

## TERMS AND CONDITIONS FOR EMPLOYERS – 2011-12

The University of Bristol Careers Service values the relationships we have with employers and aims to provide a high level service. This document outlines the basis of the working relationship between the Careers Service and employers and sets out to clarify the standards and principles for the delivery of the following services:

### 1. Vacancy advertising

- 1.1. *All Vacancies*
- 1.2. *Information for Employers recruiting un-paid workers*
- 1.3. *Information for Recruitment Agencies*

### 2. Employer Events

- 2.1. *Presentations, drop-ins, open days, careers fairs*
- 2.2. *Student protest*
- 2.3. *Information for Recruitment Agencies*

These Terms and Conditions follow guidelines set out by the following professional organisations, of which the Careers Service is a member\*:

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

The document also draws from recognised policies and legislation on equal opportunities and confidentiality.

If you have any questions regarding this document, please contact:

Employers Services  
Careers Service  
University of Bristol  
Email: [g-r@bristol.ac.uk](mailto:g-r@bristol.ac.uk)  
Tel: 0117 928 8121/8234

## 1. Vacancy advertising

### 1.1. All Vacancies

The Careers Service reserves the right to edit vacancy details and the right not to advertise an employer's vacancy that we feel inappropriate to our remit as a University Careers Service.

All contracts of employment are between the student or graduate and the employer.

The employer will

- notify the Careers Service if using the services of a recruitment agency or if the position is self-employed
- provide a job description, specifying skills and qualifications required for the job
- indicate the hourly rate or salary range, including the base salary.
- provide company details – minimum full company address and landline telephone number
- provide clear application contact details or url link, as relevant
- meet the requirements of and comply fully with all relevant UK legislation relating to employment, particularly:
  - higher national minimum wage
  - tax, national insurance contributions
  - health and safety
  - employer liability insurance
  - equal opportunities (which include gender, ethnic origin, religion, sexual orientation, disability, age, marital status)
  - Working time regulations
- ensure the entire selection process is clearly explained to applicants (including assessment centres/tests) and keep them informed if offer/process is delayed
- indicate clearly when costs will be incurred by the employee or if employees are expected to bring any equipment.
- act according to the Best Practice in Graduate Recruitment guidelines set by the AGR and AGCAS - <http://www.agr.org.uk/Content/Best-Practice-in-Graduate-Recruitment>

The Careers Service will

- advertise the following types of vacancy
  - graduate level vacancies with an immediate start date – these will be made publicly available on an unsecured area of the website
  - graduate level vacancies for finalists with a future start date
  - graduate and/or finalist schemes available throughout the year
  - undergraduate schemes offering work experience – vacation work, 6-12 month placement
  - work during vacation periods
  - part-time (up to 15 hours per week) term-time work for current students
  - unpaid work shadowing opportunities as long as this does not involve any kind of structured work or attendance requirements that could be construed as a contract
  - unpaid vacancies (that meet the requirements of a 'Volunteer' or 'Voluntary Worker' role, as set out in National Minimum Wage guidelines, see section 1.i)
- advertise vacancy details on the Careers Service website and email students subscribed to the 'Jobs by Email' service – free service to employers recruiting for positions within their own company
- advertise vacancies in the southwest (Gloucestershire, Bristol, Wiltshire, Somerset, Dorset, Devon, Cornwall) on the GradSouthWest website – free service. GradSouthWest is a collaborative venture involving all the higher education institutions in the region – <http://www.gradsouthwest.com>
- advertise vacancies until the closing date. Where a closing date has not been specified:
  - part-time and immediate full-time vacancies will be advertised for a month
  - vacancies for finalists will be advertised until 31 July
  - summer vacation work will be advertised until 30 June

- link vacancy details to the company website and relevant application website where specified
- aim to advertise all vacancies within 48 hours of receipt
- Proof read and edit vacancies to meet legal requirements and the Careers Service Style Guide
- **not** advertise vacancies that
  - pay on a commission-only basis
  - are self-employed
  - where the student/graduate is charged or required to invest
  - promote or endorse illegal activity
  - involve students writing academic essays for use by other students
  - are connected with a 'pyramid' (or similar) selling scheme
  - represent a health and/or safety risk to students
  - have misleading, incomplete or inaccurate job descriptions

Please see 'Information for Employers recruiting un-paid workers' below

- **not** distribute flyers, posters or similar material to academic departments or other areas of the university. Please see the Employer section of the Careers Service website for alternative profile raising opportunities - <http://www.bristol.ac.uk/careers/employers>
- **not** give out details of students for employers to contact direct
- **not** interview students on behalf of employers
- **not** list opportunities to teach abroad

## 1.2. Information for Employers recruiting un-paid workers

Internships and work experience opportunities must comply with the National Minimum Wage Act (1998) and all **workers** must be paid at least the higher National Minimum Wage (which was set to £6.08 on 1 October 2011)

### A **worker**

- does have one form of contract; either written, verbal or implied
- has an obligation to perform work or provide services
- is rewarded for their work with money or benefits

Unpaid internships and work experience can be advertised if the person is not a **worker**.

### Exceptions to paying the National Minimum Wage

As detailed by Business Link - <http://www.businesslink.gov.uk>

- *Volunteers* (who provide their time and effort completely freely) need not be paid the minimum wage because they do not have any contractual arrangement and therefore are not workers. (Please note: some people who consider themselves to be 'volunteers' could still be workers if they are receiving some sort of payment or benefit in kind or if arrangements amount to a contract). Volunteers can volunteer for anybody, not just organisations in the voluntary sector.
- *Voluntary Workers* who are employed by a charity, a voluntary organisation, an associated fund-raising body or a statutory body do not qualify for the national minimum wage (other than expenses voluntary workers cannot receive any monetary payments of any description e.g. commission only).
- Students on *Work Placements* as part of a higher education course, as long as the placement is for a maximum period of a year.
- People living and working within the family who are not part of the family but share in the work and leisure activities of the household e.g. nannies and au pairs.

