

# Employer Engagement & Work-based Learning

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

This document applies to all organisations and bodies, including other divisions of King's College London, who wish to engage with King's Careers & Employability to promote their organisation, opportunities, events and activities to our service user audiences across King's College London. Its terms cover both the registration of an organisational account on King's CareerConnect, but also broader proactive engagement across the University.

Third parties, intermediaries, recruitment processing and outsourcing agencies (RPOs) and recruitment agencies should also read our associated [Terms & Conditions and Policies](#) (pdf) which cover additional expectations on our engagement with these bodies.

This policy sits alongside King's College London's [Policy on Due Diligence relating to International Partnerships, Commercial Projects & Philanthropy](#).

## 1. General Terms

- 1.1. This document is designed to ensure all employers, suppliers and external partners we work with:
  - 1.1.1. Understand our expectations for Professional Practice when recruiting and engaging with King's College London.
  - 1.1.2. Adhere to our core Terms and Conditions (Terms) when registering to use our King's CareerConnect portal and engaging with King's Careers & Employability.
  - 1.1.3. Provide users with details relating to your privacy and provision of data when engaging with our services.
- 1.2. 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.
- 1.3. We reserve the right to share confirmed breaches of terms in this document, especially those relating to sections 6, 7, 9, 10 and 11 with other universities and/or business schools with whom we work both in the UK and internationally.
  - 1.3.1. This may also result in exclusion from future participation or partnership with us.
- 1.4. We reserve the right to change these Terms at any time and we encourage you to revisit these Terms periodically to ensure that you are at all times fully aware of them.
  - 1.4.1. Any changes are effective immediately upon engagement with King's.
  - 1.4.2. Your continued engagement with King's constitutes your agreement to all such Terms.

## 2. Definitions (in alphabetical order)

- 2.1. **Accredited** may refer to an Opportunity which a Student is required to undertake for credit, or for progression on their Course of Study.
- 2.2. **Agent/Outsourcing Agent** means a supplier or intermediary who may be responsible for managing a campaign or creating opportunities on behalf of an end client – see our [Third Party, Recruitment & Outsourcing Agencies terms & conditions](#) (pdf).
- 2.3. **Applicant(s)** refers to any member of our Audience who apply to an Opportunity posted at King's College London.
- 2.4. **Associate Director (Employer Engagement & Work-based Learning)** refers to the postholder in King's Careers & Employability or their nominated deputy in their absence.
- 2.5. **Audience** may refer to our current Students, Alumni and/or King's College London staff.
- 2.6. **Charge(s) or Fee(s)** refers to any monetary charge levied by us in respect of the provision as set out in these Terms & Conditions.
- 2.7. **Contract** refers to a written or oral agreement between a Student and/or Recent Alumni for the purposes of an Opportunity.
- 2.8. **Course of Study or Programme** refers to any academic programme undertaken by a Student at King's College London.
- 2.9. **Direct Opportunity(ies)** are those posted by an employer (or Agent for) promoting roles in their own organisation.
- 2.10. **Employer Engagement** refers to the Employer Engagement teams of King's Careers & Employability, including Employer Relations & Development (ERD), Events & Experiential Learning (EEL), Work-related Learning (WRL) or Global Placements (GP).

