

# Engaging with King's Careers & Employability & Registering an Account on King's CareerConnect

## *Statement of Professional Standards, Terms & Conditions & Privacy Statement*

*Third parties should read this in conjunction with our separate policy and procedure for engaging with third party agencies and intermediaries on our website.*

### 1. General terms

This document is designed to ensure all employers we work with adhere to our core terms and conditions when registering to use our King's CareerConnect portal and engaging with King's Careers & Employability and provide you with details relating to your privacy and provision of data when engaging with our services.

Please ensure you read this document in full and share with colleagues in your organisation who are involved in recruiting at King's College London.

*For the purposes of this statement 'current student' refers to any currently enrolled individual from their confirmation of registration with King's College London to the completion of their studies (this is separate to their graduation date). Recent alumni refers to graduates who have completed a course of study with King's College London in the last 24 months.*

### 2. Privacy statement

**By registering an organisation and/or user account on King's CareerConnect you agree to abide by these terms & conditions, which govern your organisation profile, user account details and opportunities posted. This statement sets out how your details and organisation information will be stored, accessed and used.**

- King's College London is required to process employer contact details and various elements of organisation information in order to provide events and services to connect organisations with students, research staff and recent alumni to enhance their employability skills and career prospects, under the lawful basis of public task outlined in General Data Protection Regulation (the "GDPR"), Article 6(1)(e).
- This data is submitted to King's College London (as data controller) and held by us to be used by King's Careers & Employability when you register an account on [GTI TARGETconnect](#) (branded King's CareerConnect) with us.
- All data collected by King's Careers & Employability is handled in accordance with the requirements of the GDPR, as incorporated into the [Data Protection Act 2018](#).
- On creation of a King's CareerConnect account, users are required to provide organisation contact details, primary contact details and basic organisation information.
  - Mandatory organisation information recorded are: organisation name, organisation address, country and post code, organisation description, website, number of employees, industry type. *This information is shared with students, recent alumni, professional services, academic and research staff and may be shared with Career Soft LLC for the purposes of distribution to users as part of our CareersFair Plus app listings.*
  - Mandatory user details are: full name, organisation email, a phone number, contact type. *This information is shared with King's Careers & Employability staff ONLY.*
  - Information provided is also shared with [Group GTI](#) (as data processor) for the purposes of support issues as raised by King's College London.
  - King's Careers & Employability will not share user account details for other commercial purposes with other King's departments or external parties, including log-in or contact details, unless we have your express written permission.
  - King's Careers & Employability staff are able to add notes, tasks and view notes made on conversations with organisations which may be captured at events, in person or by phone/email.
- By registering an account you agree to share your user information with King's Careers & Employability and grant us permission via legitimate interest, to use your contact information for the purposes of communicating with you about events and/or activities which you have booked with us, send targeted emails and seek feedback on our services, inform you of changes to our terms and conditions or to promote opportunities and send invitations we feel may be of interest to you and/or your organisation (e.g. careers events).

- You can choose to opt out of receiving mailings from us by amending your settings on your user profile at any time.
- You can amend/remove user details or your organisation profile at any time, terminating the relationship with King's Careers & Employability.
- We do not guarantee that access to King's CareerConnect, or any content contained within it, will always be available uninterrupted.
  - Users set their own password, which is not accessible by King's Careers & Employability staff, but can be reset by following the [relevant links](#) from your organisation login.
  - If you enter incorrect login details five consecutive times, you will be blocked from the system prompted to reset your password automatically.
  - Access is permitted via our Data Processor (Group GTI), who may at times require provision to upgrade or test new functionality of the system.
  - King's College London retain the right to suspend, withdraw, discontinue or change all or any part of King's CareerConnect without notice.
  - Where feasible, we will seek to inform you of any planned period of downtime or upgrades via our social media platforms but will not be held liable to you for any reason King's CareerConnect or it's associated functionality is unavailable at any given time.

The [Data Protection Act 2018](#) provides you with the right to access the information we hold about you. Details on how to request your personal information from King's College London are [online](#).

***For further details on who to contact if you have queries relating to this statement and/or wish to exercise your 'right to be forgotten', please review our core [King's Careers & Employability Confidentiality, Data Protection & Privacy Statement \[PDF\]](#).***

### 3. Posting opportunities

All direct opportunities are published to current students and recent alumni for free through our online King's CareerConnect platform.

