

Careers & Enterprise Centre  
Vacancy Advertising Policy –  
Information for Employers



**Contents**

Overview ..... 2

Guidelines for advertising your opportunities online ..... 2

*We ask that employers:-*..... 2

*We will advertise:-*..... 2

*We will not advertise:-*..... 2

    National Minimum Wage ..... 3

Table 1 – Opportunity Types..... 3

    Graduate Jobs/PhD..... 3

        ~ immediate start..... 3

    Graduate Jobs ~ future start date..... 4

    Internship ..... 4

    Work Experience/..... 4

    Shadowing ..... 4

    Placement..... 4

    Volunteering..... 5

    Self-Employed ..... 5

Uploading your vacancy advert ..... 5

What should my job advert look like?..... 6

## Overview

At Durham University, we encourage our students to be independent and responsible for their own career decisions.

We work on an equal basis with all genuine employers. We do not recommend particular employers or vacancies, censor information available, or limit access to opportunities. We recognise that all students have the right to select their own potential future employers.

We endeavour to provide the widest possible range of graduate, internship and placement opportunities to our students and we work in partnership with employers to achieve this. By working closely together we aim to support the business needs of recruiters as well as to deliver graduate employment opportunities for our students.

## Guidelines for advertising your opportunities online

The Careers, Employability and Enterprise Centre at Durham University offers employers access to a free vacancy advertising system, the system is self-service and allows users to manage their advertising online.

### ***We ask that employers:-***

- Provide complete and accurate information concerning the vacancy (please see [‘What should my vacancy advert look like?’](#) for further information on how to structure your advert).
- Identify a website or contact where candidates can learn more about the vacancy.
- Provide us with as much notice as possible prior to the vacancy closing date.
- Ensure all vacancies meet UK employment and equality legislation.

### ***We will advertise:-***

- full-time and part-time graduate roles
- part-time roles (in Durham and surrounding areas only)
- vacation work / internships
- placements
- voluntary opportunities (see [Table 1](#) for further guidance)

### ***We will not advertise:-***

- full-time roles involving non-graduate work
- roles which could, in our opinion, be exploitative or may not be a genuine opportunity
- roles which, in our opinion, do not meet employment and equality legislation
- Commission only roles (or those with a basic salary less than the National Minimum Wage)
- Roles which involve working in private homes
- Self-employed/freelance roles

**Note** – Recruitment Agencies must register as a ‘Recruitment Agency’ and provide full details of the third party (visible to staff). Failure to do this will result in the deletion of adverts from the system.

## National Minimum Wage

In advertising vacancies to students and graduates, we are bound by UK employment legislation, including anti-discrimination laws as well as National Minimum Wage requirements. We will work with employers to ensure that advertisements follow best practice but reserve the right not to advertise vacancies if they appear to contravene these laws.

For advice and information on the National Minimum Wage legislation, please see:

- [www.gov.uk/national-minimum-wage](http://www.gov.uk/national-minimum-wage)

We would recommend that you familiarise yourself with Government guidelines available on the [National Minimum Wage](#) and [exemptions](#).

The University reserves the right not to publish the following vacancy adverts:

- Unpaid opportunities that do not meet our recommended guidelines, or those which do not meet National Minimum Wage standards.
- Adverts which breach UK equality legislation, where the University has a legal responsibility not to advertise vacancies which may be construed as discriminatory. The University may contact employers, where appropriate, to clarify wording and details of adverts, or to obtain reassurance of exemptions from equal opportunities legislation.
- Adverts posted by recruitment agencies which do not declare the third party organisation, either in the advert or when requested.

### Table 1 – Opportunity Types

To facilitate the handling of vacancy information for students and recent graduates, some exemptions to the national minimum wage may apply. The following table should help you determine how to advertise opportunities.

**Please note that, whilst other definitions may exist, these are the definitions to which Durham University adheres and therefore all adverts for opportunities must comply with these guidelines.**

<a href="#">Local part time work</a>	<ul style="list-style-type: none"><li>• Short or long term work</li><li>• Local company or organisation</li><li>• Paid (note that pay must be at least equal to the NMW)</li><li>• Contract between student and organisation</li></ul>
<b>Graduate Jobs/PhD immediate start</b>	<ul style="list-style-type: none"><li>• Aimed at those who have already graduated</li><li>• Graduate/PhD level work</li><li>• Permanent or fixed-term</li><li>• Paid (note that pay must be at least equal to the NMW)</li><li>• Contract of Employment</li></ul>

