

Employer Engagement & Work-based Learning

Terms & Conditions and Policies for Third Parties, Intermediaries, Recruitment & Outsourcing Agencies

This document applies to recruitment agencies/consultancies, executive search & selection, head-hunting organisations, recruitment process outsourcing (RPOs), digital apps and external jobs websites alongside other third-party intermediary organisations who undertake, plan or deliver any attraction, brand, recruitment or assessment activities to aid recruitment under any other terminology.

All terms below are additional to those which are covered in our [Statement of Professional Standards, Terms & Conditions and Privacy Statement for Employers](#) (pdf).

1. General Engagement Terms

- 1.1. We do not partner with external job platforms or run campaigns to promote or endorse your services, other than those with which we may hold broader contractual agreements to promote or provide our service users with the ability to 'opt in' to access those services (e.g. targetjobs).
 - 1.1.1. We do not permit external job platforms to use our platforms as a tool to post multiple roles against a single organisation account.
- 1.2. We do not partner with external digital apps, tracking services or matching platforms to promote or endorse your services.
- 1.3. We do not partner directly with recruitment outsourcing agencies (hereafter referred to as 'RPOs') to run isolated campaigns not directly linked with an end client they may be contracted to support engagement and partnership at King's.
- 1.4. We do not maintain any listing of external recruitment sites or agencies on our website or platforms – instead, service uses are directed to the Recruitment & Employment Confederation's [member directory](#).
- 1.5. We do not permit organisations to distribute posters, flyers or other promotional materials on buildings which form part of the King's College London estate.
- 1.6. We do not permit organisations who manage or promote 'pay-to-play' structured programmes to host an organisation profile or post advertisements for opportunities on King's CareerConnect or use our targeted email service.
- 1.7. We do not promote other third parties or intermediaries to our service users, university faculty or departments.

2. Engagement with Third Parties, Recruitment Agencies and Intermediaries

- 2.1 We will advertise or promote opportunities provided certain criteria are met, including those outlined by the Association of Graduate Careers Advisory Services (AGCAS) [Code of Practice](#) (pdf) and covered by the [AGCAS Work Experience Standard](#) (pdf).
- 2.2 We will make a charge of £100 + VAT to organisations advertising each opportunity on King's CareerConnect as a third party.
 - 2.2.1 This must be paid via our eStore platform by debit or credit card before the opportunity is published to our service users.
- 2.3 We do not permit third parties to send digital advertising to our service users through our targeted email service or social media platforms.

3. Engagement with Recruitment Processing Outsourcing (RPO) agencies

- 3.1 Where an organisation has engaged the services of an RPO to manage or coordinate their campaign at King's College London, we require confirmation by email from the end client confirming that the agency is contracted on their behalf.
 - 3.1.1 We will not levy any third-party fees where an RPO is directly contracted to manage an end client engagement at King's.
 - 3.1.2 We reserve the right to contact the end client directly to clarify any information at any time during the contract.
 - 3.1.3 We will permit RPOs to access their client's organisation profile and add a user account so they can manage opportunities and book events on behalf of their client, for the duration of the contract. Opportunities should be added directly to the client's organisation profile and not one in the name of the RPO.
 - 3.1.3.1 The editing of information on organisation profiles is prohibited without the express permission of Employer Engagement & Work-based Learning. Any unauthorised changes may result in the RPO being prohibited from using our services.
 - 3.1.3.2 Opportunities being advertised directly by the RPO for their own organisation, should be added to a separate organisation profile for the RPO.

4. Attending or Advertising Events

- 4.1 We do not permit third parties, intermediaries, recruitment agencies or RPOs to hold a direct employer presentation, skills workshop, employer masterclass, virtual event or on campus promotions at on our Campuses.
- 4.2 Attendance at careers fairs, networking nights and careers café breakfasts is at the sole discretion of the Associate Director (Employer Engagement & Work-based Learning) and subject to availability with priority always granted to direct recruiters.
- 4.3 We may advertise off-campus or virtual events hosted by third parties, recruitment agencies and intermediaries if they are deemed in the interests of our service users and do not clash with our existing calendar of activities.

Updated: October 2024

Andrew Wright, Associate Director (Employer Engagement & Work-based Learning)

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:

