

Solent Futures' Vacancy Policy

This document outlines the ways that Solent Futures work with employers and organisations in the following ways:

1. Advertising roles on Solent Futures Online (SFO) and our related social media
2. Advertising roles with Solent Creatives and our related social media

Advertising roles on Solent Futures Online and our related social media

Solent Futures uses the following social media platforms to promote opportunities from SFO when appropriate: [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).

Any opportunities we promote on social media must adhere to this vacancy policy.

Solent Futures Online Vacancy Policy

Solent Futures Online (SFO) is a Solent University initiative. The 'Job' section of the platform offers a free service for businesses, recruitment agencies and voluntary organisations wanting to advertise their opportunities to Solent University students and graduates on this website.

We adhere to the Association of Graduate Careers Advisory Services' Equal Opportunities Policy and Best Practice in Graduate Recruitment www.agcas.org.uk.

Before you complete your registration and start advertising your opportunities please read the following terms and conditions. This vacancy policy exists to ensure that we can check organisations and businesses are suitable for our students and graduates. The Solent Futures team will use a number of methods before approving your organisation to use our service. For example, we check your registration on Companies House and your website. We may contact you to discuss this further.

Terms and conditions of using Solent University's Solent Futures Online service and on-campus activities related to working with Solent Futures:

1. Registering your business with Solent Futures Online (SFO)

If your business is not yet registered with SFO then you will need to register before you can advertise an opportunity.

We will endeavour to authorise your organisation within two working days of receipt of registration application. Once registered you can then start advertising opportunities on our searchable online database.

SFO allows you to access the recruiter site on the basis that:

- a) You are bona fide recruiter, being either an employer or a recruitment agent acting for a recruiter.
- b) Your password is personal to you and may not be used by any third party to access any of the services or otherwise shared with or disclosed to any third party. If you become aware that any third party has access to your password, you will immediately notify SFO and SFO shall provide

you with a new password as soon as reasonably practicable. You shall at all times ensure that your password is safe and secure.

c) You will not do anything which would assist anyone who is not a registered user of SFO to gain access to or misuse it.

d) You do not maliciously create additional accounts for the purpose of abusing the functionality of the website or the candidates who have signed up to the website, or other users nor do you seek to pass yourself off as another user.

e) On the basis that you handle all CVs and other candidate personal information in accordance with the terms of the [Privacy Policy](#).

f) If, for any reason, we believe that you have not complied with these Terms or are abusing the Services in any way, SFO may, at its discretion, cancel, suspend or otherwise restrict your access to the services immediately and without giving you any advance notice.

2. Collecting and storing your data

a) Solent University collect the basic personal data you supply when registering with Solent Futures Online in order to keep in touch with you and to provide services that you have requested. We collect your name, address, phone number, email address, website address and nature of your business. We do not, for this purpose collect any special categories of data relating, for example, to disability or ethnic background. We may contact you to promote services that may benefit your business, such as careers events, networking events, or employment opportunities. We also use the data to guide our employer engagement activities, for example, to contact you regarding opportunities you may be advertising that may be of interest to our students and/or graduates. We send a business e-newsletter to contacts: you can unsubscribe at any time using the link in the e-business newsletter.

b) We collect the data through our Customer Relationship Management database (CRM) or through other university systems. Our systems are secure and open to access only by authorised staff.

c) We process your data on the basis of your consent which you may withdraw at any time by contacting employers@solent.ac.uk

For full details on Solent University's Employer Privacy Policy please [visit](#).

