

Wrexham University

Careers &

Employability

Employer Policy

The placement of an advert with Careers and Employability shall be deemed acceptance of and agreement to this policy. These guidelines are compiled with the principles of the AGCAS Work Experience Standard.

The logo consists of a stylized, bold, purple letter 'W' centered within a white square.The logo features the word 'ask' in a large, bold, purple font. Below it, the words 'Careers and Employability' are written in a smaller, teal font. The entire logo is contained within a yellow speech bubble shape.

What you can expect from us:

- The Careers Centre will endeavour to assist employers/ agencies in filling vacancies by advertising positions to students and graduates. Our services are available to local, national and international recruiters of students and graduates. Vacancies are advertised on our website and can be uploaded directly by employers via our vacancy service portal <https://wguconnect.glyndwr.ac.uk/>- this service is free of charge.
- We are unable to guarantee numbers attending events/ fairs or numbers of students viewing vacancies as student numbers on campus may vary during the year depending on day/ dates.
- We will aim to help you with any difficulties you may be having in uploading vacancies; most employers upload directly to our website. We will release vacancies to be viewed once we have reviewed them – see below for exceptions.
- We respond to email enquiries within 5 working days.
- As a standard service, we will advertise employer events via:
 - our internal departmental channels and relevant subject lecturers
 - directly to students
 - using our social media channels
- We hold a very limited amount of paper-based information, so information left with us may be removed from Careers and Employability after a period of 2 weeks at the discretion of staff.
- We can arrange for a stand to be set up outside of Careers and Employability (or elsewhere on campus if preferred, and if available) in order for employers to approach students on campus about suitable vacancies. This may be subject to charges for space – please discuss with Careers staff.
- We can also liaise with/ put employers directly in touch with departmental contacts to arrange a mutually beneficial time to meet a particular cohort of students.
- We can arrange for interviews on campus throughout the academic year and will organise room bookings and interview schedules, where appropriate. This may be subject to an administration charge to cover the cost of the room booking and for contacting interviewees.

What we expect of employers advertising vacancies:

- The employer must make clear the nature of the work offered. For the purposes of our online vacancy system, we will require: job title and brief description of the role, a brief description of your organisation, telephone number, email address, postal address, hours required, number of posts available, person specification, qualifications required, salary/ hourly rate, contract type (temp, perm, fixed term), location of the job, how you would like interested students/ graduates to apply (i.e. CV, via an online/ paper application form, in person), contact details and website where applicants can find out further information, closed and the role start date.
- It is the responsibility of the employer to let all candidates know the result of an application as soon as possible and also to inform the Careers team so that we can close the vacancy. We would also require feedback about our service and the outcome of the recruitment.
- All contracts are agreed directly between the student and the employer.
- The availability of students will vary dependent upon their course, however we do request that employers are aware of the students' study obligations and recommend a maximum of 16 hours' work per week during term time (although it is up to a student to assess the academic pressures of their subject). During vacations and other periods, hours are negotiable with the student (some restrictions apply to international students). It is the responsibility of the employer to check the eligibility to work.
- We will add organisations' details to our service portal database. It is your responsibility to make sure that we are aware of the latest contact details.

What we expect of recruitment agencies or intermediaries:

- We will advertise vacancies on behalf of recruitment agencies / third party intermediaries free of charge providing that the name of the organisation is disclosed in confidence to us – this is to make sure that we feel it is a suitable vacancy for our students/ graduates. We will not disclose this to the applicant – it is the responsibility of the agency to do that.
- The Careers Service will only advertise for specific posts and do not run generic adverts for recruitment agencies.

What we expect of recruitment agencies or intermediaries:

- We will advertise unpaid opportunities as long as they meet the conditions for the exemption from National Minimum Wage requirements. Such vacancies will be reviewed on a case by case basis.

Useful information about work experience and internships definitions is at: <https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/internships>



We will not advertise paid vacancies that (to our knowledge):

- Discriminate on the basis of age, gender re-assignment, marital status or civil partnership, pregnancy/maternity, disability, race (including colour, nationality, ethnic origin or national origin), religion, belief or lack of religion/ belief, gender, or sexual orientation (refer to Equality Act, 2010 for further details).
- Do not comply with the National Minimum Wage or other employment legislation for UK vacancies.
- Are commission-only vacancies not guaranteed to meet the minimum wage.
- Require the applicant to disclose their bank or building society details before being appointed.
- Require the applicant to make any form of upfront financial investment.
- Are placed by private individuals and involve working in a private household. For those students wishing to be self-employed, we would refer them to other University services for support.
- Are connected to “pyramid” style selling schemes.
- Are connected to the sex/adult industry.
- Have company information which is incomplete – such as missing address, nature of company, contact details.
- Involve students undertaking academic work for other students.
- Have misleading and incomplete job descriptions.
- Represent an undue health or safety risk.
- Have no end date or are listed under the heading of 'continuous recruitment'.
- Are connected to brand promotion/brand ambassador roles on campus that do not adhere to the above guidelines - we will look at these on a case-by-case basis. Please speak to staff for further details.

When using our services to advertise paid roles, we ask that you:

- Pay the National Minimum Wage.
- Adhere to working time directive legislation including holiday entitlement.
- Pay National Insurance contributions and tax and submit Declaration of Income forms [P38(s)] to the Inland Revenue.
- Adhere to Health and Safety regulations and provision of adequate insurance, as regards to injury to the students/ graduates and any claims against students for damage and personal injury.
- Adhere to all UK legislation regarding recruitment and selection.
- Comply with legislation against discrimination in employment in accordance with the Equality Act 2010.
- Comply with legislation regarding employing EU and International students or graduates.
- Satisfy yourselves as to the suitability of any employee and be responsible for taking up any references provided by the employee before engaging the student/ graduate.
- If an employer finds that a student / graduate recruited from the advertisement with the Careers and Employability Service does not fulfil reasonable expectations, bearing in mind the job description, the employer may re-advertise the vacancy. We cannot be held accountable for any failures in recruitment.



Exceptions

- Wrexham University Careers and Employability reserves the right not to advertise a vacancy it considers unsuitable for students / graduates, and to refuse to advertise further vacancies from any company which breaches this policy.
- We reserve the right to not advertise opportunities which we believe are not in the best interest of our students and graduates. We also reserve the right to edit any vacancy for clarity.
- Wrexham Careers and Employability and Wrexham University shall bear no liability for loss, damage or delay howsoever arising in the performance of these services and in particular caused by circumstances beyond its control. We do not take responsibility for the work conducted by any Wrexham University students/ graduates.
- Not all eventualities can be covered in this policy, therefore each vacancy will be assessed individually.

Useful web links

[AGCAS The Work Experience Standard](#)

[National Minimum Wage](#)

<https://www.gov.uk/employment-rights-for-interns>

[Equality Act 2010](#)

[Equality and Human Rights Commission](#)

[CIPD HR Inform](#)

[Disability rights](#)

[Employer's guide to right to work checks, 2015](#)

[Employment rights for interns](#)

[NASES](#)



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