

## Advertising Opportunities with Leeds Arts University

We're committed to helping students and graduates access meaningful opportunities that support their development and prepare them for future careers. We work with employers and organisations to promote a wide range of opportunities and create positive experiences for everyone involved.

The Employability Portal is the main route for students to explore both internal and external opportunities.

By registering your organisation and submitting an opportunity through our Employability Portal, you agree to follow the guidance below. Once the Employability team receive an opportunity, they will be in contact to discuss.

### We welcome a wide range of opportunities, including:

- Full and part-time jobs
- Paid placements of one year's duration - all of our undergraduate degrees offer a one-year self-sourced work placement between the 2<sup>nd</sup> and 3<sup>rd</sup> year of the degree
- Work experience, including summer opportunities
- Freelance/project-based work and competitions
- Volunteering opportunities
- Residencies

We recognise that work experience can be a valuable opportunity to build skills, confidence and industry insight. To help ensure a positive and meaningful experience, we encourage opportunities to:

- Have clear learning objectives
- Include appropriate support and supervision
- Provide constructive feedback
- Offer valuable insight into a professional working environment

Short-term unpaid work experience opportunities will usually:

- Last for up to three working weeks
- Focus on observation and development
- Provide structured support and learning outcomes

We also encourage ethical, inclusive and sustainable approaches to career development and provide students with impartial guidance to help them make informed choices.

Please note that employers are responsible for ensuring opportunities comply with relevant legal requirements, including employment and pay regulations. For work experience opportunities, we may request evidence of appropriate Public Liability and Employers' Liability insurance.

### Opportunity guidance

To help create high-quality opportunities, we ask that all vacancies and experiences:

- Comply with relevant UK legislation and employment regulations
- Include clear information on responsibilities, location, hours and application details
- Clearly state whether the role is paid or unpaid
- Provide realistic expectations regarding skills and experience requirements
- Promote an inclusive and fair recruitment process

We are unable to promote opportunities that:

- Do not meet relevant legal requirements
- Require individuals to make financial investments or payments to participate
- Operate through pyramid or multi-level marketing models
- Involve illegal activity
- Present safeguarding or welfare concerns

This guidance is not exhaustive and Leeds Arts University reserves the right to decline or remove opportunities where appropriate.

### **Important information**

Leeds Arts University acts as a facilitator, connecting organisations with students and graduates. Employers remain responsible for recruitment processes, employment arrangements, supervision, health and safety requirements, and any necessary checks or insurance.

We ask all organisations engaging with the University to comply with relevant legislation and good practice guidance.

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