



MONT ROSE®
COLLEGE

Student Ambassador Programme Policy and Procedure

Approved by: Senior Staff Committee

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1. Purpose

The purpose of the Student Ambassador Programme is to enhance student engagement and support the delivery of employability initiatives across the College.

The programme provides students with the opportunity to gain practical work experience, develop transferable skills, and actively contribute to the student community while supporting the Employability Department.

This programme supports the Employability Strategy, particularly in increasing student engagement in career development activities and contributing towards progression into high-skilled employment opportunities.

This initiative further contributes to the College's wider strategic objectives, including:

- Enhancing student engagement and participation
- Supporting student progression and employability outcomes
- Increasing access to career development opportunities

2. Scope

This policy applies to:

- All students participating in the Student Ambassador Programme within the Employability Department
- Staff involved in the recruitment, management, and supervision of Student Ambassadors

3. Definitions

- **Student Ambassador:** A current student engaged by the Employability Department to support activities and initiatives.
- **Employability Department:** The department responsible for student career support, employability development, and student engagement initiatives.

4. Principles

The Student Ambassador Programme is guided by the following principles:

- Fairness and transparency in recruitment and selection

- Equal opportunity and inclusivity for all eligible students
- Professional development through structured experience
- Student engagement and representation
- Alignment with employability and institutional strategies
- The programme will operate in line with the College's Equality, Diversity, and Data Protection policies

5. Eligibility Criteria

To be eligible for the Student Ambassador role, applicants must:

- Be a **current student** at the College
- Maintain satisfactory attendance and academic performance
- Demonstrate strong communication and interpersonal skills
- Show reliability, professionalism, and motivation

5.1 Recruitment Process

5.2 Recruitment Timeline

- Recruitment will typically begin **at least two months prior to the start of the academic year (September intake)**

This ensures sufficient time for:

- o Selection
- o Onboarding
- o Training

5.3 Application Process

- Vacancies will be promoted through:
 - o College email communications
 - o Digital boards
 - o Lecturers and internal channels
- Interested students must:
 - o Complete an application form
 - o Submit a CV (recommended)

5.4 Shortlisting

- Applications will be reviewed by the Employability Department
- Candidates will be shortlisted based on:
 - o Eligibility criteria
 - o Communication skills
 - o Motivation and suitability

5.5 Selection Process

- Shortlisted candidates may be invited to:
 - o Interview
 - o Informal assessment
 - o Task-based activity
- Assessment will focus on:
 - o Communication
 - o Teamwork
 - o Initiative
 - o Professional behaviour

5.6 Final Decision

- Final selection decisions will be made by the Employability Department
- Successful candidates will be notified via email
- Feedback may be provided to unsuccessful applicants where possible

6. Training and Induction

All selected Student Ambassadors will receive:

- Induction to the programme
- Overview of roles and expectations
- Training in:
 - o Communication and customer service
 - o Event support

- o Professional conduct

Ongoing support and development opportunities will be provided where appropriate.

7. Roles and Responsibilities

Student Ambassadors are expected to:

- Support **internal and external events**, including:
 - o Career fairs
 - o Workshops
 - o Guest speaker sessions
 - o Student engagement initiatives
- Promote Employability Department services, including:
 - o CV and job application support
 - o Career resources
 - o Workshops and programmes
- Encourage student participation in employability activities
- Provide peer-to-peer support and guidance
- Assist with communication and engagement activities
- Represent the College in a professional and positive manner

8. Working Arrangements

- Student Ambassadors are engaged on a **part-time basis**
- Typical working pattern:
 - o Typically, up to **2 days per week**
 - o Approximately **4.5 hours per day**
- Working hours may vary depending on:
 - o Departmental needs
 - o Event schedules
 - o Academic commitments

9. Monitoring and Review

- Student Ambassador performance will be monitored by the Employability Department
- Feedback may be collected from:
 - o Staff members

- o Event participation
 - o Student engagement activities
- The programme will be reviewed periodically to ensure effectiveness and alignment with institutional objectives

10. Programme Benefits

- Participation in the programme provides students with:
- Practical work experience
- Development of employability skills
- Enhanced CV and career prospects
- Opportunities to build professional networks

11. Review and Approval

This policy will be reviewed annually or as required to ensure it remains relevant, effective, and aligned with College strategies and priorities.

12. Responsibility

The Employability Department is responsible for:

- Recruitment and selection of Student Ambassadors
- Training and induction
- Supervision and ongoing support
- Monitoring performance and engagement