunteering opportunities advertised. Please contact volunteers@uea.ac.uk for further information or to refer an organisation.

FURTHER INFORMATION AND QUERIES

***National Minimum Wage and Living Wage and offers of Work Experience**

Unless specifically exempted by law, all workers must be paid the National Minimum Wage (NMW). Organisations offering work experience, including placements and internships, must determine whether the student or graduate constitutes a 'worker', and is therefore entitled to the NMW, or if a legal exemption applies to them. Failure to pay the NMW to someone who is entitled to it is against the law. If an unpaid individual claims that they are owed arrears of the NMW, the onus is on the employer to prove that they are not a 'worker' and that no arrears are owed. An individual's entitlement to the NMW does not depend on their job title but on the contractual relationship with their employer.

This Gov.uk link will help you to determine if an individual on an internship or work experience is entitled to the NMW: <https://www.gov.uk/employment-rights-for-interns>

Or, you can call the free Pay and Work Rights Helpline on 0300 123 1100.

If you have any questions about the application of this policy, or in relation to advertising your vacancies, please contact us on 01603 593276 or e-mail careers@uea.ac.uk

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