

Code of Practice: Employers

Employers must read and understand the Code of Practice before advertising vacancies with London Metropolitan University. The placement of an advert shall be deemed acceptance of and agreement to this Code of Practice

The Job Shop and Employers

- The Job Shop will endeavour to assist employers in locating suitable student employees. You should note we are not an agency; however we can provide a bespoke service to meet your requirements if necessary and when requested.
- The Job Shop reserves the right not to advertise an employer's vacancy if it considers it unsuitable for a student or in breach of this Code.
- The Job Shop reserves the right not to advertise an employer's vacancy, including those which do not comply with the National Minimum Wage, relevant legislation or is discriminatory in terms of equality and diversity legislation
- The Job Shop reserves the right not to advertise vacancies or voluntary opportunities which in our opinion are not suitable for advertising through our service, or which we believe are not in the best interests of our students and graduates.
- Advertising of vacancies by the Careers and Employability Service does not imply approval or recommendation and if it comes to our attention that a vacancy may not comply with the relevant legislation and university policies and procedures, we reserve the right not to publish it, or to remove it from our website, displays and literature.
- We do not normally accept emails from webmail account providers (e.g. hotmail, yahoo or gmail) although we may make exceptions on a case-by-case basis;
- We do not normally accept vacancies from employers without a company registration number and website.
- The employer must make clear the nature of the work offered and specify any necessary skills required, the proposed wages and other terms. If they are able, the employer should also state the number and distribution of hours to be worked and the date that the employment will end, if appropriate.
- It is the responsibility of the employer to let all candidates know the result of an application as soon as possible and to inform the Job Shop when the post has been filled.
- The employer should be aware of students' study obligations and should bear these in mind when negotiating hours of work with students. We recommend students should work no more than 15 - 20 hours per week, except during vacations and other periods when a student does not have the usual pressures of study.
- The employer shall satisfy themselves as to the suitability of any employee and shall be responsible for taking up any references provided by the employee before engaging the student
- The employer is responsible for checking international student's right to work in the UK, and must ask to see a passport or other official document proving immigration status, as stated by the Home Office. Employers agree to employ international students/dependents who have proven their eligibility to work in the UK, but have not yet received a permanent National Insurance number.

- Employers agree to adhere to all guidance and legislation set by the Home Office when recruiting and employing international students.
- Where international students are on an accredited placement means, the employer would need to be aware that (depending on the student's course programme) students can work up to full time hours if it is an integral and assessed part of their course and they should check with the University.
- The Job Shop will not advertise on behalf of any organisation which charges students for their services.
- The Job Shop does not advertise vacancies on behalf of private individuals based in private households.
- It is the duty of the employer to meet all the statutory legal requirements with regard to students employed via the Job Shop. In particular the employer is reminded of the following requirements:
 - Payment and correct processing of National Insurance contributions and income tax
 - Adherence to health and safety regulations and provision of adequate insurance.
 - The Children Act
 - Compliance with legislation against discrimination in employment as outlined in the Equality Act (2010)
 - Adherence to the work time directive, including holiday entitlement
 - Payment of at least the national minimum wage

Note on Advertising Unpaid Internships

The Job Shop will only advertise opportunities which comply with current legislation.

In particular, the service will not advertise unpaid internships other than those which are exempt from national minimum wage regulations. Examples include:

- Volunteer positions with not-for-profit organisations.
- An accredited work placement which a student is completing as an integral part of their course of studies. To advertise such placements the Job Shop, require that they should involve a maximum of 40 hours work per week and should last between one and 3 months. Travel and subsistence expenses should be provided.
- A work shadowing opportunity.

Where internships are an integral and assessed part of their studies, employers are not legal required to pay the national minimum wage.

More information on exemptions from national minimum wage legislation can be found on:

<https://www.gov.uk/national-minimum-wage/who-gets-the-minimum-wage>

If you are an employer and are unclear as to whether you have an obligation to pay the national minimum wage for an internship opportunity, please refer to government guidance on:

<https://www.gov.uk/employment-rights-for-interns>

Both employers and workers can seek help relating to their legal obligations and rights at work through the ACAS helpline on 0300 123 1100.