

Work and Voluntary Experience Services (WAVES) - Oxford Brookes University

Placement Policy: providing placement opportunities for students of Oxford Brookes Business School.

This policy is intended to establish and maintain clear standards of good practice for employers and volunteer organisations using WAVES at Oxford Brookes to promote full time placement opportunities to students of the Business School.

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 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: waves@brookes.ac.uk

The Oxford Brookes Business School

The Business School is a leading choice for business, accounting, finance, economics, marketing, events management and hospitality students from the UK and overseas.

Our business courses are some of the most popular in the UK and our highly successful and established work placement scheme is part of the appeal.

What we do -

WAVES facilitates successful placements with employers by:

- Providing training to our students on applying for placements
- Working in collaboration with the Careers Service and other colleagues to support students in the application process, CV writing and interview skills
- Advertising placement opportunities, and confirming appropriate placement offers with candidates.
- Promoting placement opportunities that are available to/ accessible by all students
- Promoting the University, its students and graduates, to a large and diverse range of employers
- Providing guidance and support to placement providers on health and safety requirements, risk assessments and the mentoring of students during their placements
- Maintaining contact with placement providers to ensure the placement is going well and any issues can be resolved
- Proactively maintaining relationships with placement providers and updating knowledge of their recruitment processes and timelines

- Supporting 'on campus' or virtual events to include fairs, presentations, workshops and interviews, wherever possible.

In line with the position of AGCAS, the professional Association for Graduate Careers Advisory Services, WAVES 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

Criteria for a successful placement

- We ask that students are employed full-time for between 40-52 weeks (dependant on their particular programme of study)
- They must be paid minimum/ living wage or above for the country in which the placement is taking place
- They should be given a role of suitable responsibility to add value to their degree
- That the placement provider's code of conduct applies equally to both their employers and students on placement, particularly with regards to Equality, Diversity and Inclusion, Harassment and Bullying,
- With the support of their manager, students fulfill an academic assignment component during their placement.

Declined or termination of placements

On rare occasions WAVES may have to decline or refuse the application for student placement on the following grounds:

- If we believe that matters are in breach of normal expectations of equality, diversity and inclusion, harassment and bullying or health & safety with regards to the employment
- Active encouragement and employment of a placement student which prevents them from completing their studies
- The ethics, quality standards, codes of responsible and/or social responsibility of the role or business is deemed to be in contradiction with those of Oxford Brookes University
- Breach of 'successful placement criteria' - see above

Constructive collaboration – getting the best from our services.

To enable us to provide an optimum service to you we ask that all placement providers:

- 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
- Let all applicants know the result of an application as soon as possible, or to state that 'only successful candidates will be contacted'.
- Provide feedback on employment related events and fairs organised by WAVES, or Oxford Brookes University, when requested.

i. UK/European Law: laws regarding employment status and payment are complex. WAVES 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 or European 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 WAVES 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.

ii. 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.

ii. 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.

iv. Up-front fees, etc: we cannot advertise vacancies that require any 'up-front', out-of-pocket fees, or 'commission only' remuneration.

v. 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.

vi. Suitability/reputation: advertising of vacancies by WAVES 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

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 485950, or e-mail us at waves@brookes.ac.uk.

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

WAVES 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-management/>

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