

**Marjon Futures, Promotion of Opportunities Guidelines**  
   
Marjon Futures, Plymouth Marjon University’s Careers, Employability and Enterprise department are committed to developing networks with employers, and organisations, to democratise and promote opportunities for Marjon students and graduates.

For the purpose of these guidelines ‘opportunities’ include paid early-career vacancies and vacancies that will support students during their studies. Marjon Futures also recognises the ‘value’ of unpaid volunteering, placement and professional development opportunities to students and new graduates. Where appropriate, to support curricular activities, or personal/professional development such opportunities will also be shared.

All members of the Marjon community, student or graduate, are encouraged, and supported to be, self-selecting when deciding which opportunities to engage with. This empowers the Marjon community to engage in a way that it is relevant to their personal circumstance, values and preferences.

These guidelines aim to document what you can reasonably expect from Marjon Futures and the expectations placed on employers and organisations engaging with us.

**What you can expect from Marjon Futures:**

* We will endeavour to assist employers and organisations in promoting opportunities to students and graduates. This service is available to local, national and international organisations.
* We primarily use a digital platform, Handshake, to share opportunities with students and graduates. Organisations can sign-up with Handshake by following this [link](https://joinhandshake.co.uk/employers/). This service is free of charge.
* We are unable to guarantee numbers of students, or graduates, engaging with an opportunity or attending an event. Engagement may vary during the year.
* All opportunities posted on Handshake will be ‘live’ and searchable by registered Marjon users (students and graduates), and other universities if you decide this is appropriate. We utilise Handshake’s ‘[Flagging System](https://support.joinhandshake.com/hc/en-gb/articles/218692798-Handshake-s-Flagging-System)’ to flag any causes for concern. In some circumstances, this may result in a delay to publication of an opportunity or a decision to decline publishing the opportunity.
* Where opportunities are viewed as meeting a particular student or graduate ‘need’ these opportunities may be promoted via the Futures opportunities bulletin and social media accounts. We will also utilise our academic networks.
* In the first instance please communicate with Marjon Futures via [futures@marjon.ac.uk](mailto:futures@marjon.ac.uk). We aim to respond to emails within 48 working hours. However, during periods of high demand or staff absence, this may be longer, and we ask for your patience.
* We hold a very limited amount of paper-based information, so information left with Futures may be removed after a period of 2 weeks at the discretion of staff.
* If appropriate, we can arrange for a stand to be set up on campus for organisations to engage with students. We are committed to the responsibilities set out in the *University’s External Speaker Policy and UK legislation* and all organisations, and representatives will be required to adhere to the [Marjon External Speaker Code of Conduct](https://www.marjon.ac.uk/about-marjon/governance--management/university-strategies--policies/Prevent-Code-of-Conduct.pdf) and work with Marjon Futures, in advance of visiting campus, to complete the necessary checks. Marjon is unable to guarantee on-site parking and there is a charge to park. Please visit the Marjon [website](https://www.marjon.ac.uk/about-marjon/plymouth/how-to-get-here/) for more information on how to find us and more information on parking.
* We can also act as a conduit with academic, and school-based contacts to arrange a mutually beneficial time to meet a particular cohort of students.

