



# **Bolton College**

## **Work Experience Policy for External Students 2024 - 26**



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## **1. Introduction**

This policy outlines the procedures for accepting and managing external work experience students from schools within designated departments of Bolton College. It aims to provide valuable learning opportunities for students while ensuring their safety and well-being, and maintaining the integrity of the college's operations.

## **2. Policy Scope**

This policy applies to all departments within Bolton College that are approved to host work experience students, and to all external work experience students accepted into those departments.

## **3. Eligibility and Approval**

Only departments pre-approved by the executive team are eligible to host work experience students. These departments must demonstrate the capacity to provide a meaningful and safe learning experience.

The college will establish formal partnerships with participating schools, outlining the terms and conditions of the work experience programme.

Schools will be responsible for selecting suitable students based on criteria agreed upon with the college, including academic performance, attendance, and demonstrated interest.

Students, or the school on behalf of the student, must submit to the designated college contact person in the Schools Engagement team: [SchoolEngagement@boltoncc.ac.uk](mailto:SchoolEngagement@boltoncc.ac.uk)

- a completed CV
- a statement of interest and relevant school contact details
- emergency contact details

Schools are responsible for ensuring parents/carers are in agreement to the work experience and confirm this via email to the designated college contact person in the Schools Engagement team: [SchoolEngagement@boltoncc.ac.uk](mailto:SchoolEngagement@boltoncc.ac.uk)

The relevant Manager will review applications and approve placements based on departmental capacity and student suitability.

The designated college contact person in the Schools Engagement team will inform the school of the approval and arrange the work experience to take place. The information obtained must include specific dates and times the work experience is to take place. This is to be shared with the Manager to prepare for the work experience to take place via the Work Experience Timetable.

The designated college contact person in the Schools Engagement team will add the work experience dates to the Manager's calendar. They will also send the Manager the Work Experience Timetable to complete the activity section and any necessary risk assessments

(risk assessment template to be obtained from estates team), taking in to consideration any specific needs declared by the work experience student.

To facilitate work experience, the Manager will prepare, assign mentors, and conduct the initial induction, or, in the absence of the Manager they will designate an appropriate alternate to handle these tasks.

#### **4. Mentorship and Supervision**

Each work experience student will be assigned a designated mentor from within the hosting department.

The mentor will be responsible for:

- Providing guidance and support to the student.
- Ensuring the student signs in and signs out each day at reception. Students must be given a visitors badge only.
- Developing a work experience plan outlining learning objectives and tasks.
- Monitoring the student's progress and providing feedback.
- Ensuring the student adheres to college policies and procedures.

Work experience students must never be left unsupervised. They must be under the direct supervision of their designated mentor or another authorised member of the department at all times.

The mentor is responsible for ensuring the student works in a safe environment and is provided with appropriate personal protective equipment (PPE) where necessary.

The mentor must ensure that tasks set do not require access to any personal information relating to staff or students.

#### **5. Induction**

The induction checklist must be completed on the first day of the work experience taking place by the Manager or alternative staff member.

#### **6. Confidentiality and Data Protection**

Work experience students must adhere to the college's confidentiality and data protection policies.

Students must not be given access to any college system containing personal information. Any information provided must be limited to essential for the task being undertaken. No information must be removed from site.

Students must handle personal data in accordance with the college's data protection policy

and the General Data Protection Regulation (GDPR).

## **7. Evaluation and Feedback**

The mentor will provide regular feedback to the student throughout the work experience period.

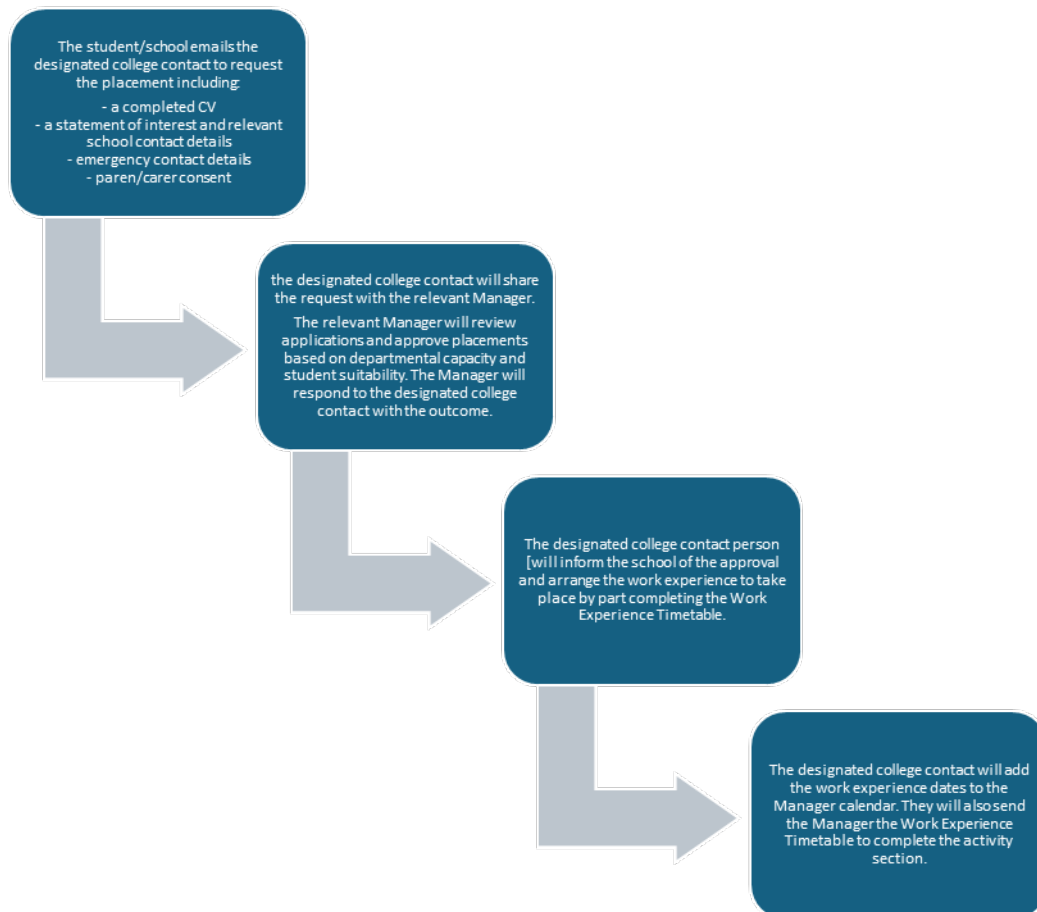
At the end of the work experience, if required by the school, the mentor will complete an evaluation form assessing the student's performance and providing feedback to the school.

