

UNIVERSITY OF SALFORD

STUDENT LIFE: Employability & Engagement

Policy on Advertising Opportunities and Information

This policy defines what types of organisations, opportunities and information cannot be promoted to students and/or graduates.

The University of Salford is under no obligation to process or promote information or opportunities supplied by organisations.

University of Salford staff can refuse to provide services if discrimination or unsuitability is identified.

Duty of Care

The University of Salford has a duty of care to ensure that information and opportunities that are promoted to students and graduates do not endanger, disadvantage or discriminate against them in any way.

University of Salford staff also have a duty of care to the University and will not (through contact with organisations) compromise in any way the good name of the University.

Compliance with Legislation

The University of Salford has a duty to prevent any information, opportunities or working practices that are discriminatory (under current legislation) from being promoted to students and graduates. This includes information, opportunities or working practices that contravene current equal opportunities and employment legislation (that relates to disability, sex, race, religion & belief, sexual orientation, age).

Codes of Practice relating to the recruitment of students and graduates have been put into place by the [Association of Graduate Careers Advisory Services \(AGCAS\)](#) and the [National Association of Student Employment Services \(NASES\)](#).

Suitability

There are types of information, opportunities and working practices which are not covered by current legislation but have been identified by Careers & Employability (part of Student Life at the University of Salford) as being unsuitable for promotion to students and graduates. This policy identifies key areas of unsuitability. Not all eventualities can be covered and each case should be considered individually.

National Adult Minimum Wage

All paid opportunities including Industrial Placements must pay at least the Adult National Minimum Wage to avoid discriminating against students/graduates over 21 years of age and postgraduates. The Adult National Minimum Wage is currently £6.31 per hour. From October 2014 the National Adult Minimum Wage will be £6.50 per hour. Any opportunities offering below this due to age-specific or training-period exemptions must clearly state eligibility criteria.

The University of Salford is a Living Wage employer. Employers requesting that their paid employment opportunities be promoted to students and graduates by the University must pay their employees the National Minimum Wage, but are encouraged to pay the Living Wage of £7.65 per hour.

National Insurance

Over 10% of University of Salford students are from outside of the UK. Many will not have a National Insurance Number (NIN) if they have not worked in the UK before. You can start employing an International student* who does not have a NIN. You must then supply the student with proof that you have offered them work or that they have started working for you. Students can use this to obtain a NIN from a local JobCentrePlus by calling 0845 600 0643. *A small minority of International students do not have the right to work in the UK. If a student is unsure, refer them to the "University of Salford Information Advice and Guidance Services", 0161 295 5088

Self-Employed Opportunities

Opportunities that require the student or graduate to be self-employed to take up the opportunity will need to arrange their own Tax and National Insurance paperwork and payments. You must tell the HM Revenue & Customs if you start working as a self-employed person by ringing the helpline on 08459 15 45 15. International students from outside of the European Economic Area (EEA) cannot apply for this 'self-employment opportunity'

Service Disclaimer

It is the employer's responsibility to undertake pre-employment checks prior to appointment. Careers and Employability provides an advertising service only. It cannot be deemed to have made recommendations for candidates and cannot accept any liability for the actions of students or graduates recruited from The University of Salford assumes that you:

- Have full employers' liability cover in place (see the [HSE website](#)).
- Will issue a contract of employment, specifying the tasks to be undertaken, hours of work, salary and holiday entitlement.
- Will provide a full induction, including a health and safety briefing.

Types of information, opportunities and working practices that will not be promoted include:

1. Commission only opportunities

Opportunities must pay at least the national minimum wage, regardless of the numbers of sales/commissions made and regardless of whether targets are met or not.

2. Opportunities that pay 'in kind'

Opportunities that offer vouchers, gig tickets, etc., rather than being salaried

3. Opportunities that are partnership and equity only based

Partnership or equity only opportunities with set-up companies

4. Opportunities requiring students/graduates to pay desk fees or pay for training fees

5. Opportunities that are connected with a pyramid, multi-level marketing or similar style selling scheme

6. Training programmes/courses not accredited by a recognised educational or professional body

The university accepts no liability for the action of students or graduates recruited from The University of Salford

7. Part-time opportunities

Part-time opportunities that are over 20 hours work per week during term-time / teaching periods will NOT be promoted. Placement opportunities and full time opportunities over the Christmas, Easter or June to September summer period can be promoted.

Part-time, vacation-period opportunities and placements are promoted to current University of Salford students via Careers and Employability's website and via emails sent to students who have registered as seeking employment

8. Placement Opportunities - (Industrial (1 year) and Summer Placements

Industrial placements usually last 12 months and usually start on a date between June and September. After completion of a placement, students return to University to complete their final year of study. Many employers take the opportunity to offer students (who did well on placement) a graduate job that will commence after their graduation. Summer placements start and end between June and September.

Recent guides to best practice on structuring internships and work placements can be found on the [BIS](#) & [CIPD](#) websites.

