

**Vacancy advertising policy for recruiters**

The BNU Career Success Team aims to advertise vacancies and further study opportunities with a high level of efficiency and accuracy.

We ask our recruiters to:

* Provide complete and accurate information concerning the vacancy
* Identify a website or contact where candidates can learn more about the vacancy
* Provide us with as much notice as possible prior to your closing date
* Ensure all vacancies meet current employment and equal opportunities legislation
* Are aware of your obligations as a recruiter when employing people: <https://www.gov.uk/browse/employing-people>
* Abide by the Work Experience Standard of the [Association of Graduate Careers Advisory Services (AGCAS)](https://www.agcas.org.uk/The-Good-Practice-Guide%22%20%5Ct%20%22_blank)

The employer engagement officer reserves the right to edit vacancy adverts for purposes of:

* Brevity and clarity
* Equality legislation, where the Career Success Team has a legal responsibility not to advertise vacancies which may be construed as discriminatory. The Service may contact advertising organisations, where appropriate, to clarify wording and details of adverts, or to obtain reassurance of exemptions from UK equal opportunities legislation

We reserve the right not to advertise vacancies or voluntary opportunities which in our sole opinion are not suitable for advertising through our service, or which we feel are not in the best interests of our students and graduates. In particular, vacancies which:

* Have company information which is incomplete, e.g. nature of company, missing address
* Have misleading, incomplete or inaccurate job descriptions
* Appear not to meet the requirements of equality or other employment legislation (UK vacancies)
* Do not meet UK National Minimum Wage requirements (UK vacancies)
* Promote or endorse illegal activity
* Are placed by matching platforms or job networks
* Are advertised by agencies (or similar third parties) and require the student to pay a fee in order to apply
* Require an up-front financial investment by the student/graduate, eg franchises
* Are partnership or equity-only opportunities with set-up companies
* Are proprietary trading companies requiring graduates to pay desk fees or pay for training
* Are connected with a pyramid, multi-level marketing or similar style selling scheme
* Involve students writing or sharing academically related material for use by other students
* Represent an undue health and/or safety risk to the student/graduate
* Are connected to the adult/sex industry, or are associated with adult content
* Are placed by private individuals, particularly where the role provides care for others
* Are unpaid international opportunities on behalf of a private/commercial organisation
* Are commission-only sales/marketing roles
* Pay 'in kind' rather than being salaried, e.g. gig tickets, vouchers, meals
* Are placed on behalf of tobacco companies
* Are training courses/programmes not accredited by a recognised educational or professional body.

The University accepts no liability for the actions of students or graduates recruited from Buckinghamshire New University.

Policy Owner: Directorate of Student Success - Careers Success

Last review date: September 2022

Next review date: September 2024