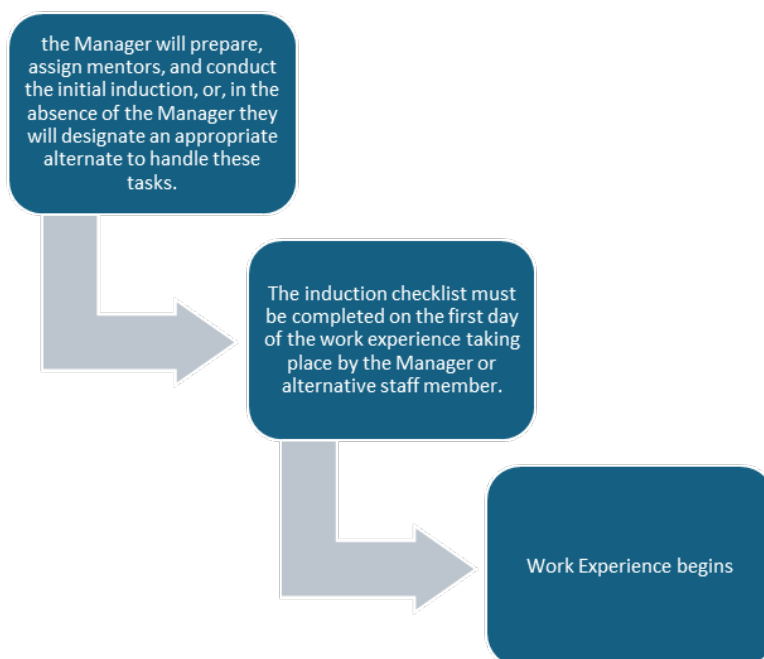
The student will be given the opportunity to provide feedback on their work experience.

## **8. Insurance**

The college will ensure that it has appropriate public liability insurance and employers' liability insurance to cover work experience students and this will be shared with the school.

## 9. Process





## 10. Timetable of Work Experience

Student full name:				
School name and address:				
Department to complete work experience (eg: Marketing, Admissions, Nursery):				
Date from:		Date to:		
Date (including day)	Time from	Time to	Work Experience Activity (completed by the HOA)	Mentor (assigned by the HOA)




**11. Induction Checklist**

Student completing work experience full name and school:	Staff member completing the induction checklist name:	
Induction task		Complete (tick)
Introduce the student to their mentor and other department staff.		
Provide a tour of the department and relevant college facilities.		
Explain the college's health and safety policies and procedures.		
Provide information on emergency procedures, including fire exits and first aid.		
Conduct a risk assessment of the student's work area. (obtain risk assessment template from estates team)		
Explain the proper use of equipment and PPE.		
Explain the college's code of conduct, including policies on confidentiality, data protection, and equality and diversity.		
Provide information on the college's IT policies and acceptable use of technology.		
Explain the college's attendance and punctuality expectations.		
Review the student's work experience plan and learning objectives.		
Explain the tasks and responsibilities the student will be undertaking.		
Provide information on the daily schedule and expected outcomes.		
Explain the channels of communication and how to report any concerns, including contact to the safeguarding team.		
Outline the process for providing and receiving feedback.		
Provide the student with contact information for their Mentor.		
Ensure all necessary college and school forms have been completed and signed.		

Student Signature:		Date:	
Staff member signature:		Date:	

Staff member must email a copy of the completed induction checklist to the work experience dedicated college contact in the Schools Engagement team:

[SchoolEngagement@boltoncc.ac.uk](mailto:SchoolEngagement@boltoncc.ac.uk)