***A small charge of £100 + VAT is made for third party adverts.***

- Organisations must upload their own opportunities, however King's Careers & Employability will review all opportunities before they are made available to our audience and may clarify information with organisations if details appear unclear or incomplete.
- Organisations can edit, extend or remove their opportunities directly from their organisation profile at any time and these will come back through to our team for re-approval if necessary.
- Information you provide within your advert must be true and not misleading and we reserve the right to alter or edit your advert at our sole discretion.
- We aim to publish all opportunities within two working days of submission.
- We will only advertise specific/individual opportunities, not open-ended opportunities or broader recruitment campaigns.

In submitting an advert you are requesting that this appear on our website(s) and grant permission that King's Careers & Employability may reproduce the advert (in whatsoever form we see appropriate) for other vacancy advertising services we consider viable.

The following disclaimer appears on all opportunities listed 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 bonafide.*

*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 an individual as we are 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 where it can be demonstrated that the organisation has breached our terms or is in contravention of UK (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.*

### 4. Employment legislation

**King's Careers & Employability supports the [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"](#).**

King's Careers & Employability expects all organisations to ensure compliance with UK or European law, including the [National Minimum Wage Act](#) and relevant [health and safety legislation](#) and will not advertise unpaid work experience or internships other than where they meet relevant criteria for exemption, determined as:

- Voluntary workers, under a contract of employment, with a charity, voluntary organisation, an associated fund-raising body, or a statutory body. Voluntary workers can expect to receive reasonable out of pocket expenses related to their work.

- Voluntary, and passing the 'worker test' as outlined within the advice above where there is no contract of employment (written, oral or implied) to perform work and where there is no obligation to undertake specific instruction.
- Placements defined as part of a student's programme of study and which do not exceed one year of employment.
- Work shadowing (including insight weeks), where the placement consists entirely of work shadowing with no performed work.

For opportunities based outside of the UK (including internships), organisations are responsible for ensuring opportunities comply with employment law (including national or local minimum wage requirements) in the relevant jurisdiction.

For countries without minimum wage legislation we require that organisations match the equivalent of the UK rate.

## 5. Types of opportunity

King's Careers & Employability reserves the right not to approve organisations or opportunity requests which are deemed unsuitable for promotion to our students and recent alumni. This may include, but is not limited to:

- Organisations or opportunities suspected to be illegal, unethical or discriminatory.
- Organisations or opportunities that present an undue health and safety risk.
- Organisations or opportunities promoting services to our students and recent alumni at a cost and/or where the university already offers the equivalent service free of charge.
- Organisations or opportunities which may bring King's College London or our students into disrepute.

Specifically, this may include:

- Opportunities connected to the adult/sex industry or associated with adult content.
- Opportunities connected to pyramid selling schemes, loan companies or related financial schemes.
- Opportunities connected to the process of patent trolling, or related activity.
- Opportunities involving students sharing or undertaking academic-related material for use by other students.
- Opportunities perceived to endorse 'study aids' or natural highs designed to enhance student study.
- **We will** only advertise opportunities for a maximum of six months, though these can be extended ahead of their expiration date.
- **We will** only advertise commission-based opportunities where there is a base salary equivalent to national minimum wage.
- **We will** only advertise project-based work, e.g. paid per article where the pro rata salary meets national minimum wage legislation.
- **We will** only publish opportunities which are written in full English or advertised with an accompanying English translation, which also include a full description and application requirements.
- **We will not** advertise opportunities that specify a 'native' speaker is required – instead this should be referenced as 'fluent'.
- **We will not** advertise opportunities which contain an unpaid 'trial period' as part of the assessment process.
- **We will not** normally accept opportunities from organisations who do not have a valid company website, full postal address or whose sole email address is with a webmail account provider.
- **We will not** advertise opportunities where students and/or recent alumni incur a cost to apply or are required to invest.
- **We will not** accept opportunities which require a photograph as part of the application process.
- **We will not** accept adverts which require applicants to apply via a premium rate phone number.
- **We will not** accept opportunities posted by jobs boards for the purpose of signposting to their own website or to spam King's CareerConnect with job listings on their own website.
- **We will not** accept opportunities believed to be impersonating any person(s) or misrepresenting your identity or affiliation with any person(s) or entity.
- **We will not** accept opportunities by post or delivered in hard copy, nor distribute flyers, posters or similar material.

Advertising opportunities through King's CareerConnect does not imply approval or recommendation and King's Careers & Employability reserves full editorial control over King's CareerConnect and thus the right not to approve organisations and/or opportunities or to terminate organisations and/or opportunities and our associated engagement where they are deemed to breach these terms and conditions or to bring the university into disrepute.

Organisations should be aware of students' study obligations and should not require students work in excess of **twenty hours per week**, except during vacation periods. We will ensure that organisations are flexible and provide alternative times and/or dates for assessment and selection processes where these may clash with timetables or examination commitments. Shortlisted candidates should not be penalised for not being able to attend an interview due to examinations or dissertation commitments.

