Careers and Student Opportunities

Vacancy Advertising Policy for Careers Connect

The Careers and Student Opportunities team at Birmingham City University adheres to the 'Work Experience Standard' policy agreed by AGCAS (Association of Graduate Careers Advisory Services). Details of this policy can be found here: https://www.agcas.org.uk/AGCAS-Work-Experience-Standard

The Careers and Student Opportunities team 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 https://careers.bcu.ac.uk/employer/login.html to register and upload your vacancy details. Please ensure that you:

- 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 and the date you wish the vacancy to expire
- Inform us at the earliest opportunity if a vacancy closes before the stated closing date

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:

- Compliance with legislation against discrimination in employment on basis of disability, ethnicity, gender, age etc.
- The payment of the national minimum wage/national living wage or above. Details of current rates can be found here https://www.gov.uk/national-minimum-wage-rates
- 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.
- Providing an acceptable working location – offices, coworking spaces, public spaces (Employers private residential addresses are deemed to be unacceptable locations)

The Careers and Student Opportunities team reserves the right to edit vacancy adverts for purposes of clarity and brevity and also discrimination legislation.

The Careers and Student Opportunities team 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 and Student Opportunities team 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 legislation
- Promote or endorse illegal activity
- Are related to the Tobacco industry including vaping companies.
- Require 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
- Have company and/or vacancy information, which is deemed incomplete, misleading or inaccurate.

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In addition, we reserve the right not to advertise vacancies which do not pay national minimum wage/national living wage, unless one of the following exemptions applies:

- Undergraduates or postgraduates who take up the opportunity as part of their higher education course, and where the opportunity does not exceed one year
- Work shadowing (no performed work)
- “Voluntary workers” who provide time and effort completely free and with no contractual arrangement. This includes: Working hours given are less than 20 hours per week; duration of no more than 10 days or 70 hours; reasonable reimbursement of expenses incurred in the course of their “work” (travel expenses, lunch provided etc)

The Careers and Student Opportunities team 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 team on
E: futuretalent@bcu.ac.uk T: +44 (0)121 331 5000

LAST REVIEWED:

29th July 2026 - Signed off by Julie Stonall, Director Careers and Student Opportunities at Birmingham City University.

To be reviewed annually.