

# SSEP ACTIVITY PLANNING TEMPLATE

Useful for teachers and employers to work through together when planning SSEP activities

## SSEP ACTIVITY 1.

<b>Class (Name, number of students, any special needs):</b>		
<b>Teacher Name:</b>	<b>Business Representative Name:</b>	
<b>Email:</b>	<b>Email:</b>	
<b>Cell Number:</b>	<b>Cell Number:</b>	
<b>Dates and details of planned activities:</b>	<b>Date &amp; Time</b>	<b>Activity outline</b>
<b>Teacher workplace visit:</b>		
<b>Student SSEP Activity 1. Learning objectives:</b>		
	<b>School</b>	<b>Employer</b>
<b>Who is involved (and how many students/teachers/parents). Maximum numbers of students</b>		
<b>Where will the activity take place</b>		
<b>What equipment is needed and who is supplying it (including appropriate clothing)</b>		

# SSEP ACTIVITY PLANNING TEMPLATE

Any costs/logistics associated with activity requiring approval (e.g. transport, equipment)		
Identified H&S risks		
H&S Plan		
Who is doing what and how (lesson/activity plan) *		
Confidentiality issues		
Intellectual property/ competitive advantage issues		
Use of images/social media		
Any other considerations/ issues		
Approval required by (Principal, HoF, Manager, H&S officer)?		

## Approval Activity 1.

FOR SCHOOL (Name, Designation, Date):

FOR EMPLOYER (Name, Designation, Date):

# SSEP ACTIVITY PLANNING TEMPLATE

## SSEP Activity 2.

<b>Class (Name, number of students, any special needs):</b>		
<b>Teacher Name:</b>	<b>Business Representative Name:</b>	
<b>Email:</b>	<b>Email:</b>	
<b>Cell Number:</b>	<b>Cell Number:</b>	
<b>Dates and details of planned activities:</b>	<b>Date &amp; Time</b>	<b>Activity outline</b>
<b>Teacher workplace visit:</b>		
<b>Student SSEP Activity 2. Learning objectives:</b>		
	<b>School</b>	<b>Employer</b>
<b>Who is involved (and how many students/teachers/parents). Maximum numbers of students</b>		
<b>Where will the activity take place</b>		
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## Approval Activity 2.

FOR SCHOOL (Name, Designation, Date):

FOR EMPLOYER (Name, Designation, Date):

# SSEP ACTIVITY PLANNING TEMPLATE

## SSEP Activity 3.

<b>Class (Name, number of students, any special needs):</b>		
<b>Teacher Name:</b>	<b>Business Representative Name:</b>	
<b>Email:</b>	<b>Email:</b>	
<b>Cell Number:</b>	<b>Cell Number:</b>	
<b>Dates and details of planned activities:</b>	<b>Date &amp; Time</b>	<b>Activity outline</b>
<b>Teacher workplace visit:</b>		
<b>Student SSEP Activity 3. Learning objectives:</b>		
	<b>School</b>	<b>Employer</b>
<b>Who is involved (and how many students/teachers/parents). Maximum numbers of students</b>		
<b>Where will the activity take place</b>		
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### Approval Activity 3.

FOR SCHOOL (Name, Designation, Date):

FOR EMPLOYER (Name, Designation, Date):

## SSEP Activity Checklist - School

- Business representatives have been advised on School's Code of Conduct and appropriate interactions with students
- Business representatives have been advised on School's Health and Safety policies and procedures
- Business representatives have been advised on how best to interact with students
- I understand any concerns business representatives may have about interacting with students and have a plan on how to support them
- I have discussed how I manage student behaviour and discipline in the classroom, so business representatives know what to expect
- I understand the Health & Safety requirements of the employer and any other policies or procedures that must be adhered to
- I have prepared a Health & Safety briefing for students and employers and ensured students have signed the Health & Safety agreement (where required)
- Students have signed the confidentiality agreement (where required)
- Transport and equipment have been organised (where required)
- I have received approval for the SSEP activity from the necessary people (Principal, HoF, H&S Officer)
- I have prepared the students for SSEP employers and activities (show the **SSEP for Students** video in the **Video Library** of the **SSEP Resource Centre**)

## SSEP Activity Checklist - Employer

- Business representatives have been advised on School's Code of Conduct and appropriate interactions with students
- Business representatives have been advised on School's Health and Safety policies and procedures
- Business representatives have been advised on how best to interact with students
- Business representatives understand the Health & Safety requirements of the school and any other policies or procedures that must be adhered to
- I have prepared a Health & Safety briefing for students and teachers (where required)
- I have received approval for the SSEP activity from the necessary people