

SERVICE POLICY

Definitions

Agency: an organisation that is not directly offering employment or work experience opportunities to students within their organisation. An organisation that charges students a fee (either directly or indirectly) to engage in employment, work experience and training is also included in this definition. Such organisations will be collectively referred to as Agencies throughout this document.

Career Service: Macquarie University Careers and Employment Service

Section 1: Advertising Employment, Work Experience & Volunteering opportunities through the Career Service

1.1 All job advertisements submitted must comply with Commonwealth and NSW law.

- Prospective employers shall not advertise in a way which discriminates against a person or section of the community in any way. For more information, visit: NSW Industrial Relations and Australia Human Rights Commission.
- Prospective employers shall also ensure that the advertisement complies with all relevant legislation including, but not limited to: Trade Practices Act 1974 (Cth), Fair Trading Act 1987 (NSW), Privacy Act 1988 (Cth) and Fair Work Act 2009 (Cth.).
- Prospective employers must also intend to provide a safe and lawful working environment for the University students or graduates that comply with all relevant health and safety and employment legislation.

1.2 Voluntary work or unpaid work experience

- Any position that is offered on a voluntary basis or that is unpaid must comply with the Fair Works Act 2009
- Preference will be given to voluntary work offered by not-for-profits and charities as defined by the [Australian Taxation Office](#) and [Volunteering Australia](#).

1.3 Special conditions for Agencies who wish to advertise jobs and internships on behalf of a third party:

- Agencies must provide written consent from the client organisation they are representing to advertise their vacancy.
- The Career Service will not disclose the name of the client organisation unless required to do so by law or at the behest of the Agency.
- Only genuine job vacancies are to be submitted. Each advertisement should be for a specific vacancy and not for general expressions of interest.

1.4 The Career Service will not accept the following advertisements

- Advertisements from organisations involved in the production and distribution of tobacco and alcohol products.

- Commission-only jobs.
- Any work-related or volunteering-related position which requires a student to purchase a product or service, or make any other form of payment to the provider.
- Work involving any illegal activity.
- Any advertisement not advertising a genuine employment opportunity.
- Unpaid work experience that does not comply with the Fair Work Act 2009.

1.5 All advertisers must provide the following information

- The name of the individual or organisation advertising the job vacancy or opportunity.
- The name of a contact person.
- The address and phone number of the organisation, individual or contact person.
- The organisation's or individual's website, if available, or alternatively brief information about the organisation and industry.
- The organisation's or individual's ABN or equivalent. An adequate and accurate description of the nature of the work or opportunity being offered. Advertisements shall not be misleading, misrepresentative or deceptive or be likely to mislead, misrepresent or deceive.

1.6 The Career Service reserves the right to withdraw or refuse any advertisement at its sole discretion. Such reasons are likely to include, but are not limited to, where, in the Career Service opinion:

- Non-compliance with the above terms and conditions has occurred;
- Misleading or incorrect information has been provided;
- Complaints about the advertiser have been received;
- The job opportunity or language used in the advertisement is considered to be inappropriate;
- The opportunity is deemed not to be in the best interests of students
- Where the advert may, is likely to or does damage or lower the reputation or standing of the University.

1.7 All advertisers indemnify the University, its officers, staff and agents from and against any loss, damage or expense (including reasonable legal costs) arising from any claim, action, suit, demand or proceeding, that may be made or brought as a result of an advertisement being discriminatory or misleading, misrepresentative or deceptive, or that is in anyway related to the advertisement.

Section 2: Engaging in on-campus activities through the Career Service

2.1 Careers Fairs

Exhibitors for the Careers Fairs are invited to participate at the sole discretion of the Career Service and are based on the mix of students across faculties who will attend. Strong preference will be given to organisations who are actively recruiting students to undertake paid work within their organisations. Exception will be made for organisations that are industrial or professional associations as well as registered not-for-profits and charities.

An Agency may only participate in the Career Fairs upon invitation from the Career Service. This decision will be based on the quality of opportunities that are offered to students and the track record of successfully placing Macquarie students and graduates into the workforce.

2.2 On-Campus Presentations

Organisations that wish to deliver informational sessions or educational sessions on campus should in the first instance contact either the Career Service reception or the relevant Career Development Consultant to agree an appropriate time. An online application form will then need to be completed in order to secure the booking.

At the sole discretion of the Career Service, permission may be granted to Agencies who wish to present educational workshops on-campus.

The Career Service will not enter into any arrangements with Agencies to organise presentations for the purpose of promoting that Agency (nor the products or services that the Agency provides) to students.

2.3 The Career Service reserves the right to withdraw or refuse any organisation's engagement in on-campus activities at its sole discretion. Such reasons are likely to include, but are not limited to, where, in the Career Service opinion:

- Non-compliance with these terms and conditions has occurred;
- Misleading or incorrect information has been provided;
- Complaints about the organisation have been received;
- The job opportunity or language used is considered to be inappropriate;
- Where the position or opportunity promoted is likely to damage or lower the reputation of the University.