

Student employment policy and procedure

1. Introduction

1.1 The University has a strategic commitment to improving student employment, retention and progression. The provision of employability skills is central to the University's strategic objectives of substantially improving the student experience and of significantly increasing graduate employability, by providing students with practical learning and work opportunities.

1.2 Therefore, University of Westminster students should be considered first for all casual, part-time and temporary positions. Under this policy **a student cannot work more than 20 hours in a seven-day period, beginning on a Monday** - this change was introduced from 01 October 2015 to ensure compliance with UKVI requirements, following an audit in the summer of 2015.

1.3 The Human Resources Department and the Careers and Employability Service have worked closely together to improve the opportunities for University Management to maximise opportunities to employ University students. As an incentive to managers, students employed under this policy will not be held to the usual strict hiring process that applies to all other appointments.

2. Policy Statement

2.1 The Student Employment Policy will benefit both the University and its students alike: the University, as an employer, will have immediate access to a rich pool of student talent (both undergraduate and postgraduate) and students will be able to take advantage of local paid employment opportunities. Students' longer term employment opportunities will also be enhanced as a result of this experience which will allow them to develop essential employability skills and improve their awareness of future career opportunities.

2.2 It is University policy that managers are required to give priority to offering part-time and temporary employment to students, thereby offering a valuable learning experience in the working environment. While students are not to be regarded as lower cost alternatives to other colleagues, it should be recognised that they are being employed under a special scheme and as such are not eligible for the same benefits package as other colleagues. Students are not eligible for fee waivers for study or other colleague benefits, with the exception of annual leave. However managers must ensure that every employment opportunity allows the student to improve their skillsbase.

2.3 Students can be employed where the requirement of the work is part-time, as under this policy, students are not allowed to work for more than 20 hours in a seven day period - beginning on a Monday, at any time of the year. If there is a requirement for more than 20 hours work in a week, a manager can hire more than one student; this allows as many students as possible to get work experience and gives greater flexibility and better cover for the recruiting manager. Often the nature of the work is:

- Casual;
- A result of a peak of activity or increase in workloads;

- Cover for illness or absence.

2.4 Managers will not usually be permitted to use agency colleagues for the above type of vacancies until the post has been advertised through Talent Bank. HR will be responsible for monitoring this.

2.5 Where students are engaged on an agreed work placement at the University, which is a required and assessed part of their course, they are allowed to work for more than 20 hours per week. If this is the case, relevant evidence to confirm the work placement will need to be provided and kept on file for the individual.

2.6 There may be some circumstances where part-time students are able to work for more than 20 hours per week. This will only be permissible when the conditions of their eligibility to work in the UK allow this. In order to consider a student for work above 20 hours per week, the recruiting manager should be satisfied that they are a part time student, and that any work agreed does not impact on their studies. Part time students who are employed to do more than 20 hours per week are responsible for monitoring their workload and ensuring they have adequate time for their studies. The priority for all students remains the timely completion of their course and any additional work should not impact on this.

3. Recruiting students

3.1 Vacancies should be advertised through the University Talent Bank. This is a free scheme through which University of Westminster departments can quickly appoint pre-screened students to fill part-time vacancies both casual/ad-hoc and longer-term roles. To request a Talent Bank student please visit the [Talent Bank SharePoint page](#) for more information.

4. Eligibility for Employment

4.1 To be employed under this Policy, the individual must have started on a University of Westminster programme of study. Final year students must not work beyond the 'final results published' date as published in the University Calendar(s). These dates may be different for Undergraduate and Postgraduate students and the hiring manager will need to ensure HR are provided with a student's status e.g., UG or PG. In exceptional cases where a student has not completed their course due to a re-sit or deferred assessment, or if they are following a course with non-standard teaching and assessment dates, they may continue to work beyond the 'final results published' date but only where evidence has been obtained to confirm when the course will be completed, and it is the responsibility of the hiring manager to check and provide this.

