

Terms and Conditions of Engagement for Employers

Careers and Enterprise at Queen Mary University London aims to advertise vacancies and further study opportunities to our students and graduates with a high level of efficiency and accuracy. This relates to organisations looking to advertise vacancies and/or engage with students on-campus or remotely.

We ask that advertising organisations:

- Provide complete and accurate information concerning the vacancy
- Pay at least national minimum wage, unless these are opportunities lasting less than 10 days (70 hours), opportunities which are undertaken as part of an academic course, volunteering* opportunities or opportunities outside the UK
**Defined by the NCVO as 'any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives.'*
- State the remuneration at the outset, either as a set figure, an appropriate range or expressed by reference to the national minimum wage or national living wage
- State the basic rate of pay at national minimum wage or above, in cases where salary is partially based on commission or bonuses
- Explicitly state any exit fees associated with the opportunity at the outset
- Pay for or reimburse any essential work equipment and work-related expenses
- Be fully compliant with legal entitlement to annual leave
- Expire the vacancy advert on Target Connect or notify the Careers Service when the post has been filled.
- Identify a website or contact where candidates can learn more about the vacancy
- Provide us with as much notice as possible prior to the closing date
- Ensure all vacancies meet current employment and equal opportunities legislation in the host country
- Are aware of your obligations as a recruiter when employing people in the UK: <https://www.gov.uk/browse/employing-people>
- Have appropriate Employers' and Public liability insurance in place where applicable
- Comply with all relevant legislation when advertising and conducting the selection process. Further guidance can be found on the ACAS website www.acas.org.uk or helpline 08457 474747 and, in the case of health and safety legislation at www.hse.gov.uk

Careers and Enterprise reserves the right to edit vacancy adverts for brevity, clarity and accuracy. It has a legal responsibility not to advertise vacancies which may be construed as discriminatory. The Service may therefore contact advertising organisations, where appropriate, to clarify wording and details of adverts, or to obtain reassurance of exemptions from UK equal opportunities legislation.

Vacancy adverts which contain statements such as 'must be able to/have permission to work in the UK' will be amended to read 'the successful candidate must, by the start of their employment, have permission to work in the UK'. Employers should seek evidence that a candidate has the right to work in the final stages of the recruitment process, rather than at the initial application stage.

For the avoidance of doubt, the Careers Service does not accept any liability whatsoever which may arise out of the content of any job advert or the recruitment of individual applicants who may not be legally entitled to work in the United Kingdom. It is the responsibility of the employer to check the right to work of applicants.

The Careers & Enterprise Service reserves the right to edit or reject vacancies or decline participation in events and activities at our discretion which it reasonably believes not to be in the best interests of either students, graduates, or the University. In particular, this will include organisations and/or opportunities which:

- Have company information, which is incomplete, eg nature of company, missing address
- Have misleading, incomplete or inaccurate job descriptions
- Promote or endorse illegal activity
- In our judgement, requires an unreasonable financial outlay by the applicant and/ or require employees to make use of their personal bank account for purchases/sales
- Are advertised by agencies (or similar third parties) and require the student to pay a fee in order to apply
- Are placed by matching platforms or job networks
- Require an up-front financial investment by the student/graduate, e.g. franchises
- Are partnership or equity only opportunities with set-up companies
- Are proprietary trading companies requiring graduates to pay desk fees or pay for training
- Relate to a pyramid, multi-level marketing or similar style selling scheme
- Represent an undue health and/or safety risk to the student/graduate
- Are connected to the adult/sex industry, or are associated with adult content
- Involve students writing or sharing academically related material for use by other students
- Are placed by private individuals and take place in people's homes, for example where the role provides care for others
- Appear not to meet the requirements of equality or other employment legislation (UK vacancies)
- Do not meet UK National Minimum Wage and London living Wage requirements (UK vacancies)
- Are unpaid international opportunities on behalf of a private/commercial organisation
- Pay a salary or other type of reimbursement/ in-kind remuneration which is solely based on results or incentive-based schemes eg commission-based work or the awarding of points which can be exchanged for rewards
- Are placed on behalf of tobacco companies
- Advertise 'exploding offers' requiring an Applicant to accept an offer within a limited time period and expect all organisations to honour the original timeframe outlined at offer stage with no diminishing conditions e.g. salary or bonuses
- Are training courses/programmes which are not accredited by a recognised educational or professional body
- Require the taking of medication or other forms of treatment, such as participating in drugs trials
- Compromise the health and safety of students
- Conflict with Foreign and Commonwealth Office advice at the time of posting

In line with [AGCAS Member Code of Ethics](#), QMUL Careers Professionals will demonstrate impartiality by providing support to students and graduates who are interested in pursuing a career in these industry sectors which could include enabling them to find job opportunities.

The Careers & Enterprise Service is unable to provide advice to employers on legislation relevant to the recruitment of non-UK nationals. Any queries should be addressed to the UKBA or to an appropriately qualified legal adviser

Recruitment agencies advertising on behalf of clients, must supply the client's name and participation in events and activities by agencies will be at the discretion of the Careers & Enterprise Service.

The contact details submitted by employers will be stored by the Careers & Enterprise Service on our CRM system - Target Connect and will be used for the purposes of supporting your engagement, in line with GDPR.

The Careers & Enterprise Service is unable to provide employers with details of students and graduates who may be suitable for specific posts.

The Careers & Enterprise Service does not accept any responsibility or liability whatsoever for the performance and/or behaviour of students and graduates either during the application process or as employees or workers of an organisation.

The Careers & Enterprise Service does not enter into negotiations about contracts of employment between an employer and prospective employee. For paid positions, employers are expected to provide employees with a copy of a written contract of employment.

The Careers & Enterprise Service will bear no liability for any loss, damage or delay arising from the delivery of services to promote an employer or their opportunities.

The Careers & Enterprise Service reserves the right to amend, replace or revoke this policy from time to time without giving prior notice.