

CREATIVE CAREERS POLICY FOR EMPLOYMENT WORK

Publicising Job Vacancies

Equal Opportunities

Creative Careers publicise vacancies on condition that they do not contravene the Sex Discrimination ACT 1975, Race Relations Act 1976, Disability Discrimination Act 2005, the 2003 Employment Equality Sexual Orientation, Religion or Belief Regulations and the 2006 Employment Equality (Age) Regulations. If an employer wishes to claim an exemption to any of the Acts they must confirm this in writing, by fax or by e-mail before we are able to publicise the vacancy.

Company name

The company name must be included in all job vacancies publicised in Creative Opportunities. If the company wishes to withhold this information, we reserve the right to refuse to publicise the vacancy.

Address

We only publicise vacancies if the address details of the company are provided for Creative Careers information (publicity of an address is not essential but is preferred). **A PO Box does not count as an address.** Home addresses are not generally publicised.

Contact Name

We require a full contact name (not just a forename) for all entries we publicise on Creative Opportunities. This helps us to establish a professional relationship and gives us a firm footing should we receive any concerns/complaints and need to contact the company concerned.

Salary Details

We insist on salary details - a minimum figure or salary range. Our only exceptions are for freelance opportunities (see below) and for graduate employment schemes.

The National Minimum Wage Act states:

- a general minimum wage of **£5.80 per hour**. A hourly rate of a minimum of £4.83 per hour for workers aged 18-21. A minimum rate of £3.57 per hour applies to workers aged 16-17 years. Creative Careers policy is to challenge any employers offering employment at below £5.80 per hour.

If the company refuses to supply salary details we reserve the right to refuse to publicise the vacancy.

We can, however, offer employers the option of buying “advertising space” in Creative Opportunities. This allows them to advertise vacancy details in their own format and without salary information. If they choose this they are subject to the same charges as employment/recruitment agencies. £100 + VAT.

Commission Based Vacancies

Creative Careers will **only** publicise commission based vacancies that comply with National Minimum Wage legislation and this must be discussed with the employer prior to an entry in Creative Opportunities.

Freelance Rates

Creative Careers recognises the need to empower students/leavers to negotiate their own rates. We do not, therefore, need to take details of freelance rates of pay but do recommend that employers are reminded of their legal responsibility with regards to the National Minimum Wage.

Applications

We do not generally include requests for photographs as part of the application process. Whilst not illegal, we feel the use of photographs as part of an application process, contravenes the University's diversity and equal opportunities policy. The only exception is for a specific legal reason, evidence for which should be provided by the employer.

Unpaid Vacancies

The following criteria will be used to classify unpaid work:

Voluntary Work is unpaid work specifically with charitable organisations

Work Experience is unpaid work in a commercial setting (see separate policy).

Policy last checked and updated April 2010