- 2.11. **Event(s)** refers to the undertaking of an activity at, with or on behalf of King's College London by an Organisation. *See our [Event Terms & Conditions \(pdf\)](#) for full details.*
- 2.12. **Internship(s)** may refer to a meaningful work Opportunity undertaken by our Audience to help focus their understanding of an Organisation.
- 2.13. **IT System(s)** refers to those systems hosted or owned by King's College London or You for the purposes of hosting an Opportunity, or distributing this to our Audience.
- 2.14. **King's CareerConnect** refers to the brand of the careers service management system utilised by King's Careers & Employability to host Opportunities, organisation profiles and hold client information.
- 2.15. **King's Careers & Employability** (which shall also be referred to as 'our', 'we' and 'us') means the careers service of King's College London, used in this document interchangeably with 2.16.
- 2.16. **King's College London** (which shall also be referred to as 'university', 'our', 'we' and 'us') means King's College London, a university with charitable status, established under Royal Charter and having its registered office at Strand, London WC2R 2LS, United Kingdom, used in this document interchangeably with 2.15.
- 2.17. **King's eStore/eStore** refers to the online shopping site of King's College London enabling you to pay any charges levied securely online.
- 2.18. **National Minimum Wage or Minimum Wage** refers to the legislated minimum payment an individual is entitled to receive for completion of an Opportunity. *In the United Kingdom, it refers to the [National Minimum Wage Act 1998](#).*
- 2.19. **Opportunity(ies)** (which shall also be referred to as 'job(s)', 'role(s)' or 'advert(s)') refers to any job positions by external Organisations posted at King's College London.
- 2.20. **Organisation(s)** (which shall also be referred to as 'employer', 'agent', 'supplier', 'third-party', 'you' and 'your') refers to the person, firm or organisation which engages with us to promote Opportunities using our IT Platforms, as set out in these Terms & Conditions.
- 2.21. **Placement(s)** are defined as an Accredited part of a Student's programme of study and which do not exceed one year of employment.
- 2.22. **Recent Alumni/Alumni** refers to graduates of King's College London who have completed a Course of Study within the last two years.
- 2.23. **Registration** refers to the process of opening an account on King's CareerConnect to engage with King's College London.
- 2.24. **Space** refers to a physical or virtual allocation to host an Event at King's College London.
- 2.25. **Students** refers to currently enrolled Students of King's College London (or other agreed institutions where applicable) from their confirmation of registration to the completion of their studies (separate from their graduation date).
- 2.26. **Third Party** refers to any Supplier or Organisation with whom we work on that is not a direct Employer.
- 2.27. **User(s)** refers to individuals who act on behalf of their Organisation to Register and engage with King's College London.
- 2.28. **Vacation Period(s)** refers to formal periods outside our term dates where Students are not expected to be focused on their Course of Study.
- 2.29. **Virtual** refers to any Opportunity which is hosted online or conducted remotely through our or your IT platforms.
- 2.30. **Voluntary** is defined as for the purposes of genuine volunteering, and passing the 'worker test' as outlined within the [advice on internships \(pdf\)](#) issued by the Universities and College Union (UCU) and National Union of Students (NUS) where there is no contract of employment (written, oral or implied) to perform work and where there is no obligation to undertake specific instruction.
- 2.31. **Voluntary Workers** are defined as 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.
- 2.32. **Work Shadowing** (which may also be defined as 'insight day/week') is where the Opportunity consists entirely of work shadowing with no performed work under a contract of employment.
- 2.33. **Work Simulation** is designed for educational purposes as a simulated experience where an Organisation inputs into the project, but where participants do not undertake genuine work that would ordinarily be undertaken by an employee.

### 3. Privacy statement for employers, suppliers & external partners

- 3.1. 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.

- 3.2. King's College London is required to process Organisation contact details and various elements of Organisation information in order to provide Events and services to connect Organisations with our Audience to enhance their employability skills and career prospects, under the lawful basis of legitimate interest outlined in General Data Protection Regulation (the "GDPR"), enshrined in the [Data Protection Act 2018](#).
- 3.3. 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 at King's College London as 'King's CareerConnect').
- 3.4. 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](#).
- 3.5. On creation of a King's CareerConnect account, Users are required to provide Organisation contact details, primary contact details and basic organisation information.
  - 3.5.1. Mandatory Organisation information recorded are: organisation name, organisation address, country and post code, organisation description, website, number of employees, industry type.
  - 3.5.2. Mandatory User details are: full name, organisation email, a phone number, contact type.
    - 3.5.2.1. *This information is shared with King's Careers & Employability staff ONLY.*
  - 3.5.3. Information provided is also shared with GTI Futures (as part of [Group GTI](#)) (as data processor) for the purposes of support issues as raised by King's College London.
  - 3.5.4. King's Careers & Employability will not share User account details for other commercial purposes with other representatives of your Organisation, King's departments or external parties, including log-in or contact details, unless we have your express written permission.
  - 3.5.5. 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/business communication platforms.
- 3.6. 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 & Conditions or to promote Opportunities and send invitations we feel may be of interest to you and/or your Organisation (e.g. careers events).
  - 3.6.1. You can choose to opt out of receiving mailings from us by amending your settings on your User profile at any time.
  - 3.6.2. You can amend/remove User details or your Organisation profile at any time, terminating the relationship with King's Careers & Employability.
- 3.7. We do not guarantee that access to King's CareerConnect, or any content contained within it, will always be available uninterrupted.
  - 3.7.1. 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.
  - 3.7.2. If you enter incorrect login details five consecutive times, you will be blocked from the system prompted to reset your password automatically.
  - 3.7.3. Access is permitted via our Data Processor (Group GTI), who may at times require provision to upgrade or test new functionality of the system.
  - 3.7.4. King's College London retain the right to suspend, withdraw, discontinue or change all or any part of King's CareerConnect without notice.
  - 3.7.5. 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.
- 3.8. 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 \[pdf\]](#).*

## 4. Posting opportunities

- 4.1. All Direct Opportunities are published to our Audience for free through our online King's CareerConnect platform.
- 4.2. A small charge of £100 + VAT is made for Third Party Adverts payable only through the King's eStore.
- 4.3. 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.
  - 4.3.1. Organisations based in England, Wales or Scotland are required to provide their UK Companies House registration or The Charity Commission (England & Wales)/Office of the Scottish Charity Regulator (Scotland) number which will be automatically checked against the UK government database before Organisation approval.
- 4.4. 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.
- 4.5. 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.

