

We are committed to providing a fair and professional service to our students and employers. To ensure this, we ask organisations looking to advertise their vacancies with us to read the following guidelines.

### **Advertising Guidelines: what will we accept?**

The University reserves the right to edit vacancy adverts for purposes of:

- Brevity and clarity.
- Equality legislation, where the University has a legal responsibility not to advertise vacancies that may be construed as discriminatory. The University may contact advertising organisations, where appropriate, to clarify wording and details of adverts, or to obtain reassurance of exemptions from equal opportunities legislation.

We reserve the right not to advertise vacancies or other opportunities that we reasonably believe not to be in the best interests of our students and graduates. In particular, vacancies which:

- Appear not to meet the requirements of equality or other employment legislation.
- Promote or endorse illegal activity.
- Have company information that is incomplete, e.g. nature of company, missing address.
- Are placed by an organisation that we cannot independently trace or verify.
- Have misleading, incomplete or inaccurate job descriptions.
- Are placed by private individuals, particularly where the role provides care for others.
- Do not pay the legal minimum wage (except for voluntary opportunities with a registered charity, not-for-profit organisation, community group, or an opportunity deemed to be 'work shadowing').
- Pay on a commission-only basis.
- Advertise courses with commercial training providers.
- Pay 'in kind' rather than being salaried, e.g. gig tickets, vouchers, CDs, meals
- Require an up-front financial investment by the student/graduate, e.g. franchises
- Are partnership or equity only opportunities with set-up companies.
- Are connected with a 'pyramid' (or similar style) selling scheme.
- Could in our opinion be exploitative or may not be a genuine opportunity, e.g. a scam or fake advert.
- Represent an undue health and/or safety risk to the student.
- Involve students writing or sharing academic related material for use by other students.
- Ask for personal banking details prior to appointment.
- Suggest the use of personal bank account to process purchases, sales or deposits.
- Register as self-employed/work on a freelance basis. However, where it appears appropriate, we will forward details to tenants of MMU's graduate incubators, Innospace and Market Place Studios.

We are only able to advertise gap year programmes or work abroad schemes from established UK based providers with a proven track record of delivering successful programmes within the sector.

If you are a recruitment agency, we ask that you provide details of the employer you are recruiting on behalf of. We will not make this information available to students. For more information please see our Information for Recruitment Agencies below.

Manchester Met works to ensure that all work based opportunities advertised to students and graduates do not discriminate against, disadvantage or endanger them in any way, and work to the Codes of Practice relating to the recruitment of students and graduates that have been put into place by the [Association of Graduate Careers Advisory Services \(AGCAS\)](#) and the [National Association of Student Employment Services \(NASES\)](#). The gov.uk website has further [guidance on best practice in structuring internships and work placements](#).

### Advertising Guidelines: what we expect from you

We ask that you:

- Provide complete and accurate information concerning the vacancy. (See our Top Tips Guide below).
- Ensure all vacancies meet employment and equality legislation, including compliance with [National Minimum Wage and National Living Wage](#) rates, as well as Health and Safety regulations.
- Identify a website or contact where candidates can learn more about the vacancy.
- Clearly state how applicants should apply for your opportunity
- Provide the successful candidate with full contractual information prior to the start date, specifying the tasks to be undertaken, hours of work, salary and holiday entitlement.
- Provide a full induction, including a health and safety briefing.
- Provide full employers' liability cover as stipulated on the [HSE website](#).
- Inform us when the vacancy is filled so we can remove it from our database. As the employer, you will be responsible for undertaking pre-employment checks prior to appointment.

### Information for Recruitment Agencies

The Manchester Metropolitan University Careers & Employability Service offers the following services to recruitment agencies and other third party recruitment intermediaries.

#### *Online vacancy service*

- Recruitment agencies are invited to add their vacancies to our vacancy advertising website, however, they will only be advertised if the name of a client company is disclosed to MMU Careers & Employability Service. The identity of the client may be withheld from advertisements where clients wish to remain anonymous. However, it is our experience that adverts which provide the name of the client receive a better response.
- Vacancies will be advertised free of charge on the Careers & Employability Service website.
- Manchester Met Careers & Employability Service will only promote vacancies that are for specific jobs that are currently available and not speculative advertisements for candidates to join the agency.

- Please note that the only exception to promoting generic vacancies will be for undergraduate part-time work (such as events and catering casual work).
- Manchester Met Careers & Employability Service does not allow a continuous recruitment option for agency vacancies: live vacancies will be advertised for a maximum of 2 weeks. Agencies placing advertisements are required to inform the Careers & Employability Service if the vacancy has been filled before the specified deadline. It is at the discretion of the Careers & Employability Service to allow vacancies to be advertised beyond the initial 2-week period.
- Manchester Met Careers & Employability Service does not hold, distribute or place posters or other promotional material for recruitment agencies within either the Careers & Employability Service or the University as a whole.
- Manchester Met Careers & Employability Service will not advertise vacancies that it reasonably believes to contravene equal opportunities, employment law or any other UK legislation.

### Guidelines for advertising unpaid work experience

The National Minimum Wage Act entitles any 'worker' to receive a certain amount of money per hour. This can also include students and graduates who undertake internships. If you are thinking about recruiting an unpaid intern, please check if you are:

- Asking the intern to work set hours. Are they to arrive at a certain time in the morning, finish at a set time and do you expect them to work a certain number of hours per week?
- Expecting the intern to complete set tasks in order to contribute or make a difference to your organisation.
- Promising the intern a paid position at the end of the internship.

If any of these apply to your internship, your 'intern' may be legally a 'worker' and therefore entitled to the National Minimum Wage for the duration of their internship.

#### *Our Approach*

Manchester Met Careers & Employability Service would like to help employers to understand the National Minimum Wage legislation and improve work experience opportunities for our students and graduates. We advertise unpaid internships if they either:

1. Involve volunteering with a registered charity. In which case, please get in touch with our [Volunteering department](#), based within the Students' Union or
2. Consist of genuine work shadowing where the intern is making 'no difference' to the organisation, and the organisation would function effectively and work completed, whether or not the intern attends. We will advertise work-shadowing opportunities of up to 4 weeks.

The gov.uk website has [further guidance on best practice on structuring internships and work placements](#).