



Advertising Policy and Guidance

UCL Careers asks employers to abide by the advertising policies and codes of practise from [The Careers Group](#) (TCG). Additionally we have put in place the following guidelines to help clarify our position with particular types of opportunities.

Opportunities where the employer says that the role is only for UK passport holders / British citizens or where specific types of students with protected characteristics are being targeted (eg. by race or gender)

- When advertising via UCL Careers employers must comply with legislation against discrimination in employment on the basis of age, disability, race, gender etc.
- We do not accept advertisements that contain a blanket ban on overseas recruitment (unless they are exempt from discrimination provisions under the Equality Act etc.).
- We do not advertise vacancies that contain the phrase 'candidates must have permission to work in the UK' or similar.
- The employer must ensure the vacancy complies with all relevant UK Employment legislation (or relevant legislation for the country where the opportunity will be) including: Right to Work legislation and the Equality Act (2010), so all adverts and selection criteria are not unlawfully discriminatory
- For opportunities where employers are targeting specific types of students based on race (including nationality, citizenship or ethnic origin), gender, etc. the company must specify in writing the legal basis as to how the role is exempt from the above legislation and why it is not unlawfully discriminatory. They must provide us with their guidelines for describing the role in this way. If there are other roles/schemes that other students can apply for these should be highlighted in the advert by the company.

Opportunities where a student has to take a year out to undertake a year in industry

- These opportunities can be advertised via Vacancies on [myUCLCareers](#) but not as a Managed Opportunity such as part of the UCL Talent Bank scheme.
- The employer should be aware of students' study obligations and as a guide should not ask full time students to work in excess of 20 hours per week, except during vacations or other periods when a student does not have the usual pressure of study.
- Furthermore, employers are requested to make sure that in the advertisement students are made aware they need to get approval from their department to take a year out. A link to the [Interruption of Study](#) part of the UCL Academic manual can be given.

Internship and volunteering opportunities abroad where students have to pay something (eg. visa fee, admin fee, accommodation, flights) and may or may not be paid a salary/stipend

- We are not able to promote opportunities that require payment from the students. The opportunities on [myUCLCareers](#) need to be accessible to all of our students, including those from low income backgrounds.

Opportunities from Community Interest Companies where they are not paying NMW

- We can advertise voluntary work for a voluntary organisation - a body of persons, or the trustees of a trust, which is established only for charitable purposes but may not be a charity by definition, for example a local community group.
- The term 'Community Interest Company' has no legal definition so we need to have it in writing/email from the company saying why they are exempt from NMW

Opportunities where students are paid a fixed amount and hours/NMW is difficult to work out

- We will only except adverts where employers confirm that the National Minimum Wage (NMW) hourly rate will be paid for work undertaken (unless they are covered by one of the exemptions allowed by the Act)
- For our shortlisting services, employers must let us know in writing how many hours the expected work will take for the advert description and so that we can see if NMW is being paid.

Opportunities via third party recruiters

- Third party recruiters such as agencies, who are promoting opportunities outside of their own organisation will be charged and will need to go through to The Careers Group to advertise the opportunity and be invoiced.
- Exceptions to this will be where UCL Careers staff have established relationships with the third party for specific faculty/department programmes, or where the third party is outsourced by a company to recruit on their behalf. In these cases the third party recruiters will need to evidence the opportunity, which company it is for and that they are engaging only with UCL students. All situations such as this will be assessed on a case by case basis in terms of how to promote the opportunity.

Opportunities from private individuals/families

- UCL will not advertise any opportunities that relate to private individuals/families. This is because we cannot guarantee that UL students have been authorised to work with children or vulnerable adults. Also we do not advertise jobs for private individuals to avoid any potential problems with a private employer and tax/national insurance contributions.

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