

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 before posting an advertisement.

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 that:

- 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 UK legal minimum wage (www.gov.uk/national-minimum-wage-rates).
- Advertise salary or payment as being 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 or self-funded internships overseas.
- 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.
- Require the applicant to register as self-employed/work on a freelance basis.
- Involve the teaching of English abroad, usually within a school or education setting.

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 hard to ensure that all work based opportunities advertised to students and graduates do not discriminate against, disadvantage or endanger them in any way, and

meet the Codes of Practice relating to the recruitment of students and graduates 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.
- Ensure all vacancies meet employment and equality legislation, including compliance with the National Minimum Wage and 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 has been 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:

- 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 the 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.
- The 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.
- The Careers & Employability Service does not allow a continuous recruitment option for agency vacancies: live vacancies will be advertised for a maximum of four 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 four-week period.
- The 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.
- The Careers & Employability Service will not advertise vacancies that it reasonably believes to contravene equal opportunities, employment law or any other UK legislation.

Guidelines regarding unpaid work experience

The National Minimum Wage Act entitles any 'worker' to receive **a guaranteed minimum rate of pay 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.

Manchester Met would like to help employers to understand the National Minimum Wage legislation and improve work experience opportunities for our students and graduates.

The Careers & Employability Service believes that a student's financial circumstances should not become a barrier to gaining valuable work experience, and as such, we have taken the decision **not** to advertise unpaid internships, work experience or work shadowing opportunities.

The gov.uk website has **further guidance on best practice on structuring internships and work placements**.

If you wish to advertise volunteering opportunities within the not for profit sector, please [contact the Volunteering Team](#), based within the Students' Union.