4.2 When students are recruited via the Talent Bank, Talent Bank colleagues will ensure the students' evidence of eligibility to work in the UK is accessible by HR and in conjunction with HR will make the hiring manager aware of any restrictions. It is then the hiring managers' responsibility to ensure these restrictions are adhered to. Hiring managers who do not recruit through the Talent Bank will be responsible for ensuring that the Student provides evidence that they may be employed legally before any employment starts.

4.3 International students who are enrolled for a course lasting more than six months should usually have a student visa that permits them to work in the United

Kingdom. The end date of the contract for such students will be the earlier of 1) either the end date on their Confirmation of Acceptance for Studies or 2) for final year students, the 'final results published' date as published in the University Calendar(s). This date may be different for Undergraduate and Postgraduate students and the hiring manager will need to ensure HR are provided with a student's status e.g., UG or PG.

44 Evidence of a National Insurance Number does not mean that an individual can legally work in the UK. International Students do not require a National Insurance Number to commence work. Temporary National Insurance Numbers can be issued, but if a student has not worked in the United Kingdom previously they need to apply for a National Insurance Number when they commence work. Students will need to contact HM Revenue and Customs to obtain one.

45 For full guidance on types of eligibility and restrictions on working in the UK please visit [Employing overseas workers-Managers guidance](#)

5. Requisition

5.1 A requisition is NOT required to appoint a University of Westminster Student under this policy. This is an exception; all other appointments must have a requisition completed in the usual way. The line manager is responsible for ensuring they operate this scheme within budget.

6. Rates of Pay

6.1 If the job has been evaluated previously, using the HAY methodology it will have been assigned a post number and salary grade. In these circumstances the student will be paid at the bottom spine point of the applicable scale.

6.2 Some jobs, which involve 'ad hoc activities', do not have a detailed job or person specification. In these circumstances student roles are divided in to three groups based on the assigned duties. These range from routine to advanced or specialist, depending on the degree of difficulty inherent in the duties being performed. The classifications detailed below are for guidance and Talent Bank has the authority to suggest or determine the rate that should be paid based on the activity being undertaken. Where a role does not easily fit within one of the classifications, Talent Bank and the Resourcing & Reward team must be consulted for advice on the appropriate rate to be paid to the student.

Rate A: £11.95 per hour (as of 1 November 2022). Please note this rate will change annually in line with London Living Wage increases – the next increase is due on 1 November 2023.

Positions at this rate are assigned a variety of duties under supervision, and the requirements of the job can be learned quickly, usually in a number of hours or days. These would normally be repetitive clerical or manual tasks and may require no prior experience or some minimal experience. They may also require some minimal training and/or a foundation skill set or competency. Examples of this type of work may include; Envelope Stuffer, Filing Assistant, or Ceremonies Assistant Usher.

Rate B: £12.47 per hour (as of 1st August 2022).

Positions at this rate are assigned a variety of skilled duties under supervision, exercising independent judgment for performing the duties; some previous experience will be required at either a moderate or advanced level. There will be a requirement for some specialised skills for example, data base management, advanced word-processing skills. These types of roles would usually include responsibility for performance of a sequence of interrelated tasks and some routine problem solving or a sound understanding of a process or equipment. Examples of this type of work may include; Administrative Assistants, Note Takers or Minute Takers, Telephone Researchers, Initial Enquiries Service Team Members.

Rate C: £13.41 per hour (as of 1st August 2022).

Positions at this rate would require the use of specialist equipment or would require a sound understanding of either the techniques or the process or procedures or some

prior work experience in that particular area or discipline. The work would normally expect to include a variety of complex duties under direction, ranging in complexity and scope and may require advanced to extensive training or experience or specialised skills and knowledge and the ability to work within such a framework independently. Examples of this type of work may include; Initial Enquiries Service Team leader.

7. Hours of Work

7.1 To ensure that there is no compromise with individual study and to comply with current UKVI legislation, students should not work more than 20 hours in a seven-day period, beginning on a Monday.