**Working with organisations advertising opportunities, and what we expect of you:**

* We encourage organisations to use Handshake, a digital platform, to share opportunities with Marjon students and graduates (organisations may opt to engage with other universities too). Organisations can sign-up with Handshake by following this [link](https://joinhandshake.co.uk/employers/). This service is free of charge. We encourage organisations to populate their organisation’s profile so users can make an informed decision about whether to engage with the opportunity. If you are unable to engage with Handshake, please email [futures@marjon.ac.uk](mailto:futures@marjon.ac.uk) to discuss your opportunity.
* Provide as much information as possible about the opportunity that you are offering including a title, brief description and where possible a job description and person specification. Be clear about the hours required, status of the opportunity (paid, voluntary role or placement opportunity), salary/hourly rate, contract type (temp, perm, fixed term), location of the job, projected start date and how you would like interested students/ graduates to apply. Be clear about the closing date for applications.
* It is the responsibility of the organisation to communicate with all applicants directly and advise on the recruitment/selection process. We would encourage timely feedback on the outcome of interviews, and where possible constructive feedback is provided. It is the responsibility of the employer to let all candidates know the result of an application as soon as possible. If you were able to fill a vacancy with a Marjon student or graduate, we would really like to know. Please tell us by emailing [futures@marjon.ac.uk.](mailto:futures@marjon.ac.uk) If organisations use Handshake’s full capabilities Marjon Futures will be able to view who has been ‘hired’.
* All contracts and terms of engagement are agreed directly between the student/graduate and organisation. Organisations are responsible for satisfying themselves as to the suitability of any candidate and are responsible for taking up any references provided by the employee before engaging the student/ graduate.
* The availability of current students will vary, and we request that employers are aware of the students’ study obligations. We do not recommend a maximum number of hours that should be worked during term time, so students have the flexibility to self-select based on their circumstances. During vacations and other periods, hours are negotiable with the student (some restrictions apply to international students). It is the responsibility of the employer to check the eligibility to work.
* We may add organisations’ details to a central organisations database. It is your responsibility to make sure that we are aware of the latest contact details.
* We will not advertise paid vacancies that (to our knowledge):
  + Discriminate based on age, gender re-assignment, marital status or civil partnership, pregnancy/maternity, disability, race (including colour, nationality, ethnic origin or national origin), religion, belief or lack of religion/ belief, gender, or sexual orientation (refer to Equality Act, 2010 for further details).
  + Do not comply with the National Minimum Wage or other employment legislation for UK vacancies.
  + Are commission-only vacancies not guaranteed to meet the minimum wage.
  + Require the applicant to disclose their bank or building society details before being appointed.
  + Require the applicant to make any form of upfront financial investment.
  + Are connected to “pyramid” style selling schemes.
  + Are connected to the sex/adult industry.
  + Involve students undertaking academic work for other students.
  + Are placed by private individuals and involve working in a private household. For those students wishing to be self-employed, we would refer them to other University services for support.
  + Are connected to brand promotion/brand ambassador roles on campus that do not adhere to the above guidelines - we will look at these on a case-by-case basis. Please speak to staff for further details.

**Working with recruitment agencies (in addition to the above), and what we expect of you:**

* We will advertise vacancies on behalf of recruitment agencies / third party intermediaries.
* When using our services to advertise paid roles, we ask that you:
  + Pay the National Minimum Wage.
  + Adhere to working time directive legislation including holiday entitlement.
  + Pay National Insurance contributions and tax and submit Declaration of Income forms [P38(s)] to the Inland Revenue.
  + Adhere to Health and Safety regulations and provision of adequate insurance, as regards to injury to the students/ graduates and any claims against students for damage and personal injury.
  + Adhere to all UK legislation regarding recruitment and selection.
  + Comply with legislation against discrimination in employment in accordance with the Equality Act 2010.
  + Comply with legislation regarding employing EU and International students or graduates.

**Exceptions:**

* Marjon Futures reserves the right not to advertise an opportunity it considers unsuitable for students / graduates, and to refuse to advertise further vacancies from any organisation which breaches these guidelines, or other good practice.
* We reserve the right to not advertise opportunities which we believe are not in the best interest of our students and graduates.
* We reserve the right to edit any vacancy for clarity. Marjon Futures, nor Plymouth Marjon University, shall bear any liability for loss, damage or delay howsoever arising in the performance of these services and caused by circumstances beyond its control.
* We do not take responsibility for the work or activity conducted by any Plymouth Marjon University student/graduate.
* Not all eventualities can be covered within these guidelines, therefore each opportunity will be assessed individually.

**Useful weblinks**

[Work experience and internships (Prospects)](https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships)[National Minimum Wage](https://www.gov.uk/national-minimum-wage-rates)   
[Employment Rights and Pay for Interns](https://www.gov.uk/employment-rights-for-interns)[Equality Act 2010](https://www.gov.uk/guidance/equality-act-2010-guidance)   
[Equality and Human Rights Commission](https://www.equalityhumanrights.com/)[CIPD Knowledge Hub](https://www.cipd.org/en/)[Disability Rights UK](https://www.disabilityrightsuk.org/)[Right to work checks: an employer’s guide](https://www.gov.uk/government/publications/right-to-work-checks-employers-guide)[National Association for the Self-Employed (NASE)](https://www.nase.org/)

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