

# Careers and Employability Service ChiCareers Terms of Use

The Careers and Employability Service (“CES”, “us”, “we”, “our”) aims to assist employers (“you”, “your”) in finding suitable student or graduate employees by advertising your opportunities on ChiCareers (“our platform”).

This is a third-party service, provided by Group GTI through targetconnect, and its use is subject to its terms and conditions. You can view their privacy policy [here](#).

## Privacy Statement

The CES will keep a record of your name, email address and telephone number so that we can stay in contact with you about your opportunities. These personal data will be stored securely on the University’s servers in line with current data protection legislation. You can update your details at any time by emailing [careers@chi.ac.uk](mailto:careers@chi.ac.uk). To find out more about your rights as a data subject and how the University complies with data protection legislation, please visit our data protection page [here](#).

## 1. General Terms

To be able to promote your vacancies on ChiCareers, you will need to [register](#) your organisation on the platform. We encourage you to fill in all the fields and keep your organisation’s profile up to date.

As part of the onboarding process, please provide us with some details about your sustainability policy, in line with the University of Chichester’s commitment to sustainability as per our [policies and plan](#).

Once registered, we will carry out due diligence to establish whether you are a legitimate organisation offering genuine work opportunities for our students and graduates. Failing that, we reserve the right to reject your organisation’s registration from ChiCareers as well as your vacancies.

## 2. Advertising Opportunities

- 2.1. Based on the following criteria, the CES Team will approve or reject your advertisements.
  - 2.2. Adherence to current legislation. It is the responsibility of the organisation submitting the vacancy to ensure that each advertisement placed is fully compliant with current employment legislation including the [Equality Act 2010](#) and that all information is correct. This includes
    - 2.2.1. payment of National Insurance contributions, income tax, or other taxes where appropriate;

- 2.2.2. adherence to health and safety regulations, including at the interview stage;
  - 2.2.3. provision of appropriate insurance cover, including (without limitation) employer's liability insurance;
  - 2.2.4. and compliance with legislation against discrimination based on age, disability, gender, marital status, pregnancy or maternity, race, religion or belief, sex or sexual orientation, gender reassignment or any other characteristic protected by law.
- 2.3. All opportunities must be written in English.
- 2.4. You must provide clear and full details about the opportunity advertised, which includes
- 2.4.1. a description of the opportunity;
  - 2.4.2. the details of the employer;
  - 2.4.3. any skills, qualifications, or experience required by the applicant;
  - 2.4.4. any further requirements of the role, such as completion of a Disclosure and Barring Service ("DBS") check;
  - 2.4.5. salary, working location, and any other terms and conditions;
  - 2.4.6. how the applicant should apply;
  - 2.4.7. the start date (if known), and end date if the role is for a fixed term;
  - 2.4.8. and a closing date for applications (if this is not possible, we will assign you a closing date of one month from the date of advertising).
- 2.5. For voluntary roles, please also include details of any expenses covered.
- 2.6. Unless otherwise agreed, it is your responsibility to inform candidates of the result of an application. If a vacancy is filled before the stated closing date, you must remove the advertisement in a timely manner.
- 2.7. It is your responsibility to ensure the suitability of any employee and obtain any references required.
- 2.8. If the opportunity you advertise requires students to encounter vulnerable client groups, you will need appropriate training, health and safety procedures, and risk assessments in place to ensure the clients and your employees are protected.
- 2.9. You should be aware of students' study obligations and should take these into account when negotiating hours with students, especially during term-time.
- 2.10. Advertisements will only be accepted for jobs where employees will be working in business premises and not where the employer's home/residence is the place of work.
- 2.11. Remote working posts can be advertised however, employers will be expected to provide or fund suitable IT and telephony equipment for the student to be able to set up a home office.

- 2.12. We will only accept adverts from recruitment agencies if the vacancy is for a specific individual opportunity, and the name of the ultimate employer is disclosed when submitting the vacancy (you can opt for this not to be disclosed on the advert).
- 2.13. International opportunities must comply with relevant local employment legislation. It is the responsibility of the employer to ensure this.
- 2.14. We reserve the right to refuse any international opportunity we feel may be unsuitable or place the applicant in danger.
- 2.15. Any opportunities which require an upfront fee (including agency registration, flights, etc.) will be placed on our platform with a disclaimer advising students to undertake their own research into the company before applying.
- 2.16. We reserve the right to not advertise and remove from our service any advert we deem unsuitable for our students and graduates for any reason. The decision of the CES is final.
- 2.17. For the avoidance of doubt, liability for the content of any advertisement rests with the advertiser. The University will not be liable to the advertiser for any losses suffered other than those which cannot be excluded by law.
- 2.18. We reserve the right to promote your opportunities through our social media channels.
- 2.19. We reserve the right to remove your company from our platform if you demonstrate consistent disregard or neglect of these terms, as per our judgement.

### 3. Salary

- 3.1. You must offer a minimum of the statutory minimum wage for the locale within which the work takes place.
- 3.2. Opportunities that are of a purely voluntary nature are exempt from the minimum wage rules (see [here](#)). We will only accept volunteering vacancies from the non-profit or charity sectors.
- 3.3. Notwithstanding, we reserve the right to reject voluntary opportunities that we deem inappropriate or exploitative.
- 3.4. International roles for which the locale does not have a statutory minimum wage (e.g., Italy) will be dealt with on a case-by-case basis. Our decision will be influenced by the relative cost-of-living.
- 3.5. We do not accept vacancies that offer
  - 3.5.1. commission-only pay;
  - 3.5.2. “competitive” pay;
  - 3.5.3. where the student will be self-employed;

3.5.4. or paid cash only.

3.6. We encourage employers to pay the Living Wage as set by the [Living Wage Foundation](#).

For any further information, please e-mail [careers@chi.ac.uk](mailto:careers@chi.ac.uk).