

# AUB Futures Employer Guidelines

## Terms and Conditions

Working with industry partners and advertising opportunities to AUB students on AUB Jobs and Opportunities Board.

## Registration

To advertise on the Jobs and opportunities board employers are able to upload opportunities to our [AUB Jobs & Opportunities Board](#). Your opportunity will be approved by one of our team. For support, please email [futures@aub.ac.uk](mailto:futures@aub.ac.uk)

By adding a vacancy, you are accepting these terms and conditions.

## How we use the information you submit to us

By submitting vacancy information you agree that your business details (not personal information) will be added to an online database that can be searched by job seekers. We will use this information to provide you with our vacancy advertising service and to contact you when necessary.

Your personal data may be shared with other departments within Arts University Bournemouth. You may be contacted by these departments unless you tell us otherwise.

AUB Futures Team will hold your email address on its system to let you know about opportunities to engage with students. You may unsubscribe by emailing [futures@aub.ac.uk](mailto:futures@aub.ac.uk)

## Compliance with Legislation

Arts University Bournemouth must ensure that opportunities promoted to graduates and students do not disadvantage, endanger or discriminate (under current legislation) against them in any way. This includes information, opportunities or working practices that contravene current equal opportunities and employment legislation relating to disability, sex, race, religion and belief, sexual orientation, and age. Staff also have a duty of care to the University and will not (through contact with organisations) compromise in any way the good name of the University.

## Jobs

The employer is responsible for taking reasonable steps prior to recruitment of students to check the suitability of the candidate for the role. Arts University Bournemouth provides a service to advertise vacancies but does not recommend any candidates for roles.

Arts University Bournemouth assumes that you as an employer: have full employers' liability cover in place; will issue a contract of employment specifying the tasks to be undertaken, hours of work, salary (which must pay at least the National Minimum wage <https://www.gov.uk/national-minimum-wage-rates> and holiday entitlement); and will provide a full induction including health and safety training.

## National Insurance & Employing International Students

Most International Students are able to work in the UK but there are some restrictions on the type of work and number of hours they can complete.

- Please note that you should not employ an international student to do freelance work or commissions as this will implicate their visa.
- International students can usually work 20 hours a week, when on the payroll, during university term time and full time during the holidays
- A small minority of international students do not have the right to work in the UK. If a student is unsure, please refer them to the AUB International Team [international@aub.ac.uk](mailto:international@aub.ac.uk)

## **National Insurance (NI) Number**

You can employ a student without a NI number, but they must apply for one to receive payment with the correct tax information. It can take several weeks for a number to arrive. They can have apply for the National Insurance number online: <https://www.gov.uk/apply-national-insurance-number>

## **Your Responsibility as an employer**

As an employer, you must check and International student's right to work. This is found on the Student's passport and visa. Further information if you are unsure can be found here; <https://www.ukcisa.org.uk/Information--Advice/Working/Finding-work-employers-and-tax#layer-3768>

## **Advertising Opportunities**

You can add job opportunities free of charge, subject to the job description adhering to our guidelines (see Advertising Guidelines). All advertisements are only available to Arts University Bournemouth students and graduates.

You can advertise:

- Full- or part-time jobs that meet at least the national minimum wage.
- Placements or internships.
- Vacation/temporary work.
- Volunteering Opportunities (For NGOs, charities or not-for-profit organisations).

## **Freelance opportunities**

When offering a freelance position, the fee should be agreed in advance with the student with a contract drawn up to agree the project and payment schedule.

## **Work placements or projects**

For short work placements or projects that form part of an assessed module within a course, students may be offered expenses rather than a fixed salary. To discuss this further, please contact the AUB Futures team.

