

MyCareer

Terms and Conditions for Employers

Privacy

We recognise the privacy of information provided by employers and support this principle in your dealings with us.

Your data is securely held on the University of Cape Town's MyCareer system. Information provided for student access is approved by yourself on the system. We confirm that the data is for use of UCT students and alumni by way of a password protected website and is not disclosed to external organisations.

Information related to contact details and feedback on programmes are used for customer service and experience, quality assurance and monitoring and evaluation purposes and only accessible by the Management team of UCT's Careers Service.

Data held in MyCareer is subject to the University Data Privacy policy.

Approving Organisations on MyCareer:

UCT Careers Service will only approve Organisations for display to students and alumni if they are seen to be in the best interest of our students. Organisations that may not be approved include but are not limited to:

- Organisations and opportunities which we suspect may be illegal, unethical or discriminatory;
- Opportunities charging a fee for applying or charging a cost for a service.

Communication with students

From time to time, the Careers Service team, will inform students about events, services, opportunities and resources which may be of interest. Additionally, with instruction from an employer, we are able to send out communication on your specific programme or event. MyCareer uses students preferences which have been selected by our students to tailor communication and may be by degree, major, career interest, country, or any other criteria that would be mutually beneficial.

Students are able to update their preferences at any time whilst registered on the MyCareer and also have the ability to opt out of any further communication.

Advertising of Positions

UCT Careers Service accepts vacancies for bursaries, scholarships, work experience, internship and graduate opportunities in good faith. Whilst we cannot accept responsibility for opportunities offered, we confirm that we certainly make every effort to verify that the information that is published and approved.

Employers submitting opportunities are required to take responsibility that all advertising is done in accordance with legislation that may be applicable. We reserve the right to refuse any opportunity that we do not believe meets these requirements.

Service Providers or Third Party Advertising:

All opportunities on MyCareer are advertised in the name of the Employer. UCT Careers Service are prepared to partner with Third Parties / Recruitment Agencies on the following conditions:

- That the identity of the Employer is confirmed and that we publish the name of the Employer;
- A letter / email from their client is provided to the Head: Employer Relations confirming that the service provider has been mandated to advertise on their behalf and stating what responsibilities the service provider has (i.e. sourcing, selection, interviewing, etc.)
- The Service Provider confirms in writing that they are jointly and severally responsible with their client in meeting all requirements as stipulated by the University.

Payment to Students:

UCT Careers Service only advertises paid opportunities, including internships. Unpaid opportunities will only be advertised if there is evidence of that the organisation is a registered not for profit and the opportunity is clearly identified as a volunteer opportunity. Should work experience programmes which are part and parcel of a qualification be considered, this will be approved by the Director of Careers Service and relevant Head of Department of the Faculty.

Service Level:

In order to ensure a mutually beneficial relationship with UCT Careers, we expect Organisations to:

- Abide by the South African legal framework as relates to employment and equity practice;
- Provide up to date information on their talent requirements annually;
- Provide the Careers Service with annual statistics of recruitment results from UCT and participate in on-going feedback and evaluation;
- Respect stakeholders (University and Students) by ensuring that any cancellations and changes to their programme are informed in a timeous manner.