9. Graduate Opportunities

Graduate opportunities aimed at graduates who have already completed their studies are promoted via to University of Salford graduates via '[Graduate Opportunities](#)' (Link). **Please notify us if your opportunities have been filled/amended.**

10. Volunteering Opportunities

When determining the suitability of a volunteering opportunity, we consider the following:

1. What is the purpose of the volunteering opportunity? Are the services performed for the broader benefit of society (educational, widening participation or civic purposes)?

2. Are the services entirely voluntary, with no direct or indirect pressure by the organisation, with no promise of direct advancement and no penalty for not participating in volunteering?

3. Does the proposed volunteering opportunity impair the employment opportunities of others by performing work that would otherwise be performed by regular, paid employees within the same organisation?

4. Are the services provided by volunteers the same as services provided by someone who is paid or could the volunteer be classed as a worker?

In addition, the following criteria must be met:

- Your organisation must be a charity, not-for-profit organisation (including social enterprises and public sector organisations) or community group.
- Reasonable travel expenses, agreed in advance, must be paid by the organisation or transport provided (reasonable is determined as £5 per day). If expenses are incurred as part of the role these must be agreed in advance and also be covered.
- The number of hours per week to volunteer must be 10 or less for on-going opportunities, or up to 4 weeks FTE for fixed term.
- Opportunities for graduates or placement students that are more than this will be considered on a case-by-case basis where reasonable expenses are paid and you should contact the Community Engagement & Volunteering Officer to discuss these by e-mailing business@salford.ac.uk.
- If the role requires a Disclosure and Barring Service check to be completed, the organisation must arrange for this to be conducted and any administrative costs paid by the organisation.
- The following policies or suitable arrangements governing volunteer activity must be in place:
 - Equal Opportunities Policy
 - Fire risk assessment for your premises
 - Health and Safety Policy
 - Public Liability Insurance for volunteers
 - Risk assessment for volunteer activities
 - Volunteering Policy

We do not advertise volunteering opportunities where volunteers are required to fundraise to access the opportunity or pay costs i.e. training, accommodation, food, flights, visas or any other associated with their volunteer placement. You will need to complete our [Volunteering Opportunity Registration Form](#) to advertise any volunteering opportunities through our on-line database or at our recruitment fairs.

11. Embellishments

Embellishments do not necessarily make opportunities or information unsuitable however wherever possible and appropriate “embellishments” that cannot be confirmed should be removed from the wording of opportunities or information about employers.

The wording of opportunities should only reflect the factual details of opportunities such as the duties, skills required, pay, hours, closing date, application method etc.

Examples of embellishments: “this is the best job ever”, “the greatest company in the world”, “the most exciting job anyone could do” or “better than all the other employers”.

PLEASE NOTE – Any embellishments will be removed from any opportunities that are submitted. To avoid a delay in the approval of your opportunity, please avoid adding statements as referenced in the examples above. The above list does not cover all eventualities and other areas of unsuitability may be recognised.

12. Organisations which cannot be verified as legitimate businesses.

Only organisations that are currently registered as a business can use these opportunity promotion services. We cannot advertise opportunities which we cannot independently trace or verify Organisation's details will be checked with Companies House, FAME (Financial Analysis Made Easy) and the Charity Commission

13. Opportunities that require applicants to make a financial investment

Opportunities that require an up-front financial investment by the student/graduate, e.g. franchises, registration fees/admin arrangement fees for working abroad.

14. Health & Safety concerns (outside current legislation)

Opportunities that contain duties which raise health and safety concerns. Examples: drug/medical trials, lone working in potentially dangerous environments, carrying large amounts of cash or expensive equipment alone...etc.

15. Employers that require applicants to disclose personal bank / building society details before being appointed

(Examples: on an application form, by email, online or over the telephone). This information is not required by organisations until an appointment has been made and therefore should not be requested as part of a job application process.

16. Opportunities that require employees to use their own personal bank account

To carry out the duties of the job, e.g. to bank cheques, make purchases, buy stock...etc.

17. Opportunities that are could be considered exploitative

Opportunities that in our opinion be exploitative or may not be a genuine opportunity, e.g. a scam or fake advert

18. Organisations / opportunities which conflict with University working practices.

Examples: Organisations that encourage plagiarism by selling exam papers / essays, opportunities which encourage students to leave their studies, organisations that charge applicants for services that are already provided by the University for free or involve students writing or sharing academic related material for use by other students

19. University image

Opportunities from / relationships with / information held on organisations that are considered to risk generating negative publicity for the University of Salford. Examples: Political or religious extremism and adult or sexual imagery / activity.

20. Questions

If an organisation has any questions about this policy and their application, the organisation should make contact with the Employer Liaison Team on 0161 295 5088 or business@salford.ac.uk

All requests to reconsider whether a specific organisation, opportunity, working practice or piece of information contravenes employment legislation / this policy will be considered.

If an organisation, opportunity, working practice or piece of information that is being promoted by the University of Salford is found to contravene employment legislation or this policy, promotion will be discontinued.

University of Salford staff will try to help organisations recognise any contravention of employment legislation or this policy and will try to provide information on how to make appropriate changes to opportunities, working practices or information.