- 4.6. We aim to publish all Opportunities within three working days of submission.
- 4.7. We will only advertise specific/individual Opportunities, not open-ended Opportunities or broader recruitment campaigns.
- 4.8. 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.
- 4.9. 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 bona fide.*

*All organisations and opportunities are reviewed against our [terms and conditions](#) (pdf) 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.*

## 5. Employment legislation

- 5.1. 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](#)".
- 5.2. King's Careers & Employability expects all Organisations to ensure compliance with UK 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, Voluntary (and passing the 'worker test'), Placements, Work Shadowing or Work Simulation.
- 5.3. 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.
- 5.4. For countries without Minimum Wage legislation we require that organisations match the equivalent of the UK rate.
- 5.5. Virtual Internships, consultancy projects or Opportunities advertised through King's Careers & Employability require that the individual is paid the equivalent minimum pay of the jurisdiction where the individual undertaking the Opportunity is based during the completion of the task, or that of the host country's legislative rate.

## 6. Partnership and opportunity types

- 6.1. King's Careers & Employability reserves the right not to approve Organisation registration and/or Opportunities or to engage with in any capacity it deems as active engagement (i.e. through proactive relationship management, opportunity generation or curation) those Organisations which are deemed unsuitable for promotion to our Students and Recent Alumni.
- 6.2. This includes, but is not limited to:
  - 6.2.1. Organisations or Opportunities suspected to be illegal, oppressive, exploitative or discriminatory.
  - 6.2.2. Organisations or Opportunities that present an undue health and safety risk.
  - 6.2.3. Organisations or Opportunities that are reported as engaging in unprofessional conduct.
  - 6.2.4. Organisations or Opportunities promoting services to our Audience at a cost.
  - 6.2.5. Organisations or Opportunities charged where the University already offers the equivalent service free of charge.
  - 6.2.6. Organisations where there may be a conflict of interest with wider King's College London research funding.
  - 6.2.7. Organisations or Opportunities which may bring King's College London or our students into disrepute.
- 6.3. Specifically, this includes engagement with Organisations:
  - 6.3.1. in or connected to the tobacco industry<sup>[1]</sup>
  - 6.3.2. in or connected to the adult/sex industry or associated with adult content.
  - 6.3.3. in or connected to [illegal or restricted substances](#) for recreational usage or distribution, as categorised by UK law.
  - 6.3.4. connected to pyramid selling schemes, loan companies or related financial schemes.

<sup>[1]</sup> <https://www.cancerresearchuk.org/funding-for-researchers/applying-for-funding/policies-that-affect-your-grant/code-of-practice-on-tobacco-industry-funding-to-universities> (Prohibited under Clause 6.2.6 above)

- 6.3.5. connected to the process of patent trolling, or related activity.
  - 6.3.6. involving students sharing or undertaking academic-related material for use by other students.
  - 6.3.7. perceived to endorse 'study aids' or natural highs designed to enhance student study.
- 6.4. Proactive engagement and/or advertising Opportunities through King's CareerConnect and our IT Systems does not imply approval or recommendation.
- 6.4.1. King's Careers & Employability reserves full editorial control over King's CareerConnect.
  - 6.4.2. We reserve 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 & Conditions or to bring the University into disrepute, at any given time.

