

# Vacancy Handling Policy

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## **1. Vacancies we advertise**

The Careers and Employability Service (CES) can advertise the following kinds of vacancy:

- 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);

These vacancies should not normally require the candidate to have more than two years previous work experience

- Undergraduate placement schemes e.g. year-in-industry placements. Please note that University of Kent degrees including these placements normally require the student to spend a minimum of 44 working weeks with the employing organisation;
- Summer internships and vacation work for current students;
- Volunteer work experience placements and internships for current students and recent graduates (subject to the conditions below).

## **2. Vacancies we do not advertise**

- Part-time, term-time work for current students (including student “brand manager” or “ambassador” roles): this is handled by Kent Union Job Shop
- Volunteering roles: this is handled by Kent Union Volunteering

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;
- 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 vulnerable groups such as children, the elderly etc.
- 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. At minimum, we expect any organisation offering this kind of work to be willing to provide support and advice as needed with regard to tax returns etc.
- We do not advertise any organisations that provide essay, dissertation or coursework writing services.

### 3. Voluntary and unpaid work

Kent graduates are amongst the brightest and the best in the world, and as such deserve payment for the work they do.

As stated above, the Careers and Employability Service will not advertise any opportunities (including internships) that do not comply with national minimum wage legislation. We do however, understand the need to gain experience and will advertise work experience opportunities up to a maximum of 120 hours, if we believe that these positions will benefit students with regards to gaining useful work experience.

Although the NMW only applies to the UK, this CES policy extends to unpaid internships and other vacancies overseas.

It is ultimately the advertising organisation's responsibility to ensure any internship 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](#)

### 4. Organisations offering “paid-for” opportunities

The CES will not handle vacancies that involve payment by the applicant to an intermediary which places the candidate with an employer, unless they are an approved organisation. Companies submitting a vacancy to our online vacancy database and/or wishing to become an approved organisation will be invited to complete and submit a form to our approval panel for consideration.

Organisations offering paid-for services such as visa arrangement or gap-year volunteering, may also be invited to provide further information on their services for our Approved Organisation list.

### 5. Recruitment Agencies

We do not post advertisements for students to register with an agency on our vacancy database. We do provide links to a wide range of recruitment agencies on our website at <http://www.kent.ac.uk/careers/recruit.htm>

We do advertise specific vacancies for named employers that choose to act through a recruitment agency, on the following terms:

- The agency must supply the name of the employer
- The agency must agree to the name of the employer appearing on the vacancy listing. If the agency specifies that the employer name remain confidential, the vacancy will be rejected on this basis.

### 6. Submission of vacancies

Vacancies must be submitted via our online [Vacancy Database](#)

### 7. Equal Opportunities

The Careers and Employability Service is committed to equality of opportunity in keeping with the University of Kent's Equality and Diversity Policy, and the AGCAS Equal Opportunities Policy and Code of Practice.

We will therefore not handle any vacancy that discriminates on the basis of race, gender, disability, religion, age or sexual orientation, unless:

- There is a genuine occupational requirement, covered by the relevant legislation, which permits exemption from this legislation;

- The vacancy aims to provide people from a particular group (or groups) the opportunity to compete for work in areas in which they have previously been under-represented or absent.

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

In addition to the criteria outlined in the above two sections, the Careers and Employability Service reserves the right to refuse to handle any vacancy where we feel that the nature of the work, the eligibility criteria for the vacancy or the nature of the employing organisation would make it inappropriate for us to promote the vacancy to our students and graduates.

## 8. Distribution

The CES will make vacancies available through the CES online vacancy database. This is open to **all** students and graduates of the University of Kent and also to graduates of other universities who have chosen to register on this database.

We do not pre-select candidates for employers

## 9. Period of advertisement

If possible, all vacancies should have a definite closing date. If no closing date is provided we will assign one of one month from the date of release.

Where recruitment is “continuous” or “ongoing”, these vacancies will normally be displayed until the end of the academic year in which they are received.

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.

## 10. Terms of advertising

- i. Our vacancy advertising services are free of charge.
- ii. We do not send bulk all-student emails
- iii. All information provided for advertisements must be true and not misleading in any respect.
- iv. The CES reserves the right to alter or edit advertisements at our sole discretion.
- v. The CES reserves the right not to accept, or to withdraw, any notified vacancy
- vi. The CES reserves the right not to accept, or to withdraw approval of any organisation.
- vii. By sending your advert to us you are requesting that the advert appears on our website, social media and RSS feed and may be included in email bulletins sent to targeted groups of students and/or recent graduates.
- viii. Use of our vacancy database is not restricted to Kent students/graduates alone. Information posted is therefore in the public domain and could potentially be accessed by anyone.
- ix. The CES cannot guarantee the level of response to any employer’s advertisement and can do no more to promote individual vacancies to students than is set out in (7) above

## 11. Disclaimer

The University 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

This policy is reviewed annually and was last reviewed in April 2018.