

UCEM Careers Service Vacancy Handling Policy

What we advertise

We advertise a wide range of industry vacancies and promote them to current students and Alumni. These include:

- Graduate programmes
- Full and part time work
- Placements
- Internships
- Work experience opportunities

Many students are looking for work which will compliment part time study and we encourage employers to consider a wide pool of applicants.

Where we advertise

UCEM uses the Target Jobs platform (known at UCEM as 'Careers Connect') and employers will need to register on this platform to access the UCEM Job Shop. The use of the Services by recruiters is only available to holders of valid "Employer Accounts". To obtain an Employer Account please register online at <https://jobonline.targetconnect.net/employer/login.html>

Posting on the UCEM Job Shop is completely free of charge.

Please note all applicants respond directly the employer, we do not act as any kind of recruitment agency, and we do not share student details with organisations and cannot guarantee the level of response to any advertisement.

Vacancies we do not advertise

There are some vacancies we do not advertise and we reserve the right to decline to advertise any role that we do not consider to be in the best interests of our students.

We do not handle any vacancies that, to our knowledge:

- Do not comply with the National Minimum Wage (NMW), unless this is a volunteering opportunity, or work experience up to a maximum of 140 hours.
- Have a reward structure which is entirely commission-based or where the basic salary before Commission does not meet NMW requirements.
- Involve any form of financial investment by the applicant, including franchise opportunities.
- Payment by the applicant to an intermediary for placing the candidate with an employer.

- Involve work in private households, especially those that involve work with at risk groups such as children or the elderly.
- 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.

UCEM's commitment to Sustainability

UCEM has a strong commitment to a sustainable built environment. Where vacancies are from the following sectors: fossil fuel, mining, arms and tobacco companies, additional scrutiny will be applied when approving/rejecting vacancies.

UCEM expects all organisations to:

- Let all candidates know the result of an application as soon as possible or to state that only successful candidates will be contacted.
- Be aware of students' study obligations and recognise a potential need to adapt working patterns appropriately.
- Meet all statutory legal requirements, in particular the employer is reminded of the following:
 - Adherence to the National Minimum Wage Act 1998
 - Working time directive legislation including holiday entitlement
 - Payment of National Insurance contributions, tax, or where appropriate, submission of Declaration of Income forms to the Inland Revenue and adherence to health and safety regulations and provision of adequate training and PPE.
- Comply with legislation against discrimination in employment in accordance with the Equality Act 2010
- Comply with legislation regarding GDPR in line with the Data Protection Act 2018. This policy also extends this requirement to overseas vacancies.
- Have appropriate insurance.
- Ensure compliance with Health and Safety legislation, including appropriate policies and procedures which will cover our students.

By sending us your advertisement, employers agree to:

- UCEM reserves the right to alter or edit advertisements, to not accept, or to withdraw any vacancy or organisation, at our sole discretion.
- Your advert appearing on UCEM's Target Careers Job Board.
- If no closing date is provided to vacancies, a six-week closing date will be assigned automatically.

Disclaimer

UCEM Careers does not give any warranty or other assurance as to the material, content, operation, functionality or fitness for any particular purpose of the UCEM Jobs Board. UCEM disclaims all responsibility of whatsoever nature for any damages or losses, including, without limitation, financial loss, loss of business, or any other consequential loss arising in contract, tort or otherwise from the use or otherwise of these services.

Please contact careers@ucem.ac.uk with any queries.

This policy is reviewed annually and is due for review in September 2025