### 1.3. Information for Recruitment Agencies

The Policy Statement for Recruitment Agencies 2011-2012 sets out the services available to third party recruiters and the relevant costs involved. Please see the Employer section of the Careers Service website for the full policy - <http://www.bris.ac.uk/careers/employers>

The same terms and conditions for vacancy advertising detailed above apply to Recruitment Agencies, plus the following:

The agency will

- comply with the terms and conditions set out above and with the policy statement for recruitment agencies.
- provide client name and details as requested by the Careers Service.
- ensure their client sends the Careers Service written confirmation to confirm that they are the sole recruiter acting on behalf of the client for the entire recruitment campaign.

The Careers Service will

- advertise individual vacancies on our online jobs pages and through our daily job email update to students.
- advertise vacancy details under your company name or your client's company name. In either case, the client's company name and details must be made known to the Careers Service, but will not be disclosed to students / graduates or other recruiters without permission.
- promote an agency through our Recruitment Agency Directory package options.
- advertise client vacancies free of charge on receipt of written confirmation from the client that the agency is the sole recruiter acting on their behalf for the entire recruitment campaign.
- **not** advertise jobs where a worker must pay a fee or an 'umbrella' company is used to pay workers including making appropriate tax and national insurance deductions; this service must be paid for by the agency.
- **not** advertise positions where an individual must set up as a limited company to receive payment. Tax and national insurance must be taken care of by the agency.

## 2. Employer Events

### 2.1. Presentations, drop-ins, open days, careers fairs

The Careers Service maintains a diary of employer events, held on or off campus, to avoid clashes with same sector organisations. Employers must book recruitment events through the Careers Service. This service is not open to agencies and training providers.

The employer will

- contact the Careers Service to check dates for **all** events with a recruitment focus
- notify the Careers Service in advance if a direct approach is made to any academic department or student union/society/club for recruitment purposes
- be able to use the event to promote graduate vacancies, internships, placements and job searching skills to current University of Bristol students
- provide full contact details for the event organiser and advertising agency (where appropriate)
- provide full invoice contact details and purchase order number when required
- provide up-to-date information on the organisation and current vacancies for finalists/graduates
- complete and return all necessary booking forms within the specified timescale
- complete and return University of Bristol conference centre booking forms within the specified timescale where relevant
- provide accurate size/dimension of exhibition stand when requested
- supply all publicity material as requested within the specified timescale

- distribute information relating to the organisation of the event to all relevant parties (ie company representatives attending the event, couriers, exhibition companies etc)
- arrange for delivery and collection of own equipment and material used at the event

Where an event is being organised on behalf of a recruiter the third party must

- follow all of the above
- provide full contact details for your client to verify details if necessary

The Careers Service will

- co-ordinate the employer event diary to avoid clashes between companies of the same business, i.e. two investment banks presenting at the same time
- notify booking start dates to current contacts by email and on the Employer section of our website
- co-ordinate room booking requirements for on-campus events where possible and based on charges set by the relevant services used
- publicise events on our searchable online event list and operate an online sign-up for open events
- advise on appropriate event, timing and location
- allocate bookings and sponsorship of careers fairs on a first come first served basis
- allocate stand space based on information supplied by the Employer - stands will be measured on the day
- reserve the right to change position or remove a stand from a careers fair if the stand brought on the day is larger than specified on the booking form or if it conflicts with health & safety regulations
- issue invoices for services rendered within the timescale stated at booking
- issue an invoice for additional stand space and any other additional charges incurred on the day of a careers fair
- **not** guarantee attendance at these events
- **not** accept responsibility for loss or damage to property (including personal property) brought on to University premises
- **not** accept responsibility for equipment or material left behind after an event

## 2.2. Student protest

If there is a possibility of an employer event, or an employer attending a recruitment event, such as a fair, attracting student protest, the following guidelines should be followed.

The employer will

- notify the Careers Service of any reason, however remote the issue, why there might be a protest against the company
- give due regard to the University Freedom of Speech Code <http://www.bristol.ac.uk/secretary/studentrulesregs/freespeech.html>
- conduct a risk assessment for the event
- check insurance liability issues in the event of a protest
- agree roles, responsibilities and procedures in the event of a protest
- explain the role of recruiter's staff in the event of a protest
- discuss and agree with the Careers Service if intending to use own security team
- ask any agency working on your behalf to adhere to the above
- use this good practice with other university contacts e.g. student societies

The Careers Service will

- conduct a risk assessment of the target event
- agree roles, responsibilities and procedures in the event of a protest
- give due regard to the University Freedom of Speech Code
- liaise with and seek advice from the University Security Service

- provide clear information to students of any requirements for personal safety and security at events e.g. no form of protest in an area that could cause congestion or a health and safety risk
- provide, where possible, locations that are well lit, accessible, covered by CCTV and fit for purpose
- share information with other AGCAS careers services on patterns of student protest
- use this good practice with other university contacts e.g. student societies

### **2.3. Information for Recruitment Agencies**

The Careers Service will endeavour to support the recruitment needs of third parties. However, due to the volume of requests direct recruiters will be given priority.

The Careers Service will

- place requests for a stand at any of our Careers Fairs on a waiting list and will send notification of availability one month before the event.
- **not** book attendance at Skills sessions or similar activities.

The agency will

- follow all of the terms and conditions set out above
- provide full contact details for your client to verify details if necessary