

Bath Spa Careers and Employability Service – Ethics and Sustainability Position Statement

Bath Spa's purpose is to make the world a better place, one student at a time. We do this not only through our education and research, but also in everything we do as a business. We recognise that this is a process of continual improvement and we're learning as we go.

Our [Sustainability Policy](#) sets out the aim to minimise our impacts and continually improve our environmental performance. Our [Sustainability Strategy](#) shows how we'll deliver this and focuses on seven key themes.

The Careers and Employability service is committed to upholding and supporting the sustainability and responsible investment goals of Bath Spa, whilst ensuring our students and graduates have access to an impartial service that supports them to discover a rewarding future that aligns with their values and aspirations.

With this in mind, we have set out below a series of guiding principles under which the Careers and Employability Service will operate:

- The Careers and Employability Service will not actively develop relationships with or source vacancies from employers in oil and gas, fossil fuels, arms, mining, and tobacco industries.
 - We recognise this position oversimplifies a highly complex issue, and Bath Spa's [Responsible Investment Policy](#) outlines in more detail the University-wide approach to key Environmental, Social and Governance issues.
- We do not knowingly promote (i.e. through employer events, newsletters, social media, sponsorships, or marketing campaigns) vacancies that are linked to oil and gas, fossil fuels, arms, mining and tobacco industries.
 - Vacancies from such employers may be advertised through [MyCareer](#) should they adhere to the conditions of our Advertising Guidelines (below). This approach ensures we continue to uphold the core principle of impartiality, as set out in the [AGCAS Code of Ethics](#).
- In accordance with our Advertising Guidelines (below) and associated decision tree (both below), we will only approve advertisement of job roles on [MyCareer](#) which meet a set of standards including being paid at [National Living Wage](#). All opportunities are screened before approval.

- Sustainability is an important factor in the career decision making of some individuals. To support students and graduates seeking this information about prospective employers and to encourage transparency, we have:
 - Incorporated a series of self-assessment questions into the employer registration process on [MyCareer](#) which will be published on the employer profile.
 - Developed a resource for individual use which supports informed labour market research.
- Reflecting the achievement of our [Social Enterprise Gold Mark](#), we will actively engage with and source opportunities from employers and suppliers that demonstrate a commitment to sustainability, ethical practice and social justice. We will also prioritise these organisations for internally funded opportunities i.e. graduate placements.
- In alignment with the Bath Spa's [Sustainability Strategy](#) and [Climate Emergency Declaration Pledge](#):
 - We operate a sustainable service prioritizing paper-free promotions and purchase giveaways sparingly from approved, sustainable suppliers.
 - We also encourage any employers visiting campus to consider the sustainability of their promotional items.

More about sustainability at Bath Spa University

- [Sustainability Strategy](#)
- [Green Awards](#)
- [Climate Emergency Declaration](#)
- [Social Enterprise Gold Mark](#)
- [2021-21 Sustainability Report](#)
- [Responsible Investment Policy](#)

Bath Spa University Careers & Employability Advertising Guidelines

This policy defines the various types of opportunities that will be advertised to current students and/or recent graduates (within three years of graduation) of Bath Spa University. Whilst every effort has been made to cover all scenarios, there may be a need to consider cases individually.

When referring to 'opportunities', this includes part time jobs, summer work, all types of work experience (placements, internships), volunteering and graduate roles.

Bath Spa University uses [AGCAS](#) to define the different types of opportunity.

Registration and approval

Any employer who wishes to advertise their opportunities must first register on the 'MyCareer' platform. Once registration is completed and approved, the employer will be sent login details and can proceed to enter details of their opportunity. By advertising on the system, employers are agreeing to the terms outlined in this policy.

Bath Spa University has a duty of care towards its students and graduates and to ensure that opportunities do not disadvantage, endanger or discriminate against them in any way. This includes contravention of equal opportunities and employment legislation relating to disability, sex, race, religion/beliefs, sexual orientation and age. Bath Spa University reserves the right to reject opportunities which go against this, or may compromise the reputation of the University.

Employer's Liability Insurance is a statutory/legal obligation in the UK, including for sole traders who wish to employ someone. Bath Spa University assumes that all employers advertising on the 'MyCareer' platform have this in place. Additionally, all employers must be registered with Companies House or The Charity Commission.

Advertising opportunities

All advertisements are only available to current Bath Spa University students and graduates from the last three years.

We can advertise:

- Part-time jobs that meet National Minimum Wage legislation and do not exceed 15 hours per week during term time;
- Placements and internships (see separate guidance below);
- Graduate -level roles (Whilst we can advertise a wide range of roles which can be developmental and beneficial for our students and graduates, we will only actively promote opportunities which are graduate-level. This means the employment offered should be highly-skilled, and avoid heavy reference to things such as administration skills);

- Vacation/Summer work;
- Volunteering opportunities.

We DO NOT advertise:

- Commission only jobs - if you have a post with OTE, you must state the basic salary;
- Pyramid, multi-level marketing or similar style selling schemes;
- Applications to a personal email account, such as @hotmail.co.uk, or where an email address is not stated. If the role has an application process via email, the email address provided must be a business one;
- Organisations which do not have an official website;
- Positions which ask for students to share academic material or study notes;
- Advertisements that contain premium rate telephone numbers;
- Kickstarter roles;
- Vacancies for individuals based in private homes unless placed by a registered agency - for example a parent/guardian asking for help with childcare where a DBS check cannot be carried out;
- Multiple postings for a single vacancy;
- Brand Ambassadors promoting brands on campus - these companies need approval from the Students' Union as they work with specific companies who they charge;
- Organisations that are asking for students/graduates to put forward their views about Bath Spa University;
- Vacancies which ask for candidates of a specific age, or a specified number of years experience;
- Vacancies which ask for candidates of a specific gender, unless it is relevant to the position and reference is made to the Equality Act 2010;
- Advertisements for graduate roles which are not entry-level graduate positions e.g. apprenticeships;
- Vacancies which are unpaid or do not state the salary e.g. competitive;
- Advertisements which ask for applicants from non-Bath Spa University subject areas e.g. engineering;
- Advertisements which ask for applicants of a specific nationality. Vacancies should state languages required, if necessary;
- Advertisements with inappropriate descriptions e.g. 'cheeky';
- Vacancies with incorrect spelling or grammar;
- Roles with a working week of more than 40 hours.

Recruitment agencies

We do accept advertisements from recruitment agencies, but require them to name their client and ensure it is for a specific role. Opportunities are subject to the above terms.

Self-employment

We welcome freelance and self-employed opportunities for our students and graduates. Please do contact us in the first instance so we can discuss the projects on an individual basis so that we can target these in the best way possible for your business.

Placements and internships

Guidance for placements and internships are informed by the [AGCAS Work Experience Quality Standard](#). Bath Spa University will only advertise if the opportunity provides a genuine learning experience for the student/graduate.

A placement or internship should ordinarily be paid at least the National Minimum Wage. Unpaid placements and internships will only be accepted if they meet at least one of the following criteria:

- The opportunity is for no more than 10 days/70 hours in total;
- An opportunity of greater than 10 days/70 hours in total, but which is undertaken as an essential part of a student's course of study (for example, a placement year). Although law states that these placements are exempt from National Minimum Wage legislation, we strongly encourage expenses to be paid as a minimum. Opportunities in this category will be restricted to a limited audience and may not attract many applications.
- The role is a volunteering position within a registered charity. Volunteering is defined as "any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives".

Contact

Should you have any questions, please contact careers@bathspa.ac.uk.