7.2 International students enrolled on a short course on a Student Visa may be restricted to working no more than 10 hours a week. Students with these restrictions must be referred to an International Student Adviser.

7.3 Hours of work are exclusive of rest and mealtimes.

8. Notification to Human Resources and Payroll

8.1 If a student has been offered a job through the Talent Bank, the Hiring Manager would only be required to complete the Talent Bank Student Recruitment Form. Once the form is completed, the Talent Bank team will work together with Human Resources to create the contract and ensure that the student's log-in details have been sent to the Hiring Manager. The Talent Bank notifies the student and the Hiring Manager that timesheets need to be submitted to Payroll by the 10th of each month to ensure that the student gets paid on the 22nd of each month. Please see Payroll Timetable_for exact dates. The Payroll department will not be able to pay any student more than 20 hours per week, unless this is a pre-agreed arrangement for a part time student as detailed in section 2.6.

8.2 If the student has not been offered a job through the Talent Bank, the Hiring Manager is responsible for advising the Human Resources Department using the Student Employment Form. Human Resources are responsible for confirming the contract details and ensuring the Student is paid at the correct rate of pay. An electronic copy of the contract will be forwarded to the Hiring Manager as an audit check. All Students will be paid monthly on the 22nd day of each month. Managers must ensure that prior to commencement Students are notified of this and advised that advances are not paid.

9. Confidentiality and Conflict of Interests

9.1 The University will not unnecessarily restrict or prohibit students from working in a particular area or departments by reason of access to confidential information. The standards of professional behaviour expected of colleagues will also apply to students. All students will be advised in writing of their responsibility to respect confidentiality of any information which they may be party to by way of being employed by the university. Students will be required to sign a confidentiality form.

92 There may be exceptional circumstances where posts afford students access to personal data or where they have the potential to access examination papers or change course marks. In these circumstances a department is entitled to seek exemption from the Human Resources Department, but a clear written justification on why exemption is being sought will need to be produced.

10. Diversity Statement & Legal Framework

101 The University of Westminster is committed to supporting diversity and equal opportunities in its dealings with all students. All colleagues who employ students under this policy must be fully committed to creating a stimulating and supportive learning and working environment based on mutual respect and trust to assist students to reach their full potential, regardless of race, nationality, ethnic or national origins, marital status, disability, gender, religion or belief, sexual orientation or any other similarly irrelevant factor.

102 If you have to interview a number of students, for example if there is more than one applicant who could undertake the role, prior to making an appointment you must treat the students in an identical way as if you were hiring a colleague. A record of the basis for the selection decision must be kept locally for a period of seven months. This is the responsibility of the hiring manager.

103 Managers must note that these appointments would be covered by the same legal framework that covers all full and part-time colleagues, so failure to implement the policy in an open and transparent way could result in exposure to claims for sex and or race discrimination.

104 Finally, managers must be aware that standard University policies such as Conflict of Interest and Confidentiality Policy, the Emergency and Health and Safety procedures apply to student helpers.

11. Student Employment Best Practice

11.1 In order to ensure each student obtains the maximum benefit from the appointment the following guidelines on best practice should be adhered to:

- Use the Talent Bank to recruit students.
- Plan ahead and consider the skills and number of students you may need to hire, prior to peak workloads or an anticipated vacancy or vacancies.
- Be clear about the job being offered. Know the hours you need the student to work, the defined duties for the role and who will supervise them. Establish clear goals or objectives.
- Provide the necessary tools, training or support to enable the job to be performed; this may be their first job.
- Give plenty of feedback and support. Anticipate that some mistakes may be made and provide constructive support and advice. This will enhance performance.
- Discuss expectations about time keeping, reporting absence, any essential rules and regulations including: Conflict of Interest and Confidentiality Policy, the Emergency and Health and Safety Procedures.

- Be as flexible as possible to accommodate academic workloads, assignment deadlines or revision and examination periods.

**HR Department Updated
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