

## Students Code of Practice

This document should be read as a guide for students using the Part-time job vacancy service.

The Careers Centre will make information about appropriate job vacancies available to Edge Hill students and graduates. Job vacancies will be displayed on the Careers Website [www.edgehill.ac.uk/careers](http://www.edgehill.ac.uk/careers) on the Online Vacancy pages

- ❑ Jobs are searched for within a 20 mile radius of Ormskirk and some vacancies are also sent to us by employers. Students applying for jobs do so at their own discretion and the Careers Centre cannot therefore be responsible for all jobs advertised on our web pages.
- ❑ The Careers Centre will not advertise vacancies which are below the minimum wage, commission only or based in private homes.
- ❑ The Careers Centre will provide students with employment information which is as accurate and up-to-date as possible. All information is provided in good faith and based on information provided by the employer. Students must confirm for themselves that this information is accurate.
- ❑ The Careers Centre will not disclose the names, addresses or contact details of students without their permission and shall conform to the requirements of the Data Protection Act and any related acts.
- ❑ It is the responsibility of the student to ensure that they have the relevant skills and qualifications required for a particular post before applying for it.
- ❑ Students should be aware of their own study commitments and not take on employment that could adversely affect their academic work. As a guide full time students should work no more than 20 hours per week and part-time students no more than 30 hours per week during term time.
- ❑ The Careers Centre will provide information about employment issues and when appropriate, direct the students to more specialised sources of information and guidance.
- ❑ If a student is dissatisfied with their employer or believes them to be in breach of employment law, the Careers Centre will seek to give appropriate guidance. In such circumstances, it is solely the responsibility of the student to bring any legal action against an employer
- ❑ For further information contact: [careers@edgehill.ac.uk](mailto:careers@edgehill.ac.uk)