

### Vacancy Handling Policy

For the purpose of our procedures, we are guided by the following definitions:

**Placement** - A temporary role within an organisation, which is completed as part of the student's academic course.

**Volunteering** - 'Any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives' (NCVO 2019).

**Work Experience/Internship** - A period of time during which a student works for an organisation in order to get experience of a particular type of work. This may be paid or unpaid, however unpaid is limited to 3 weeks or 120 hours.

**Graduate Job** - Employment for which a student will not be hired unless they have a degree.

**Part-Time job (temporary and seasonal)** - Employment of up to maximum of 20 hours per week, suitable to fit around a student's course of study or during the University holidays.

#### **Vacancies we advertise**

The Careers and Employability Service (CES) can advertise the following types of vacancies:

- Graduate level vacancies for final-year students (i.e. with a future start date, normally within the next 12 months) or for recently graduated students (i.e. with an immediate start date);

The following vacancies should not require students to have more than two year's previous experience:

- Undergraduate placement schemes e.g. year-in-industry placements;
- Summer internships and vacation work for current students;
- Work experience (including Student Brand Ambassadors) and internships for current students and recent graduates (subject to the conditions below);
- Volunteering opportunities only for charities or Third Sector organisations.
- Kent Union Jobshop advertise part time, temporary and seasonal opportunities to current students. Jobshop will actively promote these vacancies to students and can assist directly with sourcing suitable students for roles.

Please note that roles that include an exit fee clause in the employment contract will be identified as such when advertising, and students advised to seek further support when making decisions about accepting an offer of employment. If this applies to your vacancy, please put a web link in the advert explaining how this works for your organisation.

#### **Vacancies we do not advertise**

We do not handle any vacancies that, to our knowledge:

- Do not comply with the National Minimum Wage (NMW) or any other aspect of employment law; unless this is a volunteering opportunity as outlined above, or work experience up to a maximum of 120 hours;
  - Although the NMW only applies to the UK, this policy extends to unpaid internships and other vacancies overseas. It is ultimately the advertising organisation's responsibility to ensure any internships they provide complies with NMW legislation. If you require advice or guidance with regard to internships, please see the following:
    - [AGCAS position statement on unpaid internships](#)
    - [Minimum wage: work experience and internships](#) - guidance from the Department for Business, Innovation & Skills
    - [NUS campaign briefing document on unpaid internships](#)
- Have a reward structure which is entirely commission-based or where the basic salary before commission does not meet NMW requirements;

- Involve any form of financial investment by the applicant, including franchise opportunities;
- Payment by the applicant to an intermediary for placing the candidate with an employer, unless they are an approved organisation;
- Involve work in private households, especially those that involve work with at risk groups such as children or the elderly;
- We do not normally advertise work that involves any form of self-employment (including freelance work) but reserve the right to do so at our sole discretion. As a minimum, we expect any organisation offering this type of work to provide support and advice as needed with regard to tax returns;
- We do not advertise any organisations that provide essay, dissertation or coursework writing services.

#### **Sustainability**

- Where vacancies are from the following sectors: fossil fuel, mining, arms and tobacco companies, additional scrutiny will be applied when approving/rejecting vacancies.

#### **Distribution**

The CES will make vacancies available through our online vacancy database. This is open to all students and graduates of the University of Kent. We do not pre-select candidates for organisations and cannot guarantee the level of response to any advertisement.

#### **Terms of advertising**

We expect all organisations to comply with the following:

- **GDPR** - In line with the Data Protection Act 2018. This policy also extends this requirement to vacancies overseas.
- **Equality of Opportunity** - In keeping with the Equality Act 2010, the University of Kent's Equality and Diversity Policy, and the AGCAS Equal Opportunities Policy and Code of Practice, we will not handle any vacancy that discriminates on the basis of race, gender, disability, religion or belief, gender identity or reassignment, age, sexual orientation, marriage or civil partnership status or pregnancy or maternity status.

We allow positive action where:

- There is a genuine occupational requirement, covered by the relevant legislation, where persons who share a protected characteristic suffer a disadvantage connected to the characteristic.
- The vacancy aims to address an imbalance where participation by persons who share a protected characteristic is disproportionality low.

In both cases, employers must quote the relevant section of the applicable Act when submitting the vacancy.

**Appropriate Insurance** - Which covers students in carrying out all tasks associated with their role.

**Health and Safety** – Including appropriate policies and procedures which will cover our students.

- Our standard online vacancy advertising services are free of charge;
- We do not send bulk all-student emails;
- All information provided for advertisements must be true and not misleading in any respect;
- The CES and Kent Union Jobshop reserves the right to alter or edit advertisements, to not accept, or to withdraw any vacancy or organisation, at our sole discretion;
- By sending your advert to us you are requesting that the advert appears on our job board visible to students and graduates and may be included in email bulletins sent to targeted groups of students and/or recent graduates. Kent Union Jobshop charge additional fees for social media and digital campaigns promoting job opportunities.
- If no closing date is provided to vacancies these will automatically assigned to one month. Vacancies may be extended, edited, or removed from the database at any time by, or at the request of the employer or at the discretion of CES staff.

## Disclaimer

The University and Kent Union Jobshop does not give any warranty or other assurance as to the material content, operation, description of any job, quality or functionality or fitness for any particular purpose of these vacancy advertising services and limit all statutory or other liability to the fullest extent permissible by law and disclaims all responsibility of whatsoever nature for any damages or losses, including, without limitation, financial loss, loss of business, or any other consequential loss arising in contract, tort or otherwise from the use or otherwise of these services. Please contact [careerhelp@kent.ac.uk](mailto:careerhelp@kent.ac.uk) with any queries.

Policy reviewed July 2024, due for review July 2025.