

Royal Holloway Careers Service Employer Engagement Statement of Principles

Purpose

The Royal Holloway Careers Service promotes a wide range of job opportunities and placements to our students and graduates, and we work in partnership with external organisations (employers, social mobility enterprises, agencies, chambers of commerce, etc) to achieve this. We also collaborate with external organisations to support students to build their employability skills through a wide range of careers events and activities. We value the relationships with these organisations and aim to provide a high level of service.

The purpose of this Statement of Principles is to set out our position in relation to the organisations and their opportunities that the university will engage with and promote. This includes sourcing and advertising of vacancies for part time, volunteering, placement and graduate opportunities, engagement with careers fairs, work-based learning, and both in- and extra-curricular employability skills delivery.

Scope

These terms apply only to engagement with the Royal Holloway Careers Service.

Engagement with external organisations may include, but is not limited to: advertisement of vacancies, attendance at careers fairs and other employer events, curriculum involvement, as well as careers social media and direct email promotion.

This Statement of Principles applies to all decisions made by the Royal Holloway Careers Service and should be read in conjunction with our [Statement of Service](#), [Employer Privacy Notice](#), [Alumni Privacy Notice](#), [Student Privacy Notice](#) as well as recognised legislation including:

- National Minimum wage [as of April 2025](#)
- National Minimum Wage [Work Experience and Internships](#)
- [Equality Act 2010: Guidance](#)

As a member of AGCAS, Royal Holloway's Careers Service adheres to the core principles and standards of professional practice as described in the Association of Graduate Careers Advisory Service (AGCAS), [Member Code of Ethics](#).

The Royal Holloway Careers Service cannot guarantee engagement levels or application numbers for any opportunities advertised.

Volunteering opportunities should be referred separately to the Royal Holloway Volunteering team at volunteering@rhul.ac.uk.

Equality and Inclusion

Royal Holloway's Careers Service actively supports organisations who:

- are taking steps to create employment or career development opportunities for students from disadvantaged and lower socio-economic backgrounds
- wish to promote career development opportunities for students from under-represented groups such as those from black or ethnic minority backgrounds, those who are neurodivergent, or care leavers.

We do not engage with organisations who discriminate against the [9 protected characteristics](#). These are:

- Age
- Gender Re-assignment
- Marital status or in a civil partnership
- Pregnancy or on maternity leave
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion, belief or lack of religion/belief
- Sex
- Sexual orientation

The exception to this is when there is a genuine occupational requirement, covered by the [relevant legislation](#), which permits exemption.

Furthermore, we expect employers to be transparent with students and graduates in respect of any fees that apply to early exits from their placements or graduate schemes and include this information in the promotion of their opportunities to enable students and graduates to make career decisions that work for them.

Ethical and Sustainable Recruitment

The Careers Service at Royal Holloway empowers students and graduates to make values-driven career decisions by requesting all employers who we work with to be transparent about their commitment to sustainability and join us in our [Response to the Climate and Biodiversity Crises](#).

We recognise the impact our graduates can have in making a positive contribution to the [UN Sustainable Development Goals](#) and are committed in supporting them to learn about and access careers that are aligned to these goals, as well as our own [Environmental Policy](#). As a [University of Social Purpose](#), we are committed to the long-term wellbeing of both people and the planet. To this end, we will actively promote opportunities to students which have a positive impact both environmentally and socially.

We promote sustainable recruitment with the employers we work with, guided by the principles of the [Sustainable Recruiters Alliance](#), encouraging our partners to consider ways in which they can minimise their carbon footprint during the attraction and recruitment process.

Many staff in the Royal Holloway Careers Service have also undertaken training with the [Carbon Literacy Project](#).

Promotion of Opportunities and Activities

Vacancies

Royal Holloway's Careers Service will promote the following opportunities to our students and graduates:

- Graduate opportunities
- Undergraduate placement opportunities
- Fixed term graduate internships
- Fixed term undergraduate summer internships
- Part-time work for current students
- Vacation work for current students
- Insight Days/Weeks

We will reject vacancy postings where there are concerns around exploitative or discriminatory behaviours, in line with our [Organisation and Vacancy Approvals Policy](#).

Recruitment Activities

Royal Holloway's Careers Service will facilitate opportunities for organisations to connect and engage with our students and graduates, both virtually and in-person, subject to our approval and based on student and graduate demand and the volume and/or quality of opportunities.

Employability Skills Activities

Royal Holloway's Careers Service will actively engage in and promote activities with organisations who provide career development opportunities such as: mock interviews, skill development workshops, insight opportunities and competitions, whether being run as part of the Employer Engagement Programme or hosted independently.

Exclusions

Royal Holloway's Careers Service will not engage with any organisation who, by association, risks reputational damage to the university e.g. the business is seen to be irresponsible or unethical in its practices. We will not advertise any vacancy that:

- Does not comply with employment law
- Does not meet the legal National Minimum Wage
- Promotes or endorses potentially illegal activity e.g. pyramid selling schemes
- Pays on a commission only basis - either wholly or principally commission only
- Involves writing academic essays or personal statements for use by other students
- Has misleading, incomplete or inaccurate job descriptions
- Is not from a legitimate business
- Involves working in private/non-business registered households. [Note: opportunities to work within a household, eg carework, will only be considered if the work is supervised by a legitimate business that is an appropriately licensed agency and relevant liability insurances are in place.]

Phil Simcock, Head of Careers
Approved 30 June 2025
Date of next review: 1 July 2029