

ENTERPRISE & EMPLOYER ENGAGEMENT



CAREERS & SKILLS

Success...We'll help you achieve it!

Terms of use

Our online vacancies service is free to advertise opportunities from legitimate Private, Public or Third Sector organisations. For graduate vacancies (ie jobs that require candidates with a degree level education) and internships/placements you can:

- Advertise to University of the West of Scotland students and graduates ONLY, or
- Include advertising with TARGETconnect Scotland Employer link to access multiple Scottish Universities.
- To find out more about sharing vacancies across multiple Scottish Universities visit www.agcas.org.uk/pages/agcas-scotland-advertising-your-vacancies-to-students-and-graduates

When registering with our vacancy service, please complete all the fields for each vacancy advertised this will ensure that your vacancy is easily searchable for maximum exposure.

- You will receive a confirmation email when your organisation is approved. This email will allow you to set a login password.
- Your vacancy will be reviewed by a member of our team before being published.
- We reserve the right to refuse to advertise a vacancy without reason, and we may edit the vacancy to ensure maximum impact.
- You will get an email confirmation once the vacancy has been published.

Types of opportunities we advertise

- **Part-time work**
Paid employment that fits around university study throughout the academic year (recommended maximum 15-20 hours per week) and may be extended in vacations.
- **Graduate Work**
Paid employment to candidates with a degree level of education.
- **Internships**
Structured work experience linked with students' career interests and providing real benefit to both student and employer, normally during June-September but sometimes during other university vacations.
- **Placements**
Experience (3-12 months) in a workplace directly linked with students' study.
- **Vacation Opportunities**
Paid work for a fixed period at Christmas, Easter or Summer in the UK or abroad.
- **Voluntary Work/Projects**
A structured volunteering post within a registered Third Sector organisation.
- **Gap Year Opportunities**
A break to travel or gain work experience during or immediately after study.



The opportunity must meet the following basic requirements:

UK based vacancies

- Offer a salary; commission based only opportunities will not be advertised.
- All jobs and internships with companies must meet UK National Minimum Wage regulations <https://www.gov.uk/national-minimum-wage-rates>.
- Registered charities may offer voluntary opportunities, but must provide a UK or Scottish registered charity number.
- It does not discriminate on the basis of sex, age, nationality or race, or disability. The advertisement must not ask the applicant to submit details of their age or gender, a photograph or their passport details. For more information, see <https://www.gov.uk/discrimination-your-rights>.
- Recruitment Agencies are free to advertise on behalf of clients' when the client is named.

International vacancies should:

- Comply with all relevant local employment and recruitment legislation.
- Specify the company or organisation advertising the vacancy.

Organisations must not:

- Require employees to attend unpaid training sessions.

Recruitment Agencies:

Please note we do not advertise for students to register with an agency.

We will advertise for recruitment agencies only when:

- An employer has commissioned the agency to act on its behalf and the agency states which employer it represents, provides information about, and selects only for the named employer.
- The employer must be named in the vacancy entry and made available to the student/graduate.
- Salary information should be provided and should not be commission based/have a commission element.
- The only web link we will include will be to the employer's own.

Please Note

- For employers offering summer internships or summer work, students return to university in early September each year.
- International students cannot work in self-employed positions.
- We recommend that full time students work a maximum of 20 hours per week during term time, to maintain a manageable work/study balance.



Email: employer@uws.ac.uk