

**University of Strathclyde
Careers Service**

**Vacancy Advertising Policy
Information for Employers**

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Overview

At Strathclyde University, we encourage our students to be independent and responsible for their own career decisions.

We work on an equal basis with all genuine employers. We do not recommend particular employers or vacancies, censor information available, or limit access to opportunities. We recognise that all students have the right to select their own potential future employers.

We endeavour to provide the widest possible range of graduate, internship and placement opportunities to our students and we work in partnership with employers to achieve this. By working closely together we aim to support the business needs of recruiters as well as to deliver employment opportunities for our students.

Guidelines for advertising your opportunities online

The University of Strathclyde Careers Service offers employers access to a free vacancy advertising system, CareerHub. The system is self-service and allows users to manage their advertising online.

Employer Registration with CareerHub

Employers should provide complete information about their organisation as well as a named contact when registering with CareerHub.

For the organisation:

- Name of organisation
- Full business address
- Website (must be active/operational)
- Telephone Number (landline)
- Description of the organisation and work carried out
- Number of Employees
- Scope of operations
- Industry sectors

For the contact:

- Name
- Position Title
- Email address (must be work/employer email, not gmail, yahoo etc)

Conditions for posting vacancies

Employers must:

- Provide complete and accurate information concerning the vacancy (please see '[What should my vacancy advert look like?](#)' for further information on how to structure your advert).
- Identify a website or contact where candidates can learn more about the vacancy.
- Provide us with as much notice as possible prior to the vacancy closing date.
- Ensure all vacancies meet UK employment and equality legislation.

Information for Recruitment Agencies

Recruitment Agencies must register as an 'Agent for Employer' on the CareerHub vacancy portal and provide full details of the third party on whose behalf they are recruiting (visible to staff and to jobseekers). Failure to do this will result in the deletion of adverts from the system.

Vacancies we will advertise:-

- graduate roles
- part-time roles suitable for students*, and in line with the University policy of a maximum of 15 hours per week
- internships
- placements
- vacation work*
- voluntary opportunities (see [Table 1](#) for further guidance)
- gap year opportunities

We reserve the right not to advertise vacancies or voluntary opportunities which in our opinion are not suitable for advertising through our service, or which we feel are not in the best interests of our students and graduates.

*Part-time and casual jobs based within the Greater Glasgow area must be advertised via Strathclyde Students' Union Job Shop: <https://www.strathunion.com/opportunities/careers/>

Vacancies we will not advertise:-

1. Full-time roles involving non-graduate work, with the exception of seasonal opportunities.
2. Roles which could, in our opinion, be exploitative or may not be a genuine opportunity
3. Roles which, in our opinion, do not meet employment and equality legislation
4. Roles which do not meet UK National Minimum Wage requirements (UK vacancies). At our discretion, we will be considering advertising short unpaid internships, up to a maximum of 4 weeks in duration, to allow students to gain experience in career areas where it is difficult to find paid work.
5. Self-employed or freelance roles, such as but not limited to franchise arrangements and private tutoring roles.
6. Commission only roles (or those with a basic salary less than the National Minimum Wage)
7. Roles which have incomplete company information, eg nature of company, missing address
8. Roles which have misleading, incomplete or inaccurate job descriptions
9. Roles which promote or endorse illegal activity
10. Roles which are advertised by agencies (or similar third parties) and require the student to pay a fee in order to apply
11. Roles which require the student or graduate to be self-employed to take up the opportunity
12. Roles which require an up-front financial investment by the student/graduate, eg franchises
13. Roles with proprietary trading companies requiring graduates to pay desk fees or pay for training
14. Roles which are connected with a pyramid, multi-level marketing or similar style selling scheme
15. Roles which represent an undue health and/or safety risk to the student/graduate
16. Roles which are connected to the adult/sex industry, or are associated with adult content
17. Roles which involve students writing or sharing academically related material for use by other students
18. Vacancies promoting training courses/programmes not accredited by a recognised educational or professional body
19. Gap year/volunteering projects overseas where insufficient information has been supplied by the organisation placing the advert re programme, travel and subsistence costs to participants; the organisation's refund policy or details of support supplied to participants while working on the project.

National Minimum Wage

In advertising vacancies to students and graduates we are bound by UK employment legislation, including anti-discrimination laws as well as National Minimum Wage requirements. We will work with employers to ensure that advertisements follow best practice but reserve the right not to advertise vacancies if they appear to contravene these laws.

For advice and information on the National Minimum Wage legislation, please see:

- www.gov.uk/national-minimum-wage

We would recommend that you familiarise yourself with Government guidelines available:

- [Who Gets the National Minimum Wage](#)
- [Employers and the Minimum Wage](#)

Table 1 – Opportunity Types

To facilitate the handling of vacancy information for students and recent graduates, some exemptions to the national minimum wage may apply. The following table should help you determine how to advertise opportunities.

Please note that, whilst other definitions may exist, these are the definitions to which Strathclyde University adheres and therefore all adverts for opportunities must comply with these guidelines.