**We will not advertise the following:**

Arts University Bournemouth will not advertise unpaid positions on AUB Futures Hub unless the role is for an NGO, charity or not-for-profit organisation. There may be some exceptions to this rule if there is a payment in kind or expenses offered in return for a short-term project. Contact [futures@aub.ac.uk](mailto:futures@aub.ac.uk) or talk to the AUB Futures team on 01202 363 891 / 355

In line with the University Code of Ethics & Ethical Investment Principles, we will not advertise:

- Commission-only jobs.
- If connected with a Pyramid, multi-level marketing or similar style selling scheme.
- Franchises.
- Any opportunity that asks for an up-front payment from candidates.
- Advertisements that contain premium rate telephone numbers.
- Vacancies for individuals/au pairs based in private homes, unless placed by a registered agency.
- Opportunities that contain duties that raise health and safety concerns; for example, lone working in potentially dangerous environments, drug/medical trials.
- Roles that are connected to the betting and/or gaming industry.
- Multiple postings for a single vacancy.
- On behalf of agencies (or similar third parties) that require the student to pay a fee.
- Positions that require applicants to disclose building society or personal banking details prior to being appointed. This should not be requested as part of a job application process.
- Vacancies that Arts University Bournemouth believes to be in breach of (or potentially in breach of) any aspect of UK employment legislation.
- Unpaid graduate vacancies.
- Any opportunity that would be considered to pose a risk of generating negative publicity for Arts University Bournemouth.
- Recruitment agencies. We will only publish a specific role if you are able to name the client.

**Ethical code of Practice**

The AUB Strategy for 2030 outlines our commitment to achieving Net Zero by 2030. We are committed to enhancing our ethical behaviours, our environmental and sustainability aspirations and achievements. To this end, we will not advertise opportunities from companies engaging in the following activities:

- Any company that derives more than 10% of its turnover from the production, distribution, or retail of tobacco products (including key products necessary for the production of tobacco products, such as flavouring, filters, roll-paper, machinery and packaging); or from the production, distribution, or retail of e-cigarettes.

- Any company deriving more than 10% of its turnover from the extraction of coal, gas or oil, including through the use of fracking.
- Any company deriving more than 10% of its turnover from the production or sale of nonmilitary firearms or ammunition.
- Any company deriving more than 25% of its turnover from the production or licensed sale of alcoholic drinks, except in the case of companies whose sole business is the provision of alcoholic drinks with food (such as restaurants or other food-led dining businesses).
- Any company involved in the production or supply of indiscriminate weaponry. This includes nuclear weapons, anti-personnel mines, cluster munitions, chemical weapons or biological weapons; weapons-grade nuclear fissile materials; parts or services for antipersonnel mines, cluster munitions, chemical weapons or biological weapons. No turnover threshold is applied.
- Any company deriving more than 10% of its turnover from strategic military sales including conventional military platforms, whole military systems, weaponry or strategic military parts or services.
- Any company that derives more than 10% of turnover from the production or distribution of pornography, the staging of live sex shows or the ownership of sex shops. This includes publishers and wholesalers of newspapers, magazines, videos, films and/or software; television channels; providers of websites or portals, or other telecommunication networks; and the management of sex shops and lap dancing clubs.
- Any company deriving more than 10% of turnover from gambling activities, including ownership of casinos, bingo halls or other betting establishments, or from online gambling; and companies that provide key products or services fundamental to gambling operations, including (but not restricted to) products manufactured exclusively for gambling, such as slot machines and roulette wheels. • Any company deriving more than 10% of its turnover from the provision of home-collected credit ('doorstep lending'), unsecured short-term loans ('payday loans') or pawnbroker loans, directly or through owned-subsidaries.
- Any company whose approach to taxation is blatantly aggressive or abusive (including tax evasion, tax planning or tax avoidance; or if the company's approach to taxation cannot be considered reasonable).
- In addition, the following considerations apply in all cases:
  - Any company will be excluded if its policies, practices and record do not demonstrate a commitment to environmental sustainability.
  - Any company will be excluded if it does not respect fundamental human rights. Specifically, exclusions will apply to any company whose policies, practices and record on human rights and labour standards fall below the recognised standard as identified by EIRIS.
  - Any company developing and marketing genetically modified organisms will be excluded if an AUB review does not lead to satisfactory assurance on, and confidence in, ethical standards.

**General**

This policy may be amended from time to time, please ensure you review it regularly. Please contact us at [futures@aub.ac.uk](mailto:futures@aub.ac.uk) you have any questions.

**Please note:**

All vacancies must be approved by a member of the AUB Futures team.

Thank you

**AUB Futures – Careers and Enterprise 2025**