<p><b>Graduate Jobs</b> future start date</p>	<ul style="list-style-type: none"> <li>• Aimed at undergraduates who will graduate in the year that the role is due to start</li> <li>• Graduate level work</li> <li>• Permanent or fixed-term</li> <li>• Paid (note that pay must be at least equal to the NMW)</li> <li>• Contract of Employment</li> </ul>
<p><b>Internship</b></p>	<ul style="list-style-type: none"> <li>• Short period of work with an organisation/company for a fixed period of time</li> <li>• Must be accredited and assessed as part of a student's degree programme, if between 3-9 months in length and agreed with the student and the University.</li> <li>• Often during vacation but can be in term time too</li> <li>• Must be paid (at least equal to the NMW) unless offered by a third-sector organisation or statutory body <b>and</b> accredited as part of a degree course.</li> <li>• Offers a valuable insight into a particular field or career</li> </ul>
<p><b>Work Experience/ Shadowing</b>  Exempt from National Minimum Wage</p>	<ul style="list-style-type: none"> <li>• A learning experience within an organisation with a maximum duration of four weeks</li> <li>• Unpaid, no contract</li> <li>• Does not involve any work being performed, rather used to give people a taster of a particular job, individuals are given the chance to try various tasks or shadow a member of staff</li> <li>• May be undertaken as part of a degree programme</li> </ul>
<p><b>Placement Year</b>  Exempt from National Minimum Wage <u>only</u> when part of university course <u>and</u> the placement does not exceed one year</p>	<ul style="list-style-type: none"> <li>• Open to all Undergraduate Students at Durham University</li> <li>• Minimum 40 week (full time) professional level work experience</li> <li>• Fixed period of work within an organisation usually lasting 9-12 months</li> <li>• Undertaken as part of a degree programme (often between second and final year) meaning that the degree is extended to four years in length</li> <li>• Placements are accredited and are part of the curriculum, they require some form of assessment</li> <li>• If passed a student's degree title will change to "with Placement Year"</li> <li>• Can be paid or unpaid. Legislation states that the NMW does not apply if the placement is part of the course and is less than a year long</li> <li>• Sometimes known as an 'industrial placement' or a 'year in industry'</li> </ul>

<p><b>Volunteering</b></p> <p><b>Exempt from National Minimum Wage</b></p>	<ul style="list-style-type: none"> <li>• A non-compulsory activity which involves spending time doing something which is of benefit to others (excluding relatives), society or the environment</li> <li>• Unpaid</li> <li>• Working for: a UK registered charity, a voluntary organisation, an associated fund raising body, a statutory body</li> <li>• Volunteers undertake work for no financial reward or benefit, apart from reimbursement of expenses only. Normally expenses will be limited to reimbursement of money spent on travel, food and drink, as well as out of pocket expenses</li> <li>• No contract or obligation to attend work place regardless of regular pattern</li> <li>• Volunteers can work under the supervision of a manager, and may be expected to meet specific standards or guidelines</li> <li>• Normally issued with a volunteer agreement explaining the work you will do, what supervision and support you will be given, and what training you will get, insurance cover, equal opportunities, what out of pocket expenses the organisation will cover, health and safety</li> </ul>
<p><b>Self-Employed</b></p>	<ul style="list-style-type: none"> <li>• Unfortunately we currently cannot advertise self-employed roles to our students; this is due to problems arising with self-assessment and payment of income tax, as well as visa restrictions which are in place for our international students.</li> </ul>
<p><a href="#">Erasmus</a></p>	<ul style="list-style-type: none"> <li>• Aimed at graduates who would like to spend a year abroad as part of their degree course</li> <li>• Full-time and part-time students would be required to study full-time while on placement</li> <li>• Location depends on the subject area and at what level.</li> <li>• Erasmus partner universities are linked on a subject specific basis, not institution wide.</li> <li>• The Erasmus grant will not cover all of the costs of being abroad, it is intended as a contribution towards the living costs.</li> <li>• The grant rate is set annually by the British Council.</li> <li>• The grant is not automatically allocated and students must submit an application and provide all necessary documentation.</li> </ul>
<p><a href="#">Scholarships</a></p>	<ul style="list-style-type: none"> <li>• Aimed at all graduates who wish to apply for financial support</li> <li>• Most fully-funded scholarship opportunities are only available to candidates applying for a new postgraduate programme.</li> <li>• The majority of scholarships have associated eligibility conditions, therefore it is essential applicants consider all requirements prior to submitting an application.</li> </ul>
<p><b>We will not advertise any opportunities, which do not fall into the above categories, including products/packages from commercial organisations where upfront payment is required; the exception being community and conservation volunteering projects where the funds are directly used to fund travel/accommodation through a UK registered Charity/Provider.</b></p>	

## Uploading your vacancy advert

Employers can [register](#) and then [upload vacancies](#) via our Vacancy Advertising System, as described on our website [www.durham.ac.uk/careers/employers](http://www.durham.ac.uk/careers/employers). Once uploaded, we review the content of the opportunity with the above criteria in mind, prior to publishing it for our students and graduates.

Please note that organisation and opportunity approval may take up to 5 working days.

If you have any questions about the application of this policy, or in relation to advertising your vacancies, please contact the Vacancy Coordinator on 0191 33 41433 or via email at [vacancy.advertising@durham.ac.uk](mailto:vacancy.advertising@durham.ac.uk)

### **What should my job advert look like?**

#### **1. Provide students with:**

- A concise job description
- Details of the qualities you are looking for
- Information on the skills and experience which are required to perform the role

#### **2. Be specific about the job:**

- How many vacancies
- Pay and benefits
- Location of job
- Start date
- Application method
- Contact details for enquiries
- Degree discipline required
- Essential and desirable skills and experience
- Genuine occupational requirements

#### **3. The Careers Service will not advertise:**

- Any vacancies that specify a 'native' speaker is required - instead this must be referred to as 'fluent'.
- Any vacancies that specify an age requirement unless the relevant clause of the Equalities Act is stated.
- Any vacancies where the salary is depending on experience – instead this must be referred to as 'negotiable' or 'variable'.
- Any vacancies which make reference to restrictions on the recruitment of non-EEA nationals, eg. 'candidates must have permission to work in the UK' will be replaced with 'The successful candidate must, by the start of their employment, have permission to work in the UK'.