Part time work	<ul style="list-style-type: none">• Short or long term work, or casual work in term-time, 15 hours per week or less• Paid (note that pay must be at least equal to the NMW)• Contract between student and organisation
Graduate Jobs	<ul style="list-style-type: none">• Aimed at those who have already graduated• Graduate level work• Permanent or fixed-term• Paid (note that pay must be at least equal to the NMW)• Contract of Employment

<p>Graduate Training Schemes</p>	<ul style="list-style-type: none"> • Aimed at undergraduates who will graduate in the year that the role is due to start • Graduate level work • Permanent or fixed-term • Paid (note that pay must be at least equal to the NMW) • Contract of Employment
<p>Undergraduate and Graduate Internships</p>	<ul style="list-style-type: none"> • Short period of work with an organisation/company for a fixed period of time • Non accredited • Paid (note that pay must be at least equal to the NMW) • Offers a valuable insight into a particular field or career
<p>Placements Exempt from National Minimum Wage <u>only when part of university course and the placement does not exceed one year</u></p>	<ul style="list-style-type: none"> • Fixed period of work within an organisation usually lasting 3-12 months • Undertaken as part of a degree programme and often accredited • Usually paid at least equal to NMW. (Does not apply if the placement is an accredited part of University course.) • Sometimes known as an 'industrial placement' or a 'year in industry'
<p>Spring Internships / Insight Days / Job Shadowing Exempt from National Minimum Wage</p>	<ul style="list-style-type: none"> • A learning experience within an organisation over a short, defined period of time • Unpaid, no contract • Does not involve any work being performed, rather used to give people a taster of a particular job, individuals are given the chance to try various tasks or shadow a member of staff • May be undertaken as part of a degree programme

<p>Volunteering Exempt from National Minimum Wage</p>	<ul style="list-style-type: none"> • A non-compulsory activity which involves spending time doing something which is of benefit to others (excluding relatives), society or the environment • Unpaid <p>Working for:</p> <ul style="list-style-type: none"> • a charity • a voluntary organisation • an associated fund raising body • a statutory body <p>Volunteers undertake work for no financial reward or benefit, apart from reimbursement of expenses only. As a volunteer you will not be entitled to the NMW and may receive only basic expenses for your work. Normally expenses will be limited to reimbursement of money spent on travel, food and drink, as well as out of pocket expenses</p> <ul style="list-style-type: none"> • No contract or obligation to attend workplace regardless of regular pattern • Only training which is necessary to perform the volunteer role should be provided • Volunteers can work under the supervision of a manager, and may be expected to meet specific standards or guidelines • Normally issued with a volunteer agreement. Explaining: <ul style="list-style-type: none"> ○ the work you will do ○ what supervision and support will be given ○ the training you will get ○ insurance cover ○ equal opportunities ○ what out of pocket expenses the organisation will cover ○ health and safety
<p>Gap Year Opportunities Exempt from National Minimum Wage <u>only</u> when undertaking voluntary work</p>	<ul style="list-style-type: none"> • Aimed at students and graduates taking time out to travel or work between life stages, either during a university course or after university to travel • Often involves travel abroad • Not necessarily a year; anything from 3 – 12 months. • Can be paid or unpaid depending on the activities involved eg paid work programmes (paid); community and conservation volunteering projects (unpaid) • Gap year project providers will be asked to provide the following details in writing: <ol style="list-style-type: none"> 1. legal status (eg charity, not-for-profit, registered company) 2. the participant's employment status (ie is it with the organisation or with a third party) 3. details of the support policy for the participant whilst working abroad on the project 4. financial arrangements including fees (application fee, deposit, programme fee, fundraising requirement); subsistence (are meals, accommodation and work-related travel included?); costs relating to travel, visa, insurance and medical expenses; pay – is it a paid opportunity or not; refund policy.
<p>We will not advertise any opportunities which do not fall into the above categories, including products/packages from commercial organisations where upfront payment is required; the exception being community and conservation volunteering projects where the funds are directly used to fund travel/accommodation through a recognised Charity/Provider.</p>	

Uploading your vacancy advert

Employers can register and then upload vacancies via CareerHub, our Online Vacancy Advertising Portal, as described on our website <https://www.strath.ac.uk/professionalservices/careers/employers/> Once uploaded, we review the content of the opportunity with the above criteria in mind, prior to publishing it for our students and graduates.

Please note that organisation and opportunity approval may take up to 5 working days.

If you have any questions about the application of this policy, or in relation to advertising your vacancies, please contact the Careers Support Team on:

Telephone: 0141-548-4866
Email: careersservice-vacancies@strath.ac.uk

What should my job advert look like?

- 1. Provide students with:**
 - a concise job description
 - details of the qualities you are looking for
 - information on the skills and experience which are required to perform the role

- 2. Be specific about the job:**
 - How many vacancies
 - Pay and benefits
 - Location of job
 - Start date
 - Application method and media
 - Contact details for enquiries
 - Degree discipline required
 - Essential and desirable skills and experience

- 3. Use non-discriminatory language:**
 - Demonstrable experience, significant experience (rather than a specific duration of experience)
 - Native-level English speaker (rather than native speaker)

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