

Oxford Brookes Careers

Employers' Policy 2020-21

Employers' Policy: providing employment, work experience and volunteering opportunities for students and recent alumni of Oxford Brookes University.

Please note that during the Coronavirus Pandemic, Careers is providing its services remotely. To contact us: e-mail: employers@brookes.ac.uk

This policy is intended to establish and maintain clear standards of good practice for employers and volunteer organisations using Careers at Oxford Brookes to promote full and part-time job vacancies, and other opportunities, to students and recent alumni of the University. Recent alumni are those still within three years of completing either an undergraduate or postgraduate degree at Oxford Brookes.

The information provided in this policy is intended to provide general guidance only and cannot be taken as an accurate statement of the Law at present. For further sources of information on UK employment law see the resources section at the end of this policy.

We have a dedicated Employer Engagement Team available to help with any queries.

For more information about ways to engage with our students and raise your profile on campus please contact: employers@brookes.ac.uk

What we do - Careers facilitates engagement with employers and other opportunity providers, by:

- promoting the University, its students and graduates, to a large and diverse range of employers;
- proactively maintaining relationships with employers and updating knowledge of their recruitment and selection practices;
- advertising suitable graduate vacancies, placement opportunities, part time and, or temporary and voluntary roles;
- organising 'on campus' events to include fairs, presentations, workshops and interviews, where our resources permit.

In line with the position of AGCAS, the professional association for Higher Education Careers Services, Careers supports the promotion of opportunities that enable students and graduates to:

- acquire new and develop existing skills and knowledge;
- demonstrate their value to employers;
- make new contacts that will benefit them in their career;
- sample particular sectors, employers and types of work.

Constructive collaboration, getting the best from our services.

To enable us to provide an optimum service to you we expect all employers and opportunity providers to:

- provide us with accurate, up-to-date information about their opportunities and businesses, including timely and adequate details of vacancies (such as: nature of the work offered, any necessary skills required, proposed wages, duration, etc);
- only advertise specific vacancies, that are available;
- meet all UK statutory legal requirements for those opportunities subject to UK law.

In particular employers are reminded of the need to consider the following:

- Payment of the UK National Minimum/Living Wage, as appropriate;
- The Working Time Regulations (including holiday entitlement) and the Equality Act 2010;
- be aware of students' study obligations during semesters and, as a guide, should not ask full time students to work in excess of 15 hours per week, except during vacations or other periods when a student does not have the usual pressure of study;
- Let all applicants know the result of an application as soon as possible, or to state that 'only successful candidates will be contacted';
- satisfy themselves as to the suitability of any prospective employee (including their eligibility to work in the UK) and to be responsible for taking up any references, etc, before engaging individuals;
- provide feedback on employment related events and fairs organised by Careers, or Oxford Brookes University, when requested.

Careers will:

- normally action advertisements placed online, via our Careers site, within 2 working days;
- notify you of any charges to be levied for using our services. The amount, its purpose and the method of payment required will be stated clearly.

See also the Employer pages of our website www.brookes.ac.uk/careers

Important considerations to note:

1. UK Employment Law: laws regarding employment status and payment are complex. Careers expects recruiters, employers and work experience providers to have checked that any vacancies submitted for advertising, either on-line, or in hard copy formats, comply with the requirements under English law, whether under statute or common law, including but not limited to the requirement to make payments of the National Minimum Wage/National Living Wage (National Minimum Wage Amendment Regulations 2016 – effective 1 April 2016) and to comply with the Equality Act 2010. By submitting a vacancy, opportunity providers are warranting that: (i) the vacancy complies with such legal requirements and agree to indemnify Oxford Brookes University for any losses which it may incur in connection with any vacancy submitted; (ii). No employment agency relationship exists with Oxford Brookes Careers and (iii) there has been no breach of the Equality Act 2010 in any advertising copy provided, or in the intended terms and conditions of engagement.
2. Unpaid opportunities: in line with UK employment law and developing good practice Careers will normally only advertise unpaid internships/work experience/placement opportunities of up to 4 weeks duration. On an exceptional basis we may advertise unpaid internships of up to a maximum of 12 weeks duration, but only if we deem them to be appropriate, in all the circumstances prevailing, for our students and recent alumni. iii. International opportunities: recruiters are also responsible for ensuring any vacancy complies with employment law (including any national minimum wage requirements) in the relevant jurisdiction and that they meet relevant good practice.
3. Recruitment agencies: we can only accept advertisements from recruitment agencies, where a specific vacancy exists. For us to approve a vacancy from a recruitment agency they will need to supply us, in confidence, with the name of the actual employer on whose behalf they are recruiting. Recruitment agencies, who are members of the Recruitment & Employment Confederation (REC), may also contact us to request to sponsor a link to advertise their vacancies on our dedicated recruitment agencies web page

4. Up-front fees, etc: we cannot advertise vacancies that require any 'up-front', out-of-pocket fees, or 'commission only' remuneration.
5. Multi-level Marketing Schemes: we cannot advertise vacancies which are part of multi-level marketing schemes, also known as pyramid selling, networking marketing and referral marketing where the revenue of the company is derived from a non-salaried workforce and the earnings of the participants are based on a commission system.
6. Overseas recruitment: we do not accept advertisements that contain a blanket ban on overseas recruitment, unless they are exempt from discrimination provisions under the Equality Act 2010, etc. viii. Suitability/reputation: advertising of vacancies by Careers does not imply approval or recommendation. We do not advertise vacancies that we consider unsuitable for students and recent alumni, or which might possibly bring Oxford Brookes University into disrepute. We may refuse to advertise further vacancies from any organisation which breaches this understanding and, at our sole discretion, remove (or not publish) advertisements which we consider to contravene UK law, or to be otherwise unsuitable
7. We do not normally accept emails from webmail account providers (e.g. hotmail, yahoo or gmail) although we may make exceptions on a case-by-case basis.
8. Vacancies are posted on the system for a maximum of 3 months, in the first instance (subject to renewal)

Feedback on our services:

We welcome your feedback, both positive and negative, as it drives the continuous quality improvement of our services. Should you be unhappy with any aspect of our service and wish to raise a concern please speak, in the first instance, to a member of staff on 01865-484670, or e-mail us at careers@brookes.ac.uk. If that person cannot resolve your concern it will be passed to the Head of Careers Service. We aim to provide an initial acknowledgement within three working days.

Information Security, including the General Data Protection Regulations (GDPR)

Careers complies with the University's Information Management protocols, including its Information Security Policy, to ensure the maintenance of confidentiality, integrity and the appropriate availability of data. <https://www.brookes.ac.uk/it/information-security/>

Resources, sources of information on payment and employment status in the UK

The National Minimum and Living Wage (Gov.UK) - <https://www.gov.uk/national-minimum-wage>

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

ACAS - Employment Status Types (i.e. worker, employee, intern, or volunteer)
<http://www.acas.org.uk/index.aspx?articleid=5071>

ACAS Helpline - 0300 123 1100 <https://beta.acas.org.uk/helpline> Created: 18 March 2014

Updated: AY 2020/21 Next planned review: Summer 2021