

UCEM Guidelines for Advertising Job Vacancies

REFERENCE:
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DATE: 01/04/2015

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UCEM Guidelines for Advertising Job Vacancies

University College of Estate Management will accept advertisements on behalf of employers that may be of potential interest and value to our current students and alumni. Vacancies will be placed on UCEM's website and can be accessed by students, alumni and the wider public. There is no charge for this service.

Advertisers must comply with this policy and only advertisements which do comply may be included. This policy applies to all advertised vacancies both in the UK and overseas. In writing this policy, UCEM acknowledges the AGCAS position statement on Internships. We do not pre-select candidates and applicants are responsible for establishing any vacancy they apply for is appropriate.

Vacancies we advertise:

- Apprenticeships and trainee roles
- Internships and vacation work
- Undergraduate placement schemes
- Undergraduate level roles
- Graduate level vacancies for final – year students
- Graduate training schemes
- Post graduate level vacancies for post graduate students and alumni

Vacancies must:

- Comply with the National Minimum Wage (NMW) and any other aspects of employment law
- Not involve any form of financial investment by the applicant: this includes payment by the applicant to an intermediary for placing the candidate with an employer. We do not normally advertise work that involves any form of self – employment (including freelance work) but reserve the right to do so at our sole discretion.

Voluntary and unpaid work

UCEM Student Services Service will not advertise vacancies or internships which do not comply with National Minimum Wage legislation. The College will advertise unpaid 'work experience' opportunities of no more than three weeks duration if they offer genuine and worthwhile experience or training to participating students.

Voluntary work, internships or work shadowing should comply with the definitions given by Gov.UK <https://www.gov.uk/employment-rights-for-interns>

Recruitment Agencies

We will advertise specific vacancies for named employers using a recruitment agency. We do not advertise opportunities to register on agency's vacancy databases.

Equal Opportunities.

UCEM is committed to equality of opportunity in keeping with UCEM's Policies. In addition to the criteria outlined in the above two sections, the Careers and Employability Service reserves the right to refuse to handle any vacancy where we feel the nature of the work, the eligibility criteria for the vacancy or the nature of the employing organisation would make it inappropriate for us to promote the vacancy to our students and graduates.

Submission of Vacancies

Vacancies for inclusion on UCEM's website must be submitted to the Careers and Employability Advisor and include the information specified on UCEM's Job Posting form. Where no closing date is specified, the vacancy will be kept live for a maximum of four weeks. Only vacancies which have been approved by the Careers Advisor or Vice Principal for Students Services may be advertised. UCEM does not advertise on behalf of Recruitment Agencies

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