



Academic Year	2025/26
Approval date	November 2025
Approved by	Academic Standards Committee, Learning Teaching & Student Experience Committee
Owner	Careers Advisor

**1. Introduction**

- 1.1. The Royal College of Art Career Service (RCA Careers Service) is committed to fostering ethical and sustainable relationships. As part of this commitment, we aim to collaborate with employers who share our values of social responsibility, sustainability, and respect for human rights. In line with these values, the RCA Career Service has established the following policy to guide employer engagement.
- 1.2. This policy applies exclusively to employer engagement activities coordinated by the RCA Careers Service and does not govern self-employment, freelance, or entrepreneurial activity.

**2. Purpose and Scope**

- 2.1. The purpose of this policy is to establish clear guidelines for engaging with employers in a manner that aligns with RCA Careers Service values and does not cover engagements students would have with industry as part of their validated programme, or any industry partnerships developed by Executive Education or Research. It ensures due diligence is undertaken when designing and delivering employability activities and opportunities in collaboration with external partners, fostering ethical and effective partnerships that support the college’s mission and standards.
- 2.2. The terms set out in this policy apply to engagement between the Royal College of Art Careers Service and third-party employers.

**3. Policy Statement**

- 3.1. The RCA Careers Service will not engage in relationships with or the promotion of opportunities with third-party employers when it is possible to identify that they are subject to these exclusion criteria for ethical and environmental reasons:
  - Arms and defence industries
  - Fossil fuel companies
  - Mining companies
  - Tobacco companies
  - Companies implicated in human rights and labour standard violations

- 3.2. You can view our Ethical Careers statement [here](#) and further details on our exclusion criteria [here](#).

These exclusion areas are enforced through the due diligence process outlined later in this policy.

#### **4. Active Promotion of Employer Opportunities**

- 4.1. The RCA Careers Service is committed to ensuring that any opportunities promoted to our students and alumni are sourced from companies that align with the ethical standards outlined in this policy. We will only actively promote employment or partnership opportunities from companies that meet the aforementioned criteria. Additionally, we will not partner with or provide a platform for companies that do not meet these standards at employability events, including career fairs, networking sessions, and recruitment panels.

- 4.2. Active promotion refers to the ways in which third-party employers may be highlighted by RCA Careers Service which includes but is not limited to:

- Invitations to participate in panel events, insight sessions, and case studies
- The creation of promotional content
- Inclusion in other promotional activities beyond standard listings on RCA platforms
- Promotion of approved third parties that facilitate international placements

#### **5. Commitment to Ethical Employer Engagement**

- 5.1. RCA Careers Service is dedicated to upholding the highest standards of integrity and accountability in all employer engagement.

Our employer engagement strategy prioritises working with organisations that demonstrate a commitment to ethical business practices, sustainability, and social responsibility. We encourage employers who share these values to collaborate with us in driving positive change.

- 5.2. This policy aligns with RCA's wider strategic initiatives, including the Knowledge Exchange (KE) Industry Advisor Programme, and supports the responsible and consistent engagement of employers across the institution.

[View RCA Knowledge Exchange Guidance](#)

#### **6. Commitment to Equality, Diversity and Inclusion**

- 6.1. RCA Careers Service stands firmly against unlawful discrimination in all its forms against staff, students and visitors with protected characteristics as set out in the Equality Act 2010 (age, sex (gender), sexual orientation, race, religion or belief,

disability, gender reassignment, marriage and civil partnership, pregnancy and maternity).

- 6.2. In addition, the RCA Careers Service will not tolerate discrimination on the grounds of any other characteristics or circumstances including, but not limited to ethnic or national origin, socio-economic background and trade union membership status. Any employer shall embed these principles, ensuring compliance with the Equality Act 2010.

## **7. Employer Records and Due Diligence**

- 7.1. The RCA Careers Service maintains an internal log of employer engagement activity, including contact records, engagement type, ethical review notes (where applicable), and exclusion decisions. This log ensures transparency and enables consistent application of the policy.
- 7.2. Records are stored securely in accordance with the RCA's data management policies. Ownership of this data sits with RCA Careers Service, and read-only access may be extended to other College departments, such as Research & Knowledge Exchange (RKE) Office, where appropriate, to support broader collaboration and joined-up external engagement.
- 7.3. Due diligence checks are undertaken prior to active promotion and include:
- Confirmation of company registration (e.g. Companies House)
  - Review of sector and ethical status (aligned with RCA exclusion criteria)
  - Assessment of employment conditions, including pay (aligned with National/London Living Wage)
  - Consideration of previous conduct or complaints relevant to ethical engagement

## **8. Review and Compliance**

- 8.1. This policy is subject to regular review to ensure alignment with the RCA's evolving ethical standards and sustainability objectives. RCA Careers Service will periodically assess its employer engagements to ensure compliance with this policy.
- 8.2. Employers found to be in breach of these guidelines by failing to meet the RCA Careers Service ethical criteria, will face appropriate actions. This may include:
- Immediate termination of any partnership agreements or collaborations
  - Removal of access to RCA's employer engagement platforms, such as job boards and recruitment events
  - Revocation of opportunities for promotion within the RCA community
- 8.3. The RCA Careers Service reserves the right to conduct ongoing due diligence to ensure that all employer engagements remain consistent with this policy. Any concerns or violations should be reported to RCA Careers Service for review.

8.4. By adhering to these guidelines, the RCA Careers Service aims to build meaningful partnerships that reflect our values and contribute to an equitable and sustainable future.

## **9. RCA Careers Service offer to employers**

9.1. As a service, we will advertise job opportunities and employer events via:

- Our internal departmental channels and relevant subject lecturers
- Student newsletters
- LinkedIn RCA Careers Service group

9.2. We can liaise with and connect employers directly with departmental contacts to arrange a mutually beneficial time to meet relevant student cohorts.

## **10. Information required from employers advertising job opportunities**

10.1. The employer must make clear the nature of the work offered. We expect all employers who wish to have any job opportunities (including internships\* and part-time work) promoted to our students to include the following information:

- Job title
- Brief description of the role
- Hours required
- Contract type (length of contract if fixed term)
- Salary (salary must align with London Living Wage)
- Brief description of your organisation/company/practice
- Application instructions
- Contact details (website, email)
- Company must be registered with company house/must provide company house number

10.2. We promote best practice in employment by encouraging third-party employers to offer paid work to our students, paid at the National/London Living Wages:

- [View government guidance on National Living Wage](#)
- [View government guidance on London Living Wage](#)

10.3. The employer is responsible for letting all candidates know the result of an application as soon as possible.

10.4. \*For internships, we recommend employers consult the government guidance ahead of sharing internship or placement proposals with RCA Careers Service. You can access these by clicking on the links below:

- [Employment rights and pay for interns](#)
- [Providing quality internships: guidance for employers and interns](#)

## **11. Definitions**

**Third-party employer:** Any external organisation or company offering employment-related opportunities to RCA students or alumni through the Careers Service.

**Active promotion:** Specific opportunities or employers highlighted beyond standard advertising, such as panels, case studies, and featured sessions.

**Due diligence:** The assessment steps taken by RCA Careers Service to ensure employer alignment with ethical, legal, and employment standards.