

## Terms of use

Our online vacancies service is free to advertise opportunities from legitimate Private, Public or Third Sector organisations. For graduate vacancies (i.e. jobs that require candidates with a degree level education) and internships/placements you can:

- Advertise to University of the West of Scotland students and graduates ONLY, or include advertising with TARGETconnect Scotland Employer link to access multiple Scottish Universities.
- To find out more about sharing vacancies across multiple Scottish Universities visit <https://www.agcas.org.uk/advertising-vacancies-to-students-and-graduates-in-Scotland>

When registering with our vacancy service, please complete all the fields for each vacancy advertised this will ensure that your vacancy is easily searchable for maximum exposure.

- You will receive a confirmation email when your organisation is approved. This email will allow you to set a login password.
- Your vacancy will be reviewed by a member of our team before being published.
- We reserve the right to refuse to advertise a vacancy without reason, and we may edit the vacancy to ensure maximum impact.
- You will get an email confirmation once the vacancy has been published.

## Types of opportunities we advertise

### **Part-time work**

Paid employment that fits around university study throughout the academic year (recommended maximum 15-20 hours per week) and may be extended in vacations.

### **Graduate Work**

Paid employment to candidates with a degree level of education.

### **Internships**

Structured work experience linked with students' career interests and providing real benefit to both student and employer, normally during June- September but sometimes during other university vacations.

### **Placements**

Experience (3-12 months) in a workplace directly linked with students' study.

### **Vacation Opportunities**

Paid work for a fixed period at Christmas, Easter or Summer in the UK or abroad.

### **Voluntary Work/Projects**

A structured volunteering post within a registered Third Sector organisation.

### **Gap Year Opportunities**

A break to travel or gain work experience during or immediately after study.

## UK based vacancies

The opportunity must meet the following basic requirements:

- Offer a salary; commission based only opportunities will not be advertised.
- All jobs and internships with companies must meet UK National Minimum.
- Wage regulations <https://www.gov.uk/national-minimum-wage-rates>
- Registered charities may offer voluntary opportunities, but must provide a UK or Scottish registered charity number.
- It does not discriminate on the basis of sex, age, nationality, race, or disability. The advertisement must not ask the applicant to submit details of their age or gender, a photograph or their passport details. For more information, see <https://www.gov.uk/discrimination-your-rights>
- Recruitment Agencies are free to advertise on behalf of clients' when the client is named.

### International vacancies should:

- Comply with all relevant local employment and recruitment legislation.
- Specify the company or organisation advertising the vacancy.

### Organisations must not:

- Require employees to attend unpaid training sessions.

### Recruitment Agencies:

Please note we do not advertise for students to register with an agency.

We will advertise for recruitment agencies only when:

- An employer has commissioned the agency to act on its behalf and the agency states which employer it represents, provides information about, and selects only for the named employer.
- The employer must be named in the vacancy entry and made available to the student/graduate.
- Salary information should be provided and should not be commission based/have a commission element.
- The only web link we will include will be to the employer's own.

### Please Note

- For employers offering summer internships or summer work, students return to university in early September each year.
- International students cannot work in self-employed positions.
- We recommend that full time students work a maximum of 20 hours per week during term time, to maintain a manageable work/study balance.

**Email: [careers@uws.ac.uk](mailto:careers@uws.ac.uk)**