

Career Hub Terms & Conditions for Employers

Manchester Metropolitan University are committed to providing a fair and professional service to its students and employers. To ensure this, organisations looking to advertise their vacancies with us are required to read and agree to the following terms and conditions:

- **Advertising Guidelines: What we will accept**
- **Advertising Guidelines: What we expect from you**
- **Information for Recruitment Agencies**
- **Guidelines for Advertising Unpaid Work Experience**

For enquiries regarding advertising your vacancy, please contact the Recruitment Team on 0161 247 3485 or talent@mmu.ac.uk.

Advertising Guidelines: What we will 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 have a maximum four-week advertising period for all roles that are not Graduate Schemes. If your role is advertised for any longer than four weeks, we reserve the right to edit the closing date on the advert you publish with us. If you would like to continue advertising your role for longer than four weeks you must wait until the initial period is complete and then duplicate/re-upload the role as new for an additional four-week period. You can complete this action as many times as required at our discretion.

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

This includes vacancies that:

- Are not of graduate calibre.
- Are not represented by the degree courses provided by Manchester Metropolitan University.
- Appear not to meet the requirements of equality or other employment legislation.
- Promote or endorse illegal activity.
- Involves the teaching of English abroad, unless the opportunity is a placement year in industry.
- Promote gap year or seasonal work abroad e.g. summer camp opportunities, unless the opportunity is a placement year in industry.
- 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. offer concert tickets or gift vouchers.
- 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.

- Advertise opportunities from adult and sex industries.
- 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 a personal bank account to process purchases, sales or deposits.
- Require the applicant to register for Self-Assessment and/or work on a freelance basis.

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 unless you would like this to happen.

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)**.

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 the 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. For clarification, we will not approach any of your clients nor seek to use this information to our advantage.
- 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 or download an app.
- 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, distribute or place posters or other promotional material within either the Careers & Employability Service.

Guidelines Regarding Unpaid Work Experience

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 on our vacancy portal.

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

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

Other terms and conditions

The employer/recruiter acknowledges that Manchester Metropolitan University's Careers & Employability Service is assisting it by facilitating the advertisement of roles/vacancies. It is the employer's/recruiter's responsibility to: i) comply with all relevant laws and regulations relating to the recruitment or employment of individuals; ii) complete all vetting of advertisements and applications and to conduct all necessary verifications and pre-employment checks, including but not limited to checks on qualifications and/or any checks required to satisfy any safeguarding, immigration or other legal requirements including determining whether the role being advertised requires any specific licences or consents.

Manchester Met will always process any personal information you provide in accordance with its registration with the Information Commissioner's Office (MMU: Z5710637) and its Data Protection Policy. Please see www.mmu.ac.uk/policy and www.ico.org.uk/register for further information. The employer/recruiter acknowledges that any information provided within an advertisement will be in the public domain. As well as using the information you provide to administer the Career Hub service, we may also use the information to send you details about our events, products and services as well as keeping you updated and contacting you directly from time to time.

Manchester Met cannot guarantee that the service will be uninterrupted and will not be liable for any lack of availability. Manchester Met reserves the right to: revoke an advertisement; withdraw this service; and/or to amend our terms and conditions without notice.

By [registering for the service](#) you are deemed to be accepting these Terms and Conditions in full.

Contact us

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