## 7. Opportunity posting terms

- 7.1. We will only advertise Opportunities for a maximum of six months, though these can be extended ahead of their expiration date.
- 7.2. We will only advertise commission-based Opportunities where there is a base salary equivalent to national minimum wage.
- 7.3. We will only advertise project-based work, e.g. paid per article where the pro rata salary meets national minimum wage legislation.
- 7.4. 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.
- 7.5. We will not advertise Opportunities for an individual or requiring applicants to work in a private household.
- 7.6. We will not advertise Opportunities that specify a 'native' speaker is required – instead this should be referenced as 'fluent'.
- 7.7. We will not advertise Opportunities which contain an unpaid 'trial period' as part of the assessment process.
- 7.8. 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.
- 7.9. We will not advertise Opportunities where our Audience incur a cost to apply or are required to invest.
- 7.10. We will not accept Opportunities which require a photograph as part of the application process.
- 7.11. We will not accept Opportunities which require our Audience to apply via a premium rate phone number.
- 7.12. 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.
- 7.13. We will not accept Opportunities believed to be impersonating any person(s) or misrepresenting your identity or affiliation with any person(s) or entity.
- 7.14. We will not accept Opportunities by post or delivered in hard copy, nor distribute flyers, posters or similar material.
- 7.15. Organisations should be aware of students' Course of Study obligations and should not require work in excess of **twenty hours per week for students and nine hours per week for researchers**, except during explicit vacation periods in the [Academic Calendar](#) in compliance with our [Student Terms & Conditions](#) (see also 10.4).
  - 7.15.1. 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.
  - 7.15.2. Shortlisted Students and/or Alumni should not be penalised for not being able to attend an interview due to examinations or dissertation commitments.

## 8. Undergraduate Year-in-Industry Placements

- 8.1. King's Careers & Employability will advertise Placement (year-in-industry) positions as outlined in Section 4-7, as part of our Global Placements provision through King's CareerConnect.
- 8.2. Note that only Students on [specific programmes](#) are able to undertake an Accredited Placement as part of their Course of Study and we actively discourage Students studying on other Courses from making a formal interruption to their Course to undertake a Placement.
  - 8.2.1. We will not advertise undergraduate year-in-industry placements which state an applicant must be studying on a particular degree programme or discipline, for which King's does not presently offer such programmes with a 'with industry' element.
- 8.3. Placements can be based in the UK or overseas and should adhere to the following terms:
  - 8.3.1. Last between 9-12 months in length (note each programme will have specific academic terms upon Placement length)
  - 8.3.2. Commence from June (following assessment) and completing before mid-September each year.
  - 8.3.3. Hosts must provide Employers' Liability Insurance cover and supervision to Students throughout the Placement.

- 8.3.4. Hosts must clearly communicate the learning objectives of the Placement when engaging with King's College London.
- 8.3.5. Hosts must commit to completing our [King's Host Agreement](#) should you successfully recruit a King's placement on an Accredited programme.
- 8.3.6. Hosts must commit to allowing our dedicated Global Placements team to undertake at least one (if up to 5 months) or two scheduled visits (5+ months) during the opportunity and that these will be with our student and the host supervisor(s) in the host organisation.
- 8.4. Whilst not a legal requirement, we expect all Students on our programmes with an Accredited Placement to be paid for the duration of their Placement, following the terms outlined in 5.2-5.5.
- 8.5. It is our expectation that Employers will conduct adequate checks and ensure all Students (both Student visa holders and those requiring a valid visa to undertake a Placement outside of the UK) are aware of any visa and/or immigration requirements throughout the application and recruitment process.

## 9. Equal opportunities and discriminatory advertising

- 9.1. King's College London is committed to equal opportunities for its Audience irrespective of race, age, religion, political belief, sex, sexual orientation, marital status or disability. We expect all Organisations engaging with us to adhere with this commitment and will only work with employers whose practices are consistent with this.
- 9.2. 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 Opportunities which specify an age requirement to apply.
- 9.3. 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.
  - 9.3.1. 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.
- 9.4. Advertisements must not contain material which is defamatory of any person(s) or is obscene, offensive, hateful or inflammatory.
- 9.5. 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.

## 10. International students & visa sponsorship/compliance

- 10.1. We encourage all Employers to consider students of all nationalities when advertising roles with us.
- 10.2. Recruitment of a non-UK or non-Irish national for a graduate position can be a relatively straightforward process.
  - 10.2.1. Information on the Graduate Visa Route (which does not require sponsorship and exempts recruits from the Resident Labour Market Test and any cap/quota on number of sponsored candidates recruited) should be sought from the [Home Office website](#).
  - 10.2.2. Information on sponsorship through the Skilled Worker [or other routes] should be sought from the [Home Office website](#).
- 10.3. King's Careers & Employability recognises that some Organisations and/or Opportunities are unable to offer visa sponsorship to Applicants.
  - 10.3.1. 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."*
- 10.4. Employers should note that Students holding a Student Visa are only usually able to work 20 hours per week, except during explicit Vacation periods when they can work full-time (see also 7.15).
  - 10.4.1. The Assessment Period is determined by the Office for Students and UK Visas & Immigration (UKVI) as within formal term dates and should NOT be considered a vacation period for the purposes of determining hours a student may work.
  - 10.4.2. Students holding a Student visa and based in the UK must comply with the regulations outlined in 10.4 even when conducting a Virtual/remote Opportunity with an Organisation outside the UK, including volunteering.
  - 10.4.3. Students holding a Student visa and based outside the UK must comply with the regulations outlined in 10.4 even when conducting a Virtual/remote Opportunity with an Organisation in the UK, including volunteering.
  - 10.4.4. It is the responsibility of the host Employer to ensure compliance with UKVI regulations when accepting students on contracts – King's College London takes no responsibility for any breach of regulations.

