

*Opportunities, Initiatives & Events Advertised or Administered by
King's Careers & Employability*

Engagement, Disclaimer & Communications Policy

- Employers are able to post opportunities, scholarships and events onto our [King's CareerConnect](#) platform to promote these to our stakeholder audiences (students, recent alumni, research staff and other King's staff).
- Employers also work with us to host students and researchers across a range of work-based learning provision facilitated by our Work-based Learning unit including virtual projects, work shadowing, structured internships and industry placements.
- Competitions, hackathons and associated opportunities are posted on our [King's Careers Blog](#) and are available externally to any audience who searches this platform.

Engagement & impartiality

King's Careers & Employability holds connections and proactively works with organisations across a range of industry sectors, geographies and job functions, assuming adherence to our [Statement of Professional Standards](#).

We reserve the right not to approve organisation registration and/or opportunities or to engage with in any capacity we deem as active engagement (i.e. through proactive relationship management, opportunity generation or curation) those organisations which are deemed unsuitable for promotion to service users. This also applies where students are being hosted by a programme administered by our teams, including if the opportunity has been independently sourced.

This includes, but is not limited to:

- Organisations or Opportunities suspected to be illegal, oppressive, exploitative or discriminatory.
- Organisations or Opportunities that present an undue health and safety risk.
- Organisations or Opportunities that are reported as engaging in unprofessional conduct.
- Organisations or Opportunities promoting services to our students and recent alumni at a cost.
- Organisations or Opportunities charged where the University already offers the equivalent service free of charge.
- Organisations where there may be a conflict of interest with wider King's College London research funding.
- Organisations or Opportunities which may bring King's College London or our students into disrepute.

Proactive engagement, approval to undertake a work-based learning Opportunity and/or advertising external Opportunities through King's CareerConnect and our IT Systems does not imply approval or recommendation.

However, general impartiality is core to our work. We support service users to make informed decisions about their career and support them to discover different career pathways which align with their knowledge, attributes, skills and experiences.

Alongside this, we utilise a range of data insight, feedback and intelligence to inform our external connectivity with employers ensuring that our relationships are future-focused and aligned with the disciplinary mix, localities, demographics, institutional strategy and career aspirations of our users. We actively encourage and support users to understand and investigate whether these organisations, roles and sectors match with their own values and ethics.

To ensure we meet the full range of aspirations of our service users, our engagement encompasses roles, sectors and geographies that may not always align with individual's personal ethics or beliefs. We do not seek to maintain blanket bans on a particular industry or geography unless covered by broader political scenarios, or where one of the above points is determined to be overwhelming.

- The AGCAS Code of Ethics, provided by our membership body, requires us to demonstrate impartiality in our support of service users who are looking to pursue careers across different roles, sectors and geographies.
- We endeavour to act with transparency in our connectivity and encourage employers to do the same in their interactions with our service users, upholding the [King's and KCLSU Joint Statement on Freedom of Expression](#).
- As such we expect employers to be open about their commitment to critical areas of equality, diversity & inclusion (EDI) and environmental & sustainable governance (ESG) and encourage service users to critically analyse and question employers' own statements and outputs.
- We acknowledge that service users may disagree with some of the organisations, sectors or geographies we may engage and uphold that legitimate challenge or protest is enshrined in [King's Protest, Industrial Action & Occupation Procedures](#).
- Many organisations who may on the surface provoke legitimate controversy, disagreement or challenge on their business model or work may also deliver significant broader contributions helping to rebalance their social responsibility to local, national and international communities or offset perceived negative impact of their outputs, emissions or profit-structures.

Opportunity disclaimer

King's Careers & Employability makes every effort to ensure organisations registering with us are legitimate and that opportunities and events listed on our platforms and in associated communications including emails, blogs, newsletters and publications are genuine, authentic and appropriate for our users.

We are unable to verify all details in opportunities advertised with us and cannot guarantee accuracy. It is incumbent upon individual users to verify details and we strongly recommend you conduct your own through research before applying to opportunities or events.

The following disclaimer appears at the foot of every advert on King's CareerConnect:

King's Careers & Employability makes every effort to ensure organisations registering with us are legitimate and that opportunities listed on our website, emails, newsletters and publications are bona fide.

All organisations and opportunities are reviewed against our [terms and conditions](#) before being published, however we are unable to verify all details in entries and cannot guarantee accuracy. It is incumbent upon individuals to verify details and strongly recommend you conduct your own research before applying to opportunities. The risk(s) may be heightened when opportunities are advertised by start-up organisations as we may be unable to undertake the same level of due diligence with Companies House or The Charities Commission so we recommend paying extra attention when applying for these opportunities.

Neither King's Careers & Employability, nor King's College London accept responsibility for how participating organisations use your data/information and cannot be held liable for any costs or damages incurred by applications for opportunities posted on King's CareerConnect.

