

Vacancy Handling Policy - Statement of Service for Students

Service on offer and how to access it

The University of Brighton Careers Service provides a free vacancy listing service to help students and graduates become aware of employment, volunteering and further study opportunities. These are available to current and past students and graduates. All currently enrolled students are able to access our [vacancy service](#) using their university login and password.

Graduates are able to register for the vacancy service [here](#). If you have previously registered for our old service you will need to re-register.

Vacancy adverts

- Vacancies that can be found on the Vacancy Service database are posted directly by local and national employers looking to employ the University of Brighton students and graduates.
- You will find – paid part time, volunteering, summer roles and graduate jobs.
- Vacancies that are on the database as continuous recruitment are only on for three months at a time, to ensure they are always live and kept up to date.

Screening of adverts

- The Careers Service can take no responsibility for advertisers' statements or actions. Adverts are published in good faith based on information provided by the organisation and this should not be taken as an endorsement of those opportunities and organisations.
- The Careers Service screen vacancy adverts for the following before agreeing to publish them:
 1. Adverts appear to meet our employer vacancy code of practice
 2. Adverts for UK opportunities appear to meet requirements of UK equality and employment law legislation
 3. Adverts for UK opportunities appear to meet requirements of the National Minimum Wage
- The Careers Service advertises thousands of vacancies each year. Due to the high volume of adverts received, the above checks should not be considered a vetting of any organisation.
- The Careers Service accepts no liability for any loss or damage suffered by a student or graduate as a result of taking up an opportunity advertised through the University.

Support for Jobseekers

The careers service provides 1-to-1 careers advice and support for job seekers such as CV checking, help with applications, interview practice and help looking for a job.

The Careers Service provides information on the following to enable students to be more aware of some of the issues when working, volunteering or job hunting:

[National Minimum Wage](#)

[Tax and National Insurance](#)

[Employment rights](#)

[Spotting scam jobs](#)

For general advice on job hunting see the [find a job](#) section of our website.

Work Commitments

- Job seekers are expected to be aware of their own study commitments and not to take employment that will adversely affect their academic work; our guide for employers suggests full time students work no more than 15 hours per week, except during holidays.
- The Careers Service would also recommend that students choose not to work nights if possible, as this can upset the necessary day time routine of study commitments and therefore potentially impact on student's academic work.

The responsibility of the Job Seeker.

- It is the responsibility of the job seekers to ensure that they have the relevant skills and qualifications required for a particular post before applying for it.
- Job seekers must conduct their own research and checks to clarify all details relating to the vacancy and organisation, and make their own decision as to its suitability for their needs, as the Careers Service cannot be held responsible.
- Job seekers are expected to apply directly to vacancies they find through the Vacancy and Events Service.
- Job seekers are responsible for ensuring that they pay tax and National Insurance for any paid employment they undertake, whether through PAYE as a paid employee, or through undertaking freelance or piece rate work.
- In cases where employment law has been breached, the student is solely responsible for bringing official complaints or legal action against the employer

Personal safety

- Sensible precautions should be taken in attending any interview, including: familiarising yourself with the location in advance of the interview and letting a third person know about your whereabouts.
- The Careers Service does not make checks relating to health and safety of vacancies or organisations, with the exception of local volunteering opportunities managed by Active Student.

We recommend you check if an organisation provides insurance cover in the event of accidents/injuries, particularly for opportunities outside the UK, and that you seek appropriate insurance cover if they do not.

- If in any doubt about the health and safety arrangements of any employer, please notify the Careers Service. See 'Problems with Employers' section below.

Targeted marketing

- One you have signed into the service you will be able to set up and manage targeted email alerts.
- The careers service will not disclose the names, addresses or telephone numbers of job seekers without their permission and shall conform to the requirements of the Data Protection Act and any subsequent related Acts.

Self-Employment

- The Careers Service promotes all roles in good faith but when freelancing/taking on self-employment please make sure you are aware of the tax and legal implications of this type of employment.
- You will also need to ensure a contractor based contract is in place that covers what is required of you, what liabilities both you and the employer hold in relation to the work and what and when you will get paid.
- To find out how to set yourself up as self-employed please contact our enterprise team Beepurple by phoning 01273 641220 or beepurple@brighton.ac.uk. Please also look online at their [website](#) for more details.

International Students

- Any non UK student will require a national insurance number in order to work whilst they study. This can be obtained by calling 0800 141 2075. You may have a National Insurance (NI) number printed on the back of your biometric residence permit (BRP). You don't need to apply for a National Insurance number if you already have one, or one is printed on your BRP.
- The University of Brighton Careers Service does not issue work permits and is not able to advise on the likelihood of you obtaining one. However, the international student advisors who work as part of the Student Advice Service can advise on issues related to visas. They can be contacted on 01273 642888 during office hours. They have a drop in service 10-3 pm Monday-Friday at Tithe Barn and can be contacted by email on studentadvice@brighton.ac.uk

Problems with Employers

- If a job seeker is dissatisfied with the employer and believes them to be in breach of employment law, to have suffered discrimination or other inappropriate treatment by an employer, e.g. unpaid wages, then the Careers Service will seek to give appropriate advice, but may refer to other relevant organisations more qualified to provide guidance.

- The Careers Service may choose to withdraw services from the employer where appropriate.

If you have any complaints or comments about The University of Brighton Careers Service - Vacancy and Events Service, in the first instance please email careers@brighton.ac.uk.