

The University of Portsmouth Students' Union JOB SHOP Code of Practice

The Job Shop is the Student Employment Service provided for University of Portsmouth students and the service aims to link students with employers by advertising their employment vacancies. The role of the Job Shop is to enable students to gain information about part-time and vacation employment opportunities.

The Job Shop does not enter into contracts with students or employers and is not a recruitment agency. Employers and students using the Job Shop are expected to abide by the terms of this Code of Practice which details the commitment of all parties.

JOB SHOP AND IT'S SERVICE TO STUDENTS:

1. The Job Shop will make information about employment vacancies available to students.
2. The Job Shop will provide students with employment information which is as accurate and up-to-date as possible. All vacancy information is based upon information supplied from employers and students must themselves confirm that this information is accurate.
3. The Job Shop will provide guidance to students to help prevent conflict between work and study. Where the support required is beyond the scope of the Job Shop, students will be advised of the appropriate source of guidance.
4. The Job Shop will not disclose information about students other than for the purpose of providing employers with information about suitable workers.
5. The Job Shop will offer guidance and information to students to make them aware of any pre-conditions imposed by law which must be satisfied by the worker or employer.
6. The Job Shop will take all practicable steps to ensure that students are treated equally and that decisions on recruitment and selection are based solely on objective and job related criteria.

STUDENTS AND THEIR RELATIONSHIP TO THE JOB SHOP:

1. Contracts of Employment are between the student and the employer. Concerns about any aspect of work should be pursued directly with the employer unless the student believes the employer to be in breach of this Code of Practice or Employment Law - in this situation they should contact the Job Shop. If necessary, students will be referred to the appropriate source of assistance.
2. Students have the responsibility to ensure that they have the relevant skills and qualifications required for a post before applying for it.
3. Students are requested to provide the employer with honest and accurate information regarding their personal details, qualifications and experience.
4. Students are requested to inform the Job Shop of any employment gained via the Job Shop.
5. Students who gain employment via Job Shop are expected to act in a reliable, responsible and honest manner without damaging the relationship that the Job Shop has with the employer.

JOB SHOP AND ITS SERVICE TO EMPLOYERS:

1. The Job Shop will advertise employment vacancies to assist employers in meeting their part-time, temporary or seasonal recruitment needs.
2. The Job Shop shall not be liable for any loss or damage suffered by the employer arising from, or in any way connected with, the introduction by the Job Shop to the employer of any employee or the engagement of any such employee.
3. Job Shop will only advertise vacancies with a rate of pay of £4.10 per hour and over. Piece work or work which commands a flat fee should be at least comparable to this minimum hourly rate.
4. Job Shop will not advertise vacancies which require any self-funding from the student.
5. Job Shop reserves the right not to advertise, or to withdraw an employer's vacancy without explanation.

EMPLOYERS AND THEIR RELATIONSHIP TO JOB SHOP:

1. The employer must provide specific details of:
 - i) the nature of their business;
 - ii) the nature of the work offered including the hours of work, period of employment and the rate of pay applicable;
 - iii) qualifications, level of experience and skills required.
2. The employer is expected to meet the following legal requirements with regard to students employed via Job Shop:
 - i) payment of all statutory deductions including National Insurance contributions and Income Tax.
 - ii) provision of adequate insurance with regard to both injury to the students and any claim against students for damage or personal injury,
 - iii) adherence to health and safety regulations and all other statutory requirements;
 - iv) support of the principle of equal opportunities in the employment and opposition to all forms of discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, marital status or disability.
3. The employer is advised not to ask the student to work in excess of 20 hours per week, except in vacations or other periods when a student does not have the usual academic study requirements.
4. The employer should let all candidates for a job vacancy know the result of their application as soon as is practicable and inform the Job Shop when, and by which student the job has been filled.
5. The employer shall satisfy themselves as to the suitability of any employee and shall be responsible for taking up any references regarding the employee.
6. In the event of an employer finding that a student recruited via the Job Shop does not fulfil reasonable expectations as outlined in the job specification provided, the Job Shop will re-advertise the vacancy if requested by the employer.

While the Job Shop is in no way obliged to take action against any party breaching the requirements outlined above, access to its services will be withdrawn from any person or organisation breaching this Code of Practice.