

Birmingham City University

Careers & Job Prospects - Vacancy Advertising Policy

The Careers & Job Prospects service at Birmingham City University adheres to the 'Best Practice in Graduate Recruitment' policy agreed by AGCAS (Association of Graduate Careers Advisory Services), the AGR (Association of Graduate Recruiters) and the NUS (National Union of Students). Details of this policy can be found at <http://www.agcas.org.uk/pages/codes-of-practice>

The Careers & Job Prospects service aims to advertise all vacancies and voluntary opportunities it receives with a high level of efficiency and accuracy.

If you wish to promote an opportunity go to <http://employer.bcun.prospects.ac.uk/> to register and upload your vacancy details.

Please:

- Provide complete and accurate information concerning the vacancy
- Identify resources where candidates can learn more about the vacancy and how to apply
- Provide a closing date where necessary and the date you wish the vacancy to expire
- If a vacancy closes before the stated closing date please inform us at earliest point of time
- Ensure all vacancies comply with legislation against discrimination in employment on basis of disability, ethnicity, gender, age etc.

It is the duty of the employer to meet all statutory legal requirements with regards to employing undergraduates, postgraduates or graduates of Birmingham City University. In particular:

- The payment of the national minimum wage or above
- Working time directive legislation including holiday entitlement
- Payment of National Insurance contributions and tax
- Adherence to the Agency Workers Regulations
- Adherence to health and safety regulations and provision of adequate insurance
- Adherence to the Children's Act.

The Careers & Job Prospects service reserves the right to edit vacancies adverts for purposes of:

- Clarity and brevity
- Discrimination legislation. The Careers & Job Prospects service may contact the employer or opportunity provider, where appropriate, to clarify wording and details of vacancy, or to obtain assurance of legislation exemption(s).

The Careers & Job Prospects service reserves the right not to advertise vacancies or voluntary opportunities which are considered not to be in the best interests of the undergraduates, postgraduates and graduates of Birmingham City University. In particular, vacancies which:

- Are placed by private individuals, particularly where the role provides care for others
- Discriminate against candidates according to equal opportunities legislations
- Promotes or endorses illegal activity
- Does not pay national minimum wage unless one of the following exemption applies:
 - Undergraduates or postgraduates take up the opportunity as part of their higher education course, and where the opportunity does not exceed one year
 - “Voluntary workers” who provide time and effort completely free and with no contractual arrangement. This includes:
 - i) Working hours given are less than 20 hours per week
 - ii) Duration of no more than 4 weeks
 - iii) Reasonable reimbursement of expenses incurred in the course of their “work” (travel expenses, lunch provided etc)
 - Work shadowing (no performed work)
- Requires an up-front financial investment by the candidate (e.g. franchises)
- Are connected with a ‘pyramid’ (or similar style) selling initiative
- Are considered a health and/or safety risk
- Involve candidates writing or sharing academic related material for use by other candidates
- Has company and/or vacancy information which is deemed incomplete, misleading or inaccurate.

The Careers & Job Prospects service and Birmingham City University accepts no liability for the actions of undergraduates, postgraduates or graduates recruited from Birmingham City University.

If you have any questions regarding this policy please contact The Careers & Job Prospects service.

How to contact us

Student Services, City North Campus, 1st Floor Baker Building, B42 2SU

W: www.bcu.ac.uk/business

E: business@bcu.ac.uk

T: +44 (0)121 331 5252

[Online Enquiry Form](#)