## 6. Industrial Placements / Year-in-Industry Roles

King's Careers & Employability will advertise placement (year-in-industry) positions as outlined in Section 3, however please note that only a limited numbers of students have formal provision to undertake these roles. We actively discourage students studying on other programmes from undertaking these roles, which require a formal interruption of their studies.

- We expect all students on our programmes with a built-in year in industry to be paid for the duration of their placement.
- We expect all year-in-industry placements to be a minimum of 11 months (47 weeks) in length to ensure they are viable
- It is our expectation that employers will conduct adequate checks and make non UK/EU/EEA students aware of the risk to their visa status by undertaking such a placement which is not part of their formal studies.

## 7. Advertising as an individual

King's Careers & Employability will post opportunities acting independently rather than representing a business or company entity (e.g. parents/individuals offering tutoring or baby-sitting) subject to compliance with our terms, but will review each opportunity on an individual basis.

Our disclaimer covers these roles as outlined below:

*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 an individual as we are 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.*

## 8. Discriminatory adverts

King's Careers & Employability will not advertise opportunities which contravene the [Equalities Act 2010](#) and which may prevent applications on the basis of protected characteristics including age, disability, gender reassignment, marital status, race, religion or belief, sex or sexual orientation and this includes adverts which specify an age requirement to apply.

In certain circumstances it can be lawful to discriminate if a particular requirement is deemed an essential aspect of the role, or conversely, if possession of a particular quality would make undertaking the role impossible. Where this may apply, you should make clear the reasons for the requirement and that these are explicitly explained within the text of the advert.

Advertisements must not contain material which is defamatory of any person(s) or is obscene, offensive, hateful or inflammatory.

It is ultimately the responsibility of organisations to ensure that any opportunities posted comply with relevant legislation including the National Minimum Wage and Equalities Act.

## 9. International students & visa sponsorship/compliance

We encourage all employers to consider students of all nationalities when advertising roles with us. Recruitment of non-EEA nationals is a relatively straightforward process and all students in possession of a Tier 4 visa are able to work full-time during vacations or breaks in their studies. Employers should be aware that our students are exempt from the resident labour market test and there is currently no cap or quota on the number of full-time graduates you can hire, though employers should review the latest legislation on the Home Office website.

King's Careers & Employability recognises that some organisations and/or opportunities are unable to offer visa sponsorship to candidates. To ensure compliance with UK law, we advise the following wording when advertising these positions:

*"Please note that all applicants must be able to demonstrate that they are eligible to work in the United Kingdom at the point at which the role commences"*

## 10. Decisions & Offers

- **We encourage** all organisations to endeavour to inform candidates of the status of their application - whether successful or otherwise at application, interview/assessment and offer stage.
- **We expect** all employers to respond to applications in a timely manner as this helps shape the perception of your brand and organisation with our students at King's.
- **We encourage** all organisations to present offers in writing, even if the original offer was made in person or by telephone.
- **We expect** employers to give candidates a minimum of two weeks to evaluate internship and full-time job offers.
- **We expect** employers to honour offers made to candidates once made – if you need to withdraw an offer, please contact the [Head of Employer Engagement](#) to discuss, as withdrawing job offers may damage your organisation's reputation within the King's College London community.
- **We expect** students to honour job offers and stress this point at regular intervals both in individual interactions and on our website, though we cannot be held responsible for candidates who choose to renege on offers.
- **We are opposed to** the policy of 'exploding offers' requiring a candidate to accept an offer within a limited time period and expect all organisations to honour the original timeframe outlined at offer stage with no diminishing conditions e.g. salary or bonuses. Incentives to induce students to accept an offer early should not be used as it places undue pressure on the individual.

## 11. Brand Ambassadors & Campus Managers

King's Careers & Employability will advertise positions only for organisations where we have an existing partnership. All positions must comply with the following:

- The advert is explicit that the successful candidate will be required to work in consultation with King's Careers & Employability and that they should be aware of the services offered by us when raising brand awareness.
- The organisation recruiting should inform King's Careers & Employability when they have recruited for the role so we are able to liaise with the representative if required.

## 12. Advertising competitions, scholarships and other opportunities

King's Careers & Employability will not advertise competitions, games and scholarship opportunities on King's CareerConnect.

Instead, we may advertise these opportunities through our blog and social media channels. We request that organisations submit a summary of the opportunity, including a link to access further information using this [online form](#)

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**Updated: October 2019**

Andrew Wright, Head of Employer Engagement

*King's Careers & Employability draws guidance from the recognised policies and codes of best practice set out by the following professional bodies and organisations of which we are a member:*