## 11. Assessment, decisions & offers

- 11.1. We encourage all Organisations to be clear about the full recruitment and assessment process with Applicants, equipping them with the right knowledge to conduct their research, preparation and perform in the process.
- 11.2. We encourage all Organisations to endeavour to inform Applicants of the status of their application - whether successful or otherwise at application, interview/assessment and offer stage.

- 11.3. We expect all Organisations to respond to applications in a timely manner as this helps shape the perception of your brand and organisation with our Audience at King's.
- 11.4. We encourage all Organisations to present offers in writing (including clear notice of job title, location, salary, benefits, start date and probationary expectations), even if the original offer was made in person or by telephone.
- 11.5. We expect Organisations to give Applicants a minimum of two weeks to evaluate student and graduate job offers.
- 11.6. We expect Organisations to honour offers made to Applicants once made – this includes alterations to the terms of the offer e.g. role, geography, pay structure, title or duration.
  - 11.6.1. If you need to withdraw an offer, please contact the [Associate Director \(Employer Engagement & Work-based Learning\)](#) to discuss, as withdrawing job offers may damage your Organisation's reputation within the King's College London community. We reserve the right to share details of any confirmed breaches of this term with our Audience.
- 11.7. We expect Students to honour job offers and stress this point at regular intervals both in individual interactions and on IT Systems, though we cannot be held responsible for Applicants who choose to renege on offers.
- 11.8. We are opposed to the policy of 'exploding offers' requiring an Applicant 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.
  - 11.8.1. Incentives to induce students to accept an offer early should not be used as it places undue pressure on the Applicant.
- 11.9. King's Careers & Employability is unable to provide details of individual Student or Alumni grades to employers, nor present any listing of candidates to a potential Organisation based on this information.
  - 11.9.1. Organisations wishing to confirm the status of an Applicant's grades can:
    - 11.9.1.1. Request a [Record of Approved Results](#) (ROAR) from the Applicant which they can download from their student record.
    - 11.9.1.2. Request confirmation of their degree classification from the [Higher Education Degree Datacheck](#) (HEDD) service.

## 12. Brand Ambassadors & Campus Managers

- 12.1. King's Careers & Employability will advertise positions only for Organisations where we have an existing partnership.
- 12.2. All Opportunities must comply with the following:
  - 12.2.1. The Advert is explicit that the successful Applicant 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.
  - 12.2.2. The Organisation recruiting should inform King's Careers & Employability when they have recruited for the Opportunity, so we are able to liaise with the representative if required.
- 12.3. Organisations should be aware that:
  - 12.3.1. All Direct Recruitment activity must be conducted through King's Careers & Employability only.
  - 12.3.2. Students are prohibited to use the student email system for commercial purposes under the [University's IT Terms](#) – students in breach of this, risk disciplinary action.
  - 12.3.3. Students should not distribute printed materials (e.g. flyers, posters) on University premises without express permission from King's Careers & Employability.
  - 12.3.4. King's Careers & Employability is unable to support brand ambassadors with access to our IT Systems, Spaces or distribution lists for the purposes of their engagement.

## 13. Advertising Scholarships, Competitions, Hackathons and other opportunities

- 13.1. King's Careers & Employability will advertise scholarships for accredited higher education institutions on King's CareerConnect.
  - 13.1.1. Scholarships are advertised subject to the same Terms outlined in Sections 4, 6 and 7.
  - 13.1.2. We reserve the right to only approve Scholarships where King's College London does not offer either:
    - 13.1.2.1. Equivalent scholarship Opportunities for our own courses.
    - 13.1.2.2. Equivalent courses at a postgraduate or research level at King's or with externally King's-accredited providers, including but not limited to TEDI-London, the Royal Academy of Dramatic Art (RADA) and the Inns of Court College of Advocacy (ICCA).
    - 13.1.2.3. Where any terms outlined in 6.1-6.4 may apply.
- 13.2. King's Careers & Employability will not advertise competitions, hackathons and games on King's CareerConnect.
  - 13.2.1. Instead, we may advertise these Opportunities through our other IT Systems including our Career Discovery Feed and social media channels.
  - 13.2.2. We request that Organisations submit a summary of the Opportunity, including a link to access further information using this [online form](#)

**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:*

