



Nottingham Trent
University

Employability

Vacancy Handling Policy

Version: 01
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1. Vacancy Handling Policy

This policy follows guidelines set out by the following professional organisations:

- Best Practice in Graduate Recruitment as agreed by AGCAS (the Association of Graduate Careers Advisory Services), ISE (Institute of Student Employers) and the NUS (National Union of Students).
- *NASES (National Association for Student Employment Services)*.

The document also draws from recognised Gov.uk policies and legislation;

- Minimum wage: work experience and internships. www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships
- Equality Act 2010:Guidance.www.gov.uk/guidance/equality-act-2010-guidance
- EHRC guidance on Equality Law for Advertisers and Publishers. www.equalityhumanrights.com/en/publication-download/what-equality-law-means-advertisers-and-publishers

2. Vacancies we advertise

NTU Employability's team will promote the following vacancies;

- Graduate level opportunities (must be paid and at a Graduate Level as defined by the university)
- Undergraduate placement opportunities (short to year-long) if they meet the requirements of a course ***See note below**
- Graduate Internships
- Undergraduate Internships
- Part-time work for current students through our JobShop
- Vacation work for current students and graduates
- Other career enhancing opportunities such as Insight Days and Employer-Led Competitions ****See note below**

3. Vacancies we do not advertise

We do not handle any vacancies that discriminate against the 9 protected characteristics;

- Age
- Gender Re-assignment
- Marital status or in a civil partnership
- Pregnancy or on maternity leave
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion, belief or lack of religion/belief
- Sex
- Sexual orientation

If there is a genuine occupational requirement, covered by the relevant legislation, which permits exemption from this legislation,

1. The university will ask for confirmation that the advert is not unlawful and ask for reasons why it meets the positive action test or Genuine Occupational Requirements.

2. Organisations must provide evidence and quote the relevant section of the Equality Act within the vacancy.

Taking positive action is legal if people with a protected characteristic: are at a disadvantage; have particular needs or are under-represented in an activity or type of work. Evidence must be provided to justify any positive action related vacancy.

4. Other Exclusions

We will not advertise any vacancy that:

- Does not comply with employment law
- Does not meet at least the legal National Minimum Wage
- Promotes or endorses potentially illegal activity e.g. pyramid selling schemes
- Pays on a commission only basis - either wholly or principally commission only
- Risk of reputational damage by association e.g. the organisation is seen to be irresponsible or unethical in its practices
- Involves writing academic essays or personal statements for use by other students
- Has misleading, incomplete or inaccurate job descriptions
- Is not from a legitimate organisation (refer to NTU's New Business & Job Opportunities Checklist)
- Involves work in private house-holds***

5. Considerations

*Placements:

- If you would like to discuss a placement opportunity, please contact talent@ntu.ac.uk.
- We expect all placements to be **paid**, however please refer the university statement on Unpaid Placements (see Appendix 1 below).
- Organisations will be expected to sign a University Partnership Agreement, where the placement is deemed by the university to be high risk.

**Career Insight Days/ Challenges/ Competitions:

- We recognise that in some cases these are unpaid due to the career enhancing nature of the opportunity.

***Carework:

- Carework vacancies within a household will be considered if the following criteria is met.
 - the work is supervised by a legitimate organisation that is an appropriately licensed agency, DBS checks are undertaken, the necessary training is given and relevant liability insurance is in place.
 - if the organisation already has an established partnership and/or been recently risk-assessed the University.

Volunteering:

If you would like to discuss volunteering opportunities, please contact volunteering@ntu.ac.uk

Apprenticeships:

If you are interested in discussing apprenticeships with NTU as the provider please contact apprenticeships@ntu.ac.uk.

Recruitment Agencies/Consultancies:

We will advertise vacancies on behalf of Recruitment Agencies free of charge. However, the following considerations should be noted;

- Both the Recruitment Agency and the client they are representing must meet the vacancy handling policy requirements.
- Agencies will be asked to disclose their client's name.
- The university will not disclose in advertising the name of the client if instructed by the agency.
- If an agency submits a vacancy already advertised by the university on behalf of the client, the university will advertise the client vacancy, unless otherwise instructed by the client.
- We reserve the right to refuse to work with an agency.

6. How we will advertise your vacancies

All opportunities are advertised at the discretion of the Employability Team and we reserve the right to edit listed vacancies and promotional copy where necessary.

To advertise an opportunity:

- Employers can login and register with the university using our vacancy portal Employability Online.
- Vacancies will be approved by the Employability Team before they go live for students and graduates to view.
- Placement opportunities - If you have a placement to advertise please contact talent@ntu.ac.uk. Placements advertised on Employability Online will be moved to InPlace, our placement portal, as appropriate.
- Employability aim to 'approve' all vacancies within 3 working days.
- You will receive an email confirmation once your vacancy has been approved.
- If there is a query with your vacancy, we will contact you for clarification.
- If we are unable to advertise your vacancy, we will reject it and inform you.
- Vacancies will be advertised until the specified closing date.
- If any details change on the vacancy it is the responsibility of the organisation to inform the Employability Team e.g. closing date.
- Vacancies may also be promoted by the Employability Team on social media, vacancy bulletins, learning rooms and in the Employability Centres as appropriate.

7. Limitations of the Service

- Employability cannot guarantee responses to adverts.

For more details or to find out how Employability at NTU can further support your organisation please contact talent@ntu.ac.uk.

We are very interested in the views of employers and if you would like to provide comments please do not hesitate to email us: talent@ntu.ac.uk.

Appendix 1

Unpaid Student Placements – Guidance

Sandwich placements (placements of duration 36-48 weeks)

- Sandwich placements which do not exceed 52 weeks are legally exempt from the NMW legislation.
- However, we believe all placements/work experience/internships should be paid at least the NMW. Note: Some universities will not promote/approve unpaid Sandwich placements.
- Employability will make this expectation clear to prospective and current employers.
- Employability will promote unpaid placements/work experience that are a required part of the course. Unpaid opportunities will appear in a separate section on InPlace, so that a distinction is clearly made to students.
- Unpaid opportunities will not be promoted in Bulletins.
- Employability will work to try to reduce the number of unpaid placements undertaken by our students.
- Employability will actively support legitimate and responsible campaigning groups.
- Schools are responsible for assessing the risks associated with students undertaking an unpaid placement; such as student welfare and retention.

Short Placements (less than 36 weeks)

- Where placements are integral and a compulsory part of the course, such as statutory placements in teacher training, social work and vet nursing, they are unpaid.
- The requirement for a short placement to be paid or unpaid sits with the School.
- Where the placement exceeds several weeks and the student is undertaking a real job, unless otherwise stated, Employability will attempt to seek paid placements and/or negotiate travel and other expenses.
- Where short placements are promoted, paid and unpaid opportunities are not categorised differently on InPlace.

Volunteering

Students are classed as volunteers if:

- They can only get certain limited benefits (for example reasonable travel or lunch expenses) and
- They work in an organisation that is a charity, voluntary organisation, associated fund-raising body or statutory body.

Part-Time work

None of the above applies to students who are performing work that is not related to their course, such as to help finance their studies or during a gap year.

Apprentices

- Apprentices are entitled to the apprentice rate if they're either: under 19 or 19 or over and in the first year of their apprenticeship.
- Apprentices over 19 who have completed the first year of their apprenticeship are entitled to the correct minimum wage for their age.