



17 June 2021

By email to: request-758653-c05c0bd7@whatdotheyknow.com

Dear Fergus Green,

I refer to your Freedom of Information request received on 25 May 2021 about careers service recruitment.

Details of any exemptions applied are below. Where any information is “not held”, this is explained below. Those parts of the University’s response (together with the details of how to ask the University to review the management of your request, or thereafter to seek a review by the Scottish Information Commissioner, should you wish to do so – please see below) constitutes the notice in writing that the information specified is not held by the University which is required under section 17 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

Your enquiry and the University’s response.

1. Does your university have an active policy in place regarding which companies the careers department does and does not assist in recruiting university members? This may be a policy specific to the careers department, or a wider policy which also applies to the careers department.

We follow Advertising Guidelines set by the Careers Service. This can be found here: <https://www.abertay.ac.uk/media/3313/abertay-university-careers-service-vacancy-advertising-guidelines.pdf>.

These guidelines are designed and drafted by highly experienced careers staff and managers and are used and supported by University Career Services across the UK (& supported by our professional body AGCAS.)

As part of our operational approach and best practice, Careers staff At Abertay will look at each employer registration and make sure they are a legitimate organisation. If staff cannot find sufficient information to prove the legitimacy of the organisation, then the Careers Service rejects them. As a working rule, the only unpaid opportunities we advertise on our Abertay Connect online jobs board are from registered third sector organisations who can provide a charity number.

We have a disclaimer on Abertay Connect Jobs site for students and graduates- as part of clarifying the roles and responsibilities of the key parties involved. <https://targetfeedback.gtisolutions.co.uk/surveys/stu/disclaimer>.

As well as via Abertay Connect, we do also promote opportunities via our Social Media pages; where we still follow and adhere to the same advertising guidelines and framework highlighted above.

2. If your university does have an active policy in place regarding which companies the careers department does and does not assist in recruiting university members, please provide a copy of the policy either as an attachment to your response or through the inclusion of a link to where it is published on your website.

Please see response above.

3. If your university does not have an active policy in place as outlined above, please can you confirm whether there are any exclusions in place regarding which companies the careers department does and does not assist in recruiting university members. If not in policy form, exclusions might exist in the form of written guidelines or procedures. If any exclusions are in place please list what they are.

Please see response above.

This concludes the University's response.

Your right to seek a review of how your information request was managed

If you are not satisfied with our response or our reasoning set out above, you have 40 working days in which to require a review of our decision. Any such request should be put in writing and should be sent to the University Secretary, Abertay University, at the address provided below. The request should:

- (a) detail your request for a review of our decision to be undertaken
- (b) describe the nature of your original request
- (c) explain the reasons why you are dissatisfied with our response

University Secretary
Abertay University
Bell Street
Dundee
DD1 1HD
Tel (01382) 308016

E-mail: S.Stewart@abertay.ac.uk

If you remain dissatisfied with how your request for information has been dealt with, you also have the right, in terms of section 47 of FOISA, and within 6 months, to apply to the Scottish Information Commissioner for a decision as to whether we have handled your request properly.

Information relating to your right to seek review is available from the Scottish Information Commissioner's website:

<http://www.itspublicknowledge.info>

or by contacting the Scottish Information Commissioner's Office at the following address:

Scottish Information Commissioner,
Kinburn Castle,
Doubledykes Road, St Andrews,
Fife KY16 9DS

Telephone: 01334 464610

Fax: 01334 464611

E-mail: <mailto:enquiries@spsos.gov.scot>

Website: <http://www.itspublicknowledge.info>

Or via the SIC's online appeals service:

<http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>

If you are unhappy with the Commissioner's decision, you also have the right to appeal further to the Court of Session, on a point of law only, under section 56 of FOISA. Please refer to the Commissioner's website (details above) for further information about your right of appeal to the Court of Session.

Yours sincerely,

FOI Processing

Abertay University

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