Student and Graduate Employment Policy Context

1. The University of the Arts London is committed to the temporary and permanent employment of its students and graduates within and outside the University as part of their education and career development to ensure good graduate outcomes.

2. This policy ensures the University of the Arts London involvement with third-party organisations is conducted transparently and in a socially-responsible manner, not in opposition to wider social, environmental and humanitarian concerns.

3. This policy does not cover the following:
   3.1. The employment of students and graduates in academic roles in teaching, research or knowledge exchange including working as an Hourly Paid Lecturer (HPL).
   3.2. The employment of students on accredited placements.
   3.3. The engagement of students as part of their accredited learning on a curriculum delivered project whether for formative or summative assessment.
   3.4. The contracting of graduate owned businesses to supply services to UAL.
   3.5. Unpaid voluntary work for charities undertaken by students.

These areas of employment, service provision or learning are covered by other UAL policies.

4. In order to comply with the Equality Act this policy defines graduates as any graduate from any UAL accredited course at all levels whenever they graduated.

5. In order to ensure that students and graduates are employed internally and externally in accordance with employment law in England and Wales and Tier 4 / Student route regulations the exclusive vehicle for such employment is UAL ArtsTemps Ltd (UALAT). UALAT is a wholly owned subsidiary of the University of the Arts London and is an employment business and employment agency regulated by the Employment Agencies Act 1973, the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (Conduct Regulations) and the Agency Workers Regulations 2010 (AWR). As an employer it is also covered by the Equality Act 2010.

6. UAL and UALAT are London Living Wage employers and are committed to a transparent and fair recruitment process. Neither will advertise nor arrange unpaid projects outside the curriculum nor unpaid internships. Exceptions to this clause are listed in 2. above.

7. In order to ensure that students and recent graduates benefit fully from UAL’s expertise in providing employability learning the Careers & Employability service and
UAL ArtsTemps Ltd will provide effective cross-signposting between services.

8. UALAT will be fully compliant with all of UAL’s Tier 4 / Student visa route management process.

**Internal employment**

9. Internal employment of students and graduates with UAL, or any of its wholly owned subsidiaries through UALAT, will not undercut the pay of other workers and will be paid at the standard rate for the job as set through the HERA (Higher Education Role Analysis) or other formally adopted reward process.

10. The temporary employment of students and graduates internally is not designed to reduce the University’s permanent staff headcount and will be limited to six months in any one post. Exceptions to this for up to one year are made on the agreement of a Director of College Administration or Director of Service. Casual employment such as theatre ushers, bar staff or student ambassadors is not limited in duration.

11. All paid employment provided to students and graduates through consultancy or other externally funded projects organised through any UAL College or any UAL central service will be managed through UALAT. Exceptions to this clause are listed in 2. above. For avoidance of doubt in these cases UALAT will provide workers to UAL’s projects and will not be the lead contractor.

**External employment**

12. External employment provided through UALAT aims to increase the number of UAL graduates in creative employment either inside or outside the creative industries. This may include employment in non-creative jobs when such employment supports the student or alumnus in their creative practice or learning.

13. UAL will actively support UALAT in addressing inequality in employment in the creative industries with expertise in employment legislation or the understanding of social justice issues. This will include expert support for the development and sale to external clients of products and services for positive action in employment. In line with UAL’s commitment to climate justice, UALAT has screened out the following sectors;

- All fossil fuel companies included in the ‘Carbon Underground 200’ list
- All mining companies
- All arms companies
- All tobacco companies