

Ethical Careers Approach

Date last updated: April 2025

Signed off by: Emily Timson (Director of Graduate Outcomes & Enterprise)

Leeds Trinity University (Horsforth and Leeds City Centre) has a centralised careers service(Careers+Placements) and doesn't directly work with any third-party career's services but will signpost students and graduates to alternative careers provision including National Careers Service, Leeds Employment & Skills and the Department for Work & Pensions.

Strategy, Vision and Values

Careers+Placements is integral to Leeds Trinity University's vision:

"We will be a leading career-led and applied university. Our students will achieve outstanding outcomes. Our well-rounded learners and graduates will be sought by employers. They will shape a rapidly changing world. Our aim is for our graduates to contribute as active citizens of our region and the wider world."

Careers+Placements align with the values of Leeds Trinity University which are rooted in our Catholic heritage:

- Dignity & Care
- Solidarity & Service
- Honesty & Integrity
- Respect & Inclusivity
- Knowledge & Excellence

Careers+Placements works in accordance with [Leeds Trinity University Strategic Plan 2021-26](#) and it's supporting sub-strategies.

Code of Ethics

To ensure we are providing equity of choice for all students, Careers+Placements adheres to the principles set out in the [AGCAS Code of Ethics](#). In line with these principles, the team aims to limit censorship of partner organisations to allow equity and freedom of choice.

Access & Participation

Careers+Placements are committed to widening participation, in particular groups who feature on the [OfS Risk 12 Register](#) and are statistically less likely to progress into a graduate level outcome.

Employers are encouraged to provide an Equality & Diversity Statement when creating a profile on MyCareer, our dedicated careers portal.

All activity is aimed at supporting equity for all students and graduates.

Employer Partnerships Approach

Careers+Placements aims to work with a wide range of organisations who can actively support the development of our students and provide opportunities.

Careers+Placements is committed to promoting sustainability and social responsibility, and therefore:

- Actively supports advancing the UN Sustainability Development Goals throughout its career's curriculum,
- Encourages partnerships with organisations that demonstrate ethical integrity,
- Supports environmentally responsible practices, and
- Seeks to contribute positive value to society through collaboration.

Partnerships will be reviewed on a case-by-case basis in line with the University's Ethical Framework, when:

- An organisation's values do not align with Leeds Trinity University's vision, mission, or values.
- There are ethical concerns surrounding an organisation and their practices.

Job Postings Guidelines

Careers+Placements advocates for fair and transparent recruitment practices and encourages employers to seek best practice from [Yorkshire Universities Inclusive Recruitment Guide](#).

Careers+Placements aims to provide choice to our students and graduates but reserves the right to reject any application, in particular where:

1. The opportunity does not meet National Minimum Wage or is commission only.
2. The opportunity will not be relevant to any of the university's students or graduates.
3. The university is provided with inaccurate or incomplete information.
4. The job advert is misleading.
5. The advert promotes or condones illegal activity.
6. The advert requires an applicant to pay a fee/financial investment to apply or engage with the opportunity.
7. The opportunity requires the applicant to be self-employed unless full support is provided from the agency / employer.
8. The opportunity relates to a pyramid (or similar) selling scheme.
9. The opportunity presents a health and/or safety risk to the applicant.

10. The opportunity involves promotes or condones academic plagiarism.
11. The advert is being placed by a private individual and not a registered company or business.
12. Reasonable adjustments are not made to ensure equal opportunities or directly or indirectly discriminates against applicants.
13. An opportunity will not provide the successful applicant with a formally written contract.
14. An advert requires the submission of a photograph of the applicant without due reason.

Graduate Outcomes & Enterprise Directorate Structure

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Key Personnel

- **Director of Graduate Outcomes & Enterprise:** Emily Timson
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- **Graduate Outcomes & External Engagement Manager:** Tim Feather
- **Careers Education Manager:** Kate Gedling