

ARU Employability Service Vacancy Advertising Policy

ARU advertises work opportunities to our students and recent graduates on behalf of organisations in several ways:

1. The Employability Service advertises graduate-level jobs, placements and internships free of charge through Handshake, our recruitment platform.
2. We promote and recruit for paid temporary roles through [ARU Temps](#), our in-house recruitment agency and part of the Employability Service.
3. Volunteering opportunities are promoted through [ARU Students' Union](#) which is separate to the ARU Employability Service.

This policy covers the ARU Employability Service and outlines what vacancies and opportunities it will and will not promote.

The placement of an advert with ARU Employability Service shall be regarded as acceptance of the terms of this vacancy advertising policy.

1. The Employability Service can promote the following types of vacancy to our students and recent graduates, free of charge, through Handshake:
 - Graduate level vacancies and graduate training schemes, with an immediate or future start date.
 - Placement schemes e.g. Industrial/sandwich placement years. (NB. The term placement is used to refer to work opportunities that form an integrated and assessed part of a student's programme of study).
 - Paid internships and paid work experience opportunities linked to our degree courses.
 - Unpaid work experience schemes lasting no longer than two working weeks.
2. ARU Temps, our on-campus recruitment experts, offer a range of specialist vacancy management services to proactively source students, recent graduates and external candidates for your vacancies above and beyond what the wider Employability Service offers. Type of vacancies include:
 - Paid temporary work
 - Paid part-time work
 - Paid temp-perm work
 - Paid internships

Please note that ARU Temps' services are provided for a competitive fee.

3. The ARU Employability Service (including ARU Temps) asserts full editorial control over the vacancies submitted to it to promote.
4. The Employability Service (including ARU Temps) will remove any advertisement that falls under one or more of the following categories:
 - Unpaid (ARU Students' Union can promote volunteering opportunities).
 - Are commission-only based or will involve payment-in-kind.
 - Involve any investment or commitment which will leave the student out of pocket.
 - Do not comply with the National Minimum Wage or any other aspect of UK employment law.
 - Do not comply with equal opportunities law.
 - Involve students undertaking academic work on behalf of other students.
 - Promote illegal or immoral activities.

- Require the student to be self-employed.
- Is posted by a private individual or household. Only roles from legitimate, registered organisations will be considered.

Any advert that does not meet the guidelines in this document will be removed. We reserve the right to refuse, withdraw or cancel a vacancy advert without giving reason.

5. Vacancies uploaded by recruitment agencies will only be shared if they are for roles within their own organisation, or if they clearly disclose the name of the client in the advert. These agencies should have a particular focus on student and graduate recruitment.

Jobs Board organisations will not be permitted to connect with ARU through Handshake for the purpose of directing ARU students to their jobs board. They may be permitted to advertise for vacancies within their own business.

6. ARU accepts no liability for the actions of its students or graduates in relation to vacancies advertised by the ARU Employability Service (including ARU Temps).

The Employability Service advertises opportunities on behalf of employers whose vacancies conform to this policy in good faith and expect employers to comply with all relevant regulatory and legal requirements. It is not the Employability Service's responsibility to check this.

We aim to provide impartial guidance to our students and present them with a wide range of opportunities. Advertising a vacancy on behalf of an employer which complies with this policy does not imply that we endorse the vacancy.

We reserve the right to refuse to register employers with our advertising services whom we deem unsuitable to advertise to our students and graduates.

7. Further information can be obtained via:

employability@aru.ac.uk (graduate and internship vacancies; events and mentoring).

placements@aru.ac.uk (placement vacancies).

temps@aru.ac.uk (temporary vacancies, graduate vacancy management).