STUDYANDWORK Career Hub Terms & Conditions

The Career Hub jobs board is STUDYANDWORK's free online job matching system for job seekers and employers. It provides a platform for registered job seekers to select preferred occupations and undertake related skills assessment, as well as search and apply for vacancies.

The Career Hub also provides a platform for registered employers to advertise vacancies and screen candidates based on their skills assessment results.

Use of STUDYANDWORK's Career Hub is conditional upon your acceptance and compliance with the Terms and Conditions.

- Career Hub users' contact details are held by STUDYANDWORK and by providing them Career Hub users agree to be contacted by us about other services provided by STUDYANDWORK in relation to apprenticeships, traineeships, internships, casual jobs, graduate jobs, career advice and training courses that may assist with career development.
- Career Hub users' contact details, preferred occupations, skills assessment results, application and vacancy details may be recorded by STUDYANDWORK in its database.
- STUDYANDWORK provides no guarantee to Career Hub users that services generally available through the Career Hub site will be uninterrupted or error free.
- STUDYANDWORK reserves the right at all times without the need to have to provide any notice to Career Hub users, to alter the functionality and/or appearance of its services available through STUDYANDWORK's Career Hub site.
- STUDYANDWORK may promote vacancies on other Job Boards, websites or blogs with the intention of improving the Career Hub service for both employers and job seekers.
- Career Hub users are responsible for the security of their Career Hub password and login.

Applications (Job Seekers)

- By applying for vacancies listed on this site, Career Hub users register by providing their contact details. In doing so, Career Hub users agree for their contact details to be passed on to the employer along with their resume, cover letter and skills assessment results. All applications will be forwarded to the email address registered with the employer account.

Vacancies (Employers)

- By using the STUDYANDWORK Career Hub, STUDYANDWORK does not guarantee applications for vacancies, nor the suitability of applicants for the role.
- If an advertisement breaches the guidelines below, STUDYANDWORK will not be responsible for Career Hub users' advertisements or any legal action that may be taken as a consequence of the advertisement.
- All vacancies advertised on STUDYANDWORK's Career Hub system must have an employment outcome. STUDYANDWORK will do its best to validate the jobs are genuine and reserves the right to remove any vacancy it deems inappropriate or unacceptable.

Compliance requirements for vacancies

- All vacancies must comply with the following guidelines. STUDYANDWORK reserves the right to re-word a vacancy, or ask Career Hub users to re-word a vacancy, so that it complies with the following guidelines and maintains the right to remove a vacancy at any time at its discretion.

State and Federal legislation

- Job advertisements must not breach any Australian Federal or State laws or the Fair Work Act 2009 (Cth) and Workplace Relations Act 1996.

- Job advertisements must not discriminate or appear to discriminate against a person based on their race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibility, pregnancy, religion, political opinion, national extraction or social origin.

Sex Discrimination Act 1984

- The Federal Sex Discrimination Act applies throughout Australia and contains some provisions that are different to state and territory sex discrimination laws. People and organisations exempt under state and territory laws (such as small businesses) are not necessarily exempt under the Federal Sex Discrimination Act. It is not enough to simply comply with state or territory anti-discrimination laws. You must also meet your obligations under the Federal Sex Discrimination Act.
- Section 86 of the Federal Sex Discrimination Act makes it unlawful to publish or display an advertisement that indicates, or could reasonably be understood to indicate, an intention to discriminate on the ground/s of: sex, marital status, pregnancy and/or potential pregnancy.

The following guidelines complement the Recruitment & Consulting Services Association Code of Conduct:

- Job advertisers must take care that they accurately describe what, if any, jobs are available and that all information about a job given before or at an interview with jobseekers is accurate and not misleading.

Real jobs

- Do not advertise jobs unless the job is a genuine one. The advertisement must not be misleading or deceptive.

No charge

- Employers posting vacancies on STUDYANDWORK's site may not charge applicants for their applications.

Additional charges

- STUDYANDWORK offers staffing services that may assist employers with their recruitment. If employers engage STUDYANDWORK to undertake reference checking, background checks, interviews for shortlisting, inductions and pre-employment training, a fee for this additional service is applicable. Refer to STUDYANDWORK's website for a complete list of staffing services.