3. Advertising opportunities with SFO

a) Once the vacancy has been approved it will then be advertised. Students and graduates will apply to you directly via the link or email you provide on the advert. You must contact

applicants directly to arrange interviews and inform candidates of the result of an application. SFO does not offer a placing service and does not guarantee responses to adverts.

b) If possible, all vacancies should have a definite closing date. If no closing date is provided we will assign a period of one month from the date of posting to the website. Vacancies can be re advertised after this period if you log in to your account and extend the advert date (pending approval). Vacancy adverts expire at midnight on the closing date.

c) Please note, some job opportunities are also promoted through widgets on our virtual learning environment, through social media and via our internal Portal.

d) It is the business's responsibility to advise students/graduates on relevant insurance, tax and NI issues, as SFO only advertises vacancies and does not screen candidates for, or advise on, individual vacancies.

e) You will not create a marketing list (other than for jobs) for either your own use or to sell on to a third party using any information you receive under the services in respect of a candidate.

f) Your use of the services will not be prejudicial to the image or reputation of SFO, the website or any other recruiters who use the website.

g) You will keep all candidates' personal information confidential.

h) Please note that we do not advertise any organisations that provide essay, dissertation or coursework writing services.

4. Opportunities we advertise:

- a) Graduate level vacancies with an immediate or future start date (full and or part-time).
- b) Paid graduate level work experience.
- c) Placement schemes e.g. holiday placements and industrial year - long placements.
- d) Work experience opportunities.
- e) Part time work
- f) Voluntary work with charities and not-for-profits that could be considered 'graduate level' for example where they can use their skills and gain valuable work experience.

5. We do not advertise any vacancies that, to our knowledge:

- a) Are commission-only based.
- b) Involve any form of investment by the applicant, or charge students a fee to arrange the opportunity
- c) Request bank details or financial information from jobseekers responding to an advertisement.
- d) Do not comply with the [National Minimum Wage](#) (for paid work) or any other aspect of employment or equal opportunities law.
- e) Are unpaid, unless they are for charities or not-for-profits and are therefore viewed as volunteering or are linked to a core placement for one of our courses.
- f) Discriminate on the basis of race, religion, gender, disability, age or sexual orientation or any other equal opportunities legislation.
- g) Involve students undertaking academic work for other students.
- h) Promote or involve illegal or immoral activities.
- i) Represent an undue health and/or safety risk to the applicants.

- j) Are connected to the adult/sex industry.
- k) Have misleading, incomplete or inaccurate job descriptions.
- l) Are advertised by private individuals and based in their home, eg tutoring or babysitting
- m) Are submitted by businesses who do not have a registered company name and address.

6. If your company requires photos with completed applications or CVs please consider what purpose they serve and whether their use is objectively justifiable. If their use cannot be justified, your organisation could be liable for employment discrimination claims.

7. We reserve the right to both edit opportunities to fit into our database format and reject those that contravene this vacancy policy, Equal Opportunities legislation and/or the National Minimum Wage. We can accept no responsibility for any inaccuracies made when inputting data, however please do not hesitate to contact the Solent Futures team if you notice any information that needs amending. Contact: employers@solent.ac.uk

8. Candidates are solely responsible for the content of the CVs, covering letters and applications that they submit to employers advertising on this site. We accept no responsibility for the content of candidate CVs including without limitation any error, omission or inaccuracy.

9. SFO does not carry out specific checks to verify candidates on the site are Solent University students and graduates, that they have their degree or any employment checks, it is down to the recruiter to run the usual employment checks.

10. In respect of CVs and applications provided to you from this site we advise that you do not keep candidates' CVs on your database for longer than is necessary for your recruitment purposes; and delete a candidate's CV / application from your database if they request you to delete it, within a reasonable time following such request to comply with GDPR legislation around the storage and retention of data.

11. Recruitment agencies

a) We are happy for recruitment agencies to advertise specific vacancies on the website; however we do not post generic advertisements for students or graduates to register with an agency. Recruitment agencies may advertise a vacancy to fill at their own company on the website.

b) If you are advertising a vacancy on behalf of another employer, Solent Futures reserve the right to request their details including company name and address. Please be advised that this information will be held in strict confidence by SFO and will not be disclosed on the advert or to any third parties.

12. International students and graduates

Solent University holds a Student Sponsor licence to recruit international students who require a Visa in order to study or work in the UK.

a) **Students**

International students general have limitations on their visas regarding the type of work and number of hours they can work each week. It is therefore essential that if you recruit a student or a graduate who has limited leave to stay in the UK you comply with these regulations, as issued by the Home Office. The [UKCISA website](#) provides more details.

