

# Terms and Conditions for Opportunity Advertising

## My Career Enriched – University of Cumbria

This guide outlines conditions of use of the [My Career Enriched](#) opportunity (vacancy) service.

Our [Guide for Employers](#) gives you further information on the additional services we offer including other forms of advertising such as social media as well as campus events and presentations.

### What is My Career Enriched?

**My Career Enriched** provides a job shop for you to post opportunities for students and graduates of the University including graduate, permanent, temporary, seasonal full and part time roles and internships. The service is offered free for you to register and upload your own vacancies.

For volunteering positions please register with UCSU at [www.ucsu.me](http://www.ucsu.me).

For placement opportunities to be offered as part of a programme of study please contact the Careers and Employability Service (CES) for advice at [careers@cumbria.ac.uk](mailto:careers@cumbria.ac.uk).

### Terms and Conditions

All vacancies submitted to **My Career Enriched** will be reviewed by one of the CES team. Please be aware the CES has no obligation to promote organisations and opportunities. The CES reserves the right to edit vacancy information to ensure opportunities are concise and relevant. The CES does not match students to vacancies.

As our duty of care to student and graduate users, the CES will not advertise vacancies on **My Career Enriched** that we believe to be unsuitable for our students and graduates, this includes the following types of opportunity:

#### UK vacancies

1. Any vacancy that contravenes UK law, including direct or indirect discrimination on the grounds of age, sex, sexual orientation, race including colour, nationality, ethnic or national origin, religion, belief or lack of religion/belief, disability, marital status, gender reassignment, pregnancy and maternity. Free advice for employers is available from ACAS [www.acas.org.uk](http://www.acas.org.uk) helpline 08457 474747.
2. Vacancies that do not meet the National Minimum Wage. [www.gov.uk](http://www.gov.uk)
3. Unpaid work experience longer than 4 weeks with the exception of volunteer opportunities within the charitable sector <https://www.agcas.org.uk/News/agcas-supports-a-ban-on-unpaid-work-experience-or-placements-longer-than-four-weeks/189850>
4. We are unable to publish advertisements or promote organisations that have a blanket ban on overseas recruitment (unless they are exempt from discrimination provisions under the Equality Act or other legislation relating to employment).

#### Overseas vacancies

You must ensure that opportunities meet the relevant legal requirements and good practice within your geographical area as the CES is not responsible for checking such requirements.

## Duty of Care

The Careers and Employability Service (CES) will not advertise vacancies that

- are commission-only
- link to *pyramid selling* schemes
- involve sharing, proof-reading or editing academic materials
- require the taking of medication or other forms of treatment, such as participating in drugs trials

The CES reserves the right to decline any vacancy, including vacancies that:

- take place in the home of a private individual
- require a substantial financial outlay
- are self-employed

Contact for queries: [careers@cumbria.ac.uk](mailto:careers@cumbria.ac.uk)

