

Code of Practice

UMAX Jobshop CardiffMet aims to satisfy both employers and students/graduates. When required the Jobshop will forward only suitable candidates for job posts. The Jobshop will only advertise suitable jobs for students and graduates which will not put them in any harm or distract from their studies. The contract is to be agreed directly between employer and student/graduate, therefore the Jobshop holds no responsibility for the agreement. The Jobshop will not enter into contracts between the student/graduate and external employers, all contracts are to be agreed with the student/graduate and the employer.

STUDENTS/GRADUATES

Jobshop will not disclose students'/graduates' personal details without their permission and shall conform with the requirements of the Data Protection Act and any other legislation or guidelines related to the electronic storage of information.

It is the jobseeker's responsibility to verify all Terms and Conditions with the employer.

Jobshop will maintain a system by which students/graduates can provide feedback on employers but will not act on their behalf in disputes with employers.

Students are expected to be aware of their own study commitments and not to take employment that will adversely affect their academic work. Jobshop currently recommends that full-time students should not work more than 20 hours per week during term time.

EMPLOYERS

Jobshop will endeavour to assist employers to locate suitable student or graduate employees. Jobshop reserves the right to refuse to advertise a vacancy without giving reason.

Employers must clearly state to student/graduate employees the rate of pay, method and timing of payment and any other relevant information no later than the first day of employment.

The employer must offer at least the National Minimum Wage, if the vacancy is to be advertised via Jobshop. Jobshop will not accept vacancies which offer pay on a commission-only basis or self-employed vacancies.

It is the duty of the employer to meet all the statutory legal requirements with regard to students/graduates employed via Jobshop. In particular the employer is reminded of the following requirements:

- Payment of the National Minimum Wage

- Working time directive legislation including holiday entitlement
- Payment of tax and National Insurance contributions
- Adherence to health and safety regulations
- Adherence to The Children Act
- Provision of adequate insurance
- Compliance with the Agency Workers Regulation 2010
- Compliance with all Equal Opportunities legislation against discrimination in employment, including on the basis of gender, age, race, disability, sexual orientation and religion or belief.
- Adhere to UK Border Regulations and visa regulations of rights to work.

INTERNSHIPS AND VOLUNTEERING:

The Jobshop will advertise paid and unpaid work placements and internships to all students and graduates.

All unpaid work experience, internships, voluntary work or volunteering opportunities will be reviewed on a case-by-case basis. An employer may only offer a vacancy for unpaid employment where the work is exempt from National Minimum Wage payment. For further details, please read the guidelines on the Government website: www.gov.uk/employment-rights-for-interns and call the Pay and Work Rights helpline (0800 917 2368).

Voluntary work: voluntary work for charitable and non-charitable organisations will be advertised, as long as the requirements of the role do not constitute those of 'workers'. For more information, please read the guidelines on the Government website: www.gov.uk/volunteering.

Advertising of voluntary work will be assessed on a case-by-case basis, but we recommend that positions should last three months or less and cover travel and subsistence expenses.

The employer should be aware of students' study obligations and that Jobshop recommends that a full-time student does not work more than 20 hours per week during term time.

OTHER:

Jobshop will not disclose information to a third party without consent.

The Jobshop reserves the right to refuse to advertise further vacancies from any company that breaches this code.

The Jobshop accepts no liability for the acts or omissions of any students/graduate during their employment.