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Commented [2R1]: Ok sounds good. Can you add the link you recommend and we can review

b) Graduates

International Graduates will normally require either a Graduate Route Visa (2-year post-study work visa) or a Skilled Worker Visa which allows them to work in the UK.

Both these Visas come with restrictions, please check the relevant guidance available on the gov.uk website:

[Graduate Route Visa](#)

[Skilled Worker Visa](#)

In order to employ an international graduate who will require a Skilled Worker Visa you will usually need to hold a Skilled Worker licence from UKVI.

Solent University students on degree-level courses of 12 months or more are normally granted Student Route Visa immigration permission valid for a maximum of 4 months past the end date of their course. During those 4 months students can work full time, but visa restrictions on employment type continue. Once their studies are completed they are expected to either make a fresh immigration application before their existing leave expires if they qualify to do so, or leave the UK.

Once a student graduates they are no longer the responsibility of Solent University, and if they are sponsored by an employer in the UK after this date **the employer is solely responsible for their sponsorship and ensuring compliance with the conditions of their Visa.**

c) Freelance positions

As with any client: freelancer relationship, we strongly recommend that any client or student engaging on an assignment via Solent Creatives familiarises themselves with relevant legislation and guidelines, particularly with reference to visa restrictions, tax obligations including IR35 and intellectual property regulations.

Solent Creatives acts as an introducer and cannot provide advice and guidance on legal or financial matters.

13. General

a) Organisations using the SFO site should be aware when recruiting a student currently studying of students' study obligations (except during vacations) and should bear these in mind when negotiating hours for term-time work with students.

b) We accept no responsibility for the arrangements between the business and the employee. SFO does not accept any liability for any loss or damage suffered by employers arising from, or in any way connected with, the introduction to the business of any employee.

c) SFO does not accept any liability for loss, damage or inconvenience suffered by an employer or advertiser where access to the website is suspended or lost through circumstances beyond the control of SFO.

d) All advertisements submitted by you for publication online will be free of any viruses (meaning any computer code, programming instruction or set of instructions that is intentionally and specifically constructed with the ability to damage, interfere with or otherwise adversely

affect computer programs, data files or hardware) and no Advertisement shall cause any adverse effect in the operation of the website such that the whole or part of such sites shall be wholly or partially unavailable to users.

e) You will not send directly or indirectly, a cookie (meaning a packet or piece of data or other information sent by a web server to a client device, to be stored on that client device and which is sent back to that web server each time the client device makes additional requests from that web server) to the device of any user of the Website irrespective of whether any such device has been enabled by such user to receive cookies;.

f) The placement of an advert with SFO shall be regarded as acceptance of this vacancy policy.

Advertising projects with Solent Creatives

[Solent Creatives](#) is Solent University's freelancing agency, connecting businesses with students to undertake paid assignments on a freelance basis.

1. Every project is priced together with the client to reflect the skills and time required to deliver. We will periodically update our pricing, but this won't be applied to jobs already agreed or in production.
2. We prefer that clients pay students directly for work undertaken as you ordinarily would for freelance work, but we can by exception provide an intermediary service.
3. Once a project is agreed with a member of the Solent Creatives team, this will usually be posted on our website within one working day. We suggest a ten day posting period to ensure maximum reach but can reduce this to align with project deadlines. When needed, we may opt to extend the posting period.
4. Solent Creatives are unable to guarantee that we will source an appropriately skilled student, but we'll work with you to ensure that this is very unlikely to happen.
5. Solent Creatives selects and introduces students to clients based on the skills and interest required. Clients are welcome to review the portfolios of applicants to aid selection.
6. The safety of our students is our highest priority. We expect students and clients to be treated with dignity at all times. We reserve the right to not accept an assignment if we believe it would compromise student safety or pose a reputational risk to Solent Creatives, Solent University or any students assigned.

This policy may be amended from time to time, please ensure you review it regularly.

Last updated: October, 2022