



Guidelines for Advertising Opportunities

Introduction

The Leeds Arts University Careers Portal is the main route for students to explore both internal and external opportunities. By registering your organisation and submitting an opportunity, you agree to follow these guidelines designed to ensure a fair, inclusive, and ethical experience for our students.

About Us

The Careers, Employability and Enterprise (CEE) team at Leeds Arts University offers in-house careers support, including advice, events, and workshops to help students prepare for life after university.

We value experiential learning and collaborate with employers to offer a wide range of student opportunities, including but not limited to:

- Full or part-time roles
- Volunteering
- Freelance or project-based work
- Paid placements
- Exhibitions
- Training or development roles
- Residencies
- Competitions

Short-Term Unpaid Work Experience Opportunities

We recognise the value of short-term unpaid work experience opportunities for our students, particularly those within the creative sector, as offering learning and development which can enrich CVs.

These roles will typically:

- Be for up to three working weeks
- Be observational or developmental
- Not replace paid roles or staff duties
- Offer clear learning outcomes, structured supervision, and meaningful feedback
- Be followed up with feedback from both student and employer

We provide impartial advice and encourage students to make informed decisions that align with their aspirations and values. We may also be able to signpost students to financial support including travel bursaries for eligible students. In line with the University's Sustainability Framework, we promote ethical, inclusive, and sustainable career development.

The Procedure

Once you submit an opportunity, our team will review it within 10 working days. Each listing is assessed individually, and if we have any questions or need further information, a member of the team will be in touch. We reserve the right not to advertise opportunities we consider unsuitable for our students. Please note that being listed on the Careers Portal does not imply endorsement by Leeds Arts University.

Opportunities We Cannot Advertise

To ensure student safety and fairness, we cannot advertise opportunities that:

- Breach UK employment or equality legislation
- Fail to meet National Minimum Wage (NMW) requirements except, where covered by the unpaid work-experience exception
- Require self-employment without NMW safeguards
- Involve illegal activity or encourage extremism
- Require students to pay to participate or invest financially upfront
- Offer only commission-based pay below NMW
- Are part of pyramid or multi-level marketing schemes
- Come from private households (unless submitted via a registered agency)

Advertising Requirements

All listings must comply with UK legislation and Leeds Arts University's advertising standards, including:

- Equality Act 2010
- National Minimum Wage legislation
- Working Time Regulations

All adverts must include:

- Organisation name and named contact information
- Full opportunity details
- Job or opportunity title
- Description of duties
- Required skills or experience
- Pay (clearly state if paid or unpaid)
- Location
- Hours of work
- Application process or deadline

Approved by SMT

Last review / update: August 2025