

Organisation and Opportunity Approval Framework

This document should be read in conjunction with the Employer Engagement Statement of Principles.

It is entirely at the discretion of the Student Futures' Employer Engagement Team which organisations and opportunities are advertised on the UON Target Connect platform.

Following upload and prior to approval, the Employer Engagement Team may make amendments to an advert to ensure clarity and transparency for students. Such amendments will not alter the core details of the opportunity. Any clarity needed regarding an opportunity or business/organisation profile will be requested prior to approval.

Organisation and opportunity approvals are subject to the following considerations:

1. Organisation Approval

Prior to approval, organisation accounts may be subject to the following checks:

- Registration with Companies House or the Charity Commission is verified
- Sufficient organisational details are provided to support informed applications
- A postal address, telephone number and email address are provided (a corporate email address is preferred)
- The email address used (if corporate) is consistent with the organisation's name
- Duplicate accounts are rejected or, where appropriate, merged with an existing account

2. Scam Organisation and Opportunity Postings

Fraudulent organisation or opportunity postings are a recognised risk. Common indicators include:

- Poor grammar or spelling
- Roles that appear "too good to be true"
- Use of personal or non-corporate email addresses
- Requests for payment from applicants
- Pressure to make quick decisions

Upon identification of a potentially fraudulent posting, the following steps are taken:

- Notification to the Employer Engagement Manager
- Deactivation of the organisation account (not deletion)
- Notes added to indicate suspected fraud
- Clarity sought from the organisation

- Amendments made as necessary if the posting is genuine

Where appropriate, the following will be notified:

- University Data Protection Office (if a data breach occurred)
- Students/graduates to raise awareness
- The Fraud Office

3. Type of Opportunity

The following types of opportunities can be advertised through the UON Target Connect Platform:

Paid opportunities

- **Full-time roles** – full time work suitable for graduates that are not labelled as specific grad roles/schemes
- **Graduate schemes and roles** - roles designed for recent graduates, which often include further training and support to develop the graduate in the role and industry
- **Internships** - fixed-term roles related to the student or graduate's field of study, often project based. These can be part-time during term-time, or full-time in holiday periods and for graduates
- **Part-time work** - opportunities for students to work part-time alongside their studies. These can be temporary, fixed-term, permanent, casual or seasonal
- **Training** - post-degree professional training opportunities i.e. Law Pupillage or Initial Teacher Training
- **Year-long placements** - opportunities to complete a year of work (often known as a sandwich year or year in industry) integrated into a student's degree programme

Unpaid Opportunities

- **Volunteering** - roles in community organisations, charities or social enterprises. These can be temporary, project based or on-going
- **Work experience** – time-bound learning experiences of no more than two weeks (or a total of 10 days if not two consecutive weeks), consisting of work shadowing and limited project-based activities that do not constitute a paid worker role
- **Work shadowing** – short-term opportunities for students to observe professional environments and career roles

Please see our Employer Engagement Statement of Principles for further clarification on the distinction between paid and unpaid opportunities.

4. Equality Compliance:

Opportunities advertised must not discriminate under the [Equality Act 2010](#) unless:

- A genuine occupational requirement applies
- Positive action is legally permitted to address under-representation

5. Additional Considerations

- Paid roles must meet [minimum wage standards](#)
- Vacancies requiring payment for training or participation will be rejected
- Vacancies in private homes (e.g., tutoring or childcare) cannot be approved due to health and safety limitations
- Part-time roles exceeding 20 hours per week during term time are subject to additional consideration, focusing on student wellbeing and academic commitments

5. Rejections

When an organisation or opportunity is rejected, email communication will be sent to the organisation, giving clear reasons for the rejection.

6. Exclusion

This approval process applies solely to organisations and opportunities uploaded directly to the UON Target Connect platform. Opportunities, and their associated organisations, that are automatically promoted through the Target Network (including Target Jobs) are excluded and do not require assessment by Student Futures.