We will endeavour to remove any opportunities or organisation profiles where it can be demonstrated that the organisation has breached our terms or is in contravention of UK, European (or equivalent local) law. Please email our [Employer Engagement team](#) if you are concerned about a particular organisation or opportunity.

We also recommend that prior to taking up any subsequent employment, applicants check fully their conditions of service including compliance with Health & Safety or other employment legislation.

Fair work policy

All organisations, opportunities and events are reviewed against our [Statement of Professional Standards/Terms & Conditions](#) (pdf) before being published and/or approved for student experience or credit (where applicable), and we expect all Organisations to ensure compliance with relevant legislation, including the National Minimum Wage Act (in the UK) and relevant health and safety legislation.

We will not advertise unpaid work experience or internships other than where they meet relevant criteria for exemption, determined as Voluntary Workers, Voluntary (and passing the 'worker test'), Placements, Work Shadowing or Work Simulation.

King's Careers & Employability supports the [AGCAS Work Experience Standard](#), [ASET Good Practice Guide for Work-based and Placement Learning in Higher Education](#), [advice on internships](#) (pdf) issued by the Universities and College Union (UCU) and National Union of Students (NUS) as well as the CIPD's "[Internships That Work Guide](#)".

The King's Insights Programme

King's Careers & Employability and Practera have partnered to offer this work-related learning programme. Whilst real industry clients contribute to this experience and offer feedback to students, it is not intended to create an employer-employee relationship and therefore cannot be considered unpaid work:

- Participation is completely voluntary.
- Participants are not undertaking work that would ordinarily be undertaken by an employee.
- Briefs are designed by King's Internships and Practera, under specific, controlled guidelines.
- The experience is primarily educational.

Communications policy

Employers are able to contact users of King's Careers & Employability directly to promote their organisation, opportunities or events and these communications will be based upon your [profile preferences](#), which you are able to update at any time from your King's CareerConnect dashboard.

- You must opt-in to receive direct mailings from employers and these will be based on the preferences you select.
- You can also opt-in to receive targeted mailings regarding our Careers+ programme for under-represented groups (if you meet the criteria) or communications dedicated for students with disabilities.
- Our King's Careers & Employability newsletters are sent fortnightly during term time by faculty.
- No employers have access to the personal data stored on your King's CareerConnect account*, so any authentic curated communications from employers distributed by us will come from our email addresses:
 - careers@kcl.ac.uk
 - internships@kcl.ac.uk
 - global-placements@kcl.ac.uk
 - careers-disability@kcl.ac.uk
- If you are unsure whether a communication is genuine, or you are aware that an employer or individual is using our name to promote their organisation, opportunities or events claiming to come from us, please forward the communication to careers@kcl.ac.uk and our Student Careers Engagement teams will review these and respond to you with clarification.

**When attending a careers fair hosted on King's CareerConnect, you will be prompted as to whether you wish to share basic profile information with those employers in attendance, including your: full name, course of study, year of study and department (note: you do not have to share this information). Likewise, if you apply for a role shortlisted by King's Careers & Employability (e.g. through our King's Internships programmes), we will share your application only with these employers for the purposes of enabling them to review against their criteria as outlined in our [Data Protection, Confidentiality & Privacy Statement](#) (pdf).*

Safety advice when job hunting

Our King's Careers & Employability [KEATS](#) pages contain information and tips to ensure your safety when job hunting, help to avoid the potential for being scammed and how to protect your personal information. There is also information and links for government-endorsed external support services if you are concerned you have been – or are at risk of – being scammed.

We do advertise opportunities with organisations which may require you to work in private households (e.g. as a tutor) but these will always be as an employee or self-employed through a larger agency or organisation and you should request details on their safety and vetting policy(ies) if you wish to review these, as we are unable to vet each and every potential work location to the same capacity as we are able to undertake with organisations in a fixed office environment.

If you have any reservations about an organisation, accepting a role – or even once you are undertaking it, don't be afraid to raise these and discuss with a member of the King's Careers & Employability team.

Safety advice when overseas

As a global university, King's Careers & Employability proactively advertises organisations, opportunities and events which may be taking place around the world. We keep an active watch on scenarios and situations which may arise periodically, and which might be a cause for concern, including civil unrest, natural disaster or health pandemics.

KING'S CAREERS & EMPLOYABILITY

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When these arise, we work collaboratively with colleagues across the Education & Students Function to investigate and act appropriately in line with the latest advice given by the [UK Government](#) or [Foreign, Commonwealth & Development Office \(FCDO\)](#), [Public Health England](#) and/or local or national emergency services, as to any safety precautions or adjustments we might make to organisations, locations or individuals with whom we engage.

We advise all users to remain up to date with the latest advice provided by the government or agencies where you may reside or undertake work which you may need to be conscious of, or indeed might alter or amend your planned involvement.

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King's Careers & Employability is a member of the [Association of Graduate Careers Advisory Services \(AGCAS\)](#) and as such upholds their codes of best practice in graduate recruitment.