



Codes of Good Practice

Job Centre Style Service

NASES Code of Good Practice: Job Centre Style Service

This code of good practice is intended to establish and maintain recognised standards for practitioners, students and employers using Student Employment Services (SES).

In general, members of the Association are required to exercise their professional skill and judgement to the best of their ability and to carry out faithfully their professional responsibilities with integrity.

These codes have been established with industry stakeholders to ensure that all members of NASES conduct their business ethically and to the highest standards and to promote good practice within the student employment sector.

Practitioners

1. All enquiries will be dealt in a prompt and courteous manner.
2. SES practitioners shall commit to undertake appropriate training and development activities relevant to the field of student employment, and that they seek to improve continually the performance of their staff by continuing development of their knowledge and skills.
3. The SES will provide information about employment issues e.g. tax and when appropriate, direct the student to other sources which offer more specialised information and guidance.
4. It is the duty of the service to ensure that employers meet all statutory legal requirements with regard to students employed via the SES. In particular the employer should be reminded of the following:
 - 4.1.1. payment of the national minimum wage
 - 4.1.2. working time directive legislation including holiday entitlement
 - 4.1.3. payment of National Insurance contributions, tax, or where appropriate, submission of Declaration of Income forms [P38(s)] to the Inland Revenue
 - 4.1.4. adherence to health and safety regulations and provision of adequate insurance
 - 4.1.5. adherence to The Children's Act
 - 4.1.6. Compliance with legislation against discrimination in employment on basis of disability, ethnic origin, gender etc and with good practice in respect of non-discrimination on the grounds of age.

5. **The SES reserves the right not to advertise vacancies it considers unsuitable for students, and to refuse to advertise further vacancies from any company which breaches this code.**
6. **Reserves the right to remove from the SES register any registered student who fails without good reason to attend a pre-arranged employer interview or who otherwise abuses the service.**

Students

1. Registering with the SES shall be deemed acceptance of and agreement to this code of practise
2. The SES will make information about appropriate job vacancies available to registered students. Information will be displayed in the SES office and on the web site. On occasions we may contact suitable candidates directly about particular vacancies.
3. The SES will not disclose the names, addresses or telephone numbers of students without their permission and shall conform to the requirements of the Data Protection Act and any subsequent related Acts.
4. The SES will provide students with employment information which is as accurate and up-to-date as possible. All information is given in good faith and based on information provided by the employer to the SES. Students must confirm for themselves that this information is accurate.
5. 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.
6. Students must notify the SES immediately they have found work giving appropriate details of their employment.
7. The SES will provide information about employment issues e.g. tax and when appropriate, direct the student to other sources which offer more specialised information and guidance.

8. Contracts of employment are between the student and the employer, if a student is unhappy about any aspect of their employment they must first try to resolve matters with the employer. If the student believes the employer is in breach of employment law or this code of practice, then they are advised to contact the SES which 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.
9. Students requiring information/guidance on a range of issues not directly relating to a particular vacancy, e.g. writing a CV, information about financial support, will be directed to a more appropriate source, usually within the university.
10. Any registered student who fails without good reason to attend a pre-arranged employer interview or who otherwise abuses the service may be removed from the SES register.
11. Students must keep the SES informed of any change to their registration details, e.g. change of address, telephone number or availability.
12. **Students are expected to be aware of their own study commitments and not to take employment that will adversely affect their academic work.**

Employers

1. The placement of an advert with the SES shall be deemed acceptance of and agreement to this code of practise.
2. The SES will endeavour to assist employers in locating suitable student employees but reserves the right not to advertise an employer's vacancy for any reason.
3. The employer must make clear the nature of the work offered and specify any necessary skills required, the proposed wages and other terms. If they are able, the employer should also state the number and distribution of hours to be worked and the date that the employment will end.
4. It is the responsibility of the employer to let all candidates know the result of an application as soon as possible and also to inform the SES.

5. The employer should be aware of student's study obligations and should bear these in mind when negotiating hours of work with students.
6. It is the duty of the employer to meet all statutory legal requirements with regard to students employed via the SES. In particular the employer is reminded of the following:
 - 6.1. payment of the national minimum wage
 - 6.2. working time directive legislation including holiday entitlement
 - 6.3. payment of National Insurance contributions and tax
 - 6.4. adherence to health and safety regulations and provision of adequate insurance
 - 6.5. adherence to The Children's Act
 - 6.6. compliance with legislation against discrimination in employment on basis of disability, ethnic origin, gender etc and with good practice in respect of non-discrimination on the grounds of age.
7. The employer shall satisfy themselves as to the suitability of any employee and shall be responsible for taking up any references provided by the employee before engaging the student.
8. If an employer finds that a student recruited via the SES does not fulfil reasonable expectations, bearing in mind the job specification notified, the SES will re-advertise the vacancy and endeavour to put forward a replacement, if requested by the employer.
9. Where any charge is to be levied on an employer using the SES, the amount, its purpose and the method of payment will be stated clearly, in writing, when the vacancy is notified.
- 10. The SES reserves the right not to advertise vacancies it considers unsuitable for students**
- 11. The SES reserves the right to refuse to advertise further vacancies from any company which breaches this code.**
12. The SES and the University shall bear no liability for loss, damage or delay howsoever arising in the performance of these services and in particular caused by circumstances beyond its control (of whatsoever kind).