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### 1. PURPOSE

The teacher workplace visit is an invaluable way to commence the SSEP partnership as an opportunity for teachers and employer partners to:

- Get to know each other and how they can best connect
- Share learning objectives and examples
- Better understand the business/industry and how the subject is applied in the workplace
- Get 'inspiration' for possible SSEP activities and brainstorm in-class and workplace activities
- Discuss the students, expectations and health & safety
- Identify dates for activities

The **SSEP Activity Planning sheet** in the **PLANNING** section of the **SSEP Resource Centre** will be helpful to facilitate the meeting.

### 2. PREPARING FOR THE TEACHER WORKPLACE VISIT

#### Teachers

**Employers will need and appreciate your guidance, don't be afraid to take the lead**

- Most employers will need at least 2 weeks' notice to be available when you are, so schedule the meeting as soon as you can identify some dates and times that will work for you.
- You may want to invite other colleagues (within your faculty or school) to join you as PD
- **Take some curriculum detail/previous years tests with you** – the more examples you can show the employers the easier for them to understand what the students will be learning about  
*e.g. what concepts do you cover in Year 10 science and how complex are the concepts you are teaching the students? Specific examples such as the respiratory system, punnet squares, neutralising pH levels etc*  
Previous years' test worksheets are an excellent way of illustrating this.
- **Take your school year planner and class timetable.**

### Employers

- **Take the teachers for a tour of your workplace** and talk about the different areas of science/maths etc you use, this will help the teachers make connections between what they teach and what you do. Invite anyone else in to meet the teachers that you may want to involve.
- **Check the PLANNING and ENGAGEMENT** sections of the **SSEP Resource Centre** for helpful tips and ideas. The **SSEP Employer Tips** resource has a list of questions that might be helpful to facilitate this conversation
- The **SSEP Activity Planning sheet** in the **PLANNING** section of the **SSEP Resource Centre** will also be helpful to facilitate the meeting.
- **Provide teachers with your workplace health & safety policy** to attach to their paperwork for the student visit.

### During the meeting

#### Remember to discuss:

- **What the three points of contact might look like** (generally two in-class visits and 1 workplace visit) and what is the best thing to cover (keep it simple and interactive)
- **Times, dates and duration of activities**
  - These should be kept to normal class times – generally an hour per session, including the workplace visit however some teachers and employers choose to make them longer) – see the recommended format of SSEP activities below.
  - Plan workplace visits around class periods that back on to lunch times to allow for travel time and minimise impact on other classes.
  - Identify dates and times for SSEP activities. Even if much later in the year, diaries can be blocked out, school vans can be booked and it gives everyone something to work towards. Details can be sorted out closer to the time.
- **Students' academic ability** and what this means – especially if learning assisted.
- **Any health & safety or confidentiality** considerations.
  - If students need any particular gear (e.g. closed in shoes, gumboots) for the workplace visit this is a good time to raise it.
  - Discuss the use of photos etc.
  - **Employers** if you can please provide the teachers with a copy of your health and safety policies/procedures that would be helpful to include with their paperwork for the students.
  - Refer to school and employer Health & Safety policies and procedures as your primary source of reference. See Health & Safety tips for SSEP activities and links to relevant advice from MoE and Worksafe under **Health & Safety** in the **SSEP Resource Centre**.

### 3. RECOMMENDED FORMAT FOR SSEP ACTIVITIES

**Plan on three points of contact with each class the employer is connected with** (repeat the same activities). A recommended format is:

#### 1. In-class visit (up to an hour)

- Business representatives introduce themselves and their business
- Talk about how you use the focus subject in your everyday work
- Make a link between what you do and what the students are currently learning in class
- Talk about your background, how you got to where you are today
- Bring in some samples from work, photos or videos
- Do a short practical activity (see **SSEP Activity Examples** in the **ACTIVITY EXAMPLES** section of the **SSEP Resource Centre** for ideas)
- Talk about the upcoming workplace visits including any expectations and H&S

#### 2. Workplace/site visit (usually 1-1.5 hours max), although this can be longer or shorter as is preferred by everyone.

- **Showcase your business and industry to the students.** This is an opportunity for the students to see their classroom learning in action and to learn about possible career paths in your industry.
- Plan to **break the students down into smaller groups** and rotate them around different areas of the business e.g. 3 groups of 10 – one in the staffroom meeting some of your colleagues hearing about the business, one in a working area doing an activity or observing workers in action, and another in a different area of the business doing an activity or observing workers in action. **There should be one school representative, and one business representative attached to each group.**
- On farm/worksite visits it's worked well in other schools where the farmer/company invites some of their suppliers/contractors (e.g. farm consultants, Fonterra truck, vet, agri-business manager etc) to come along on the day and set up 'stations' that groups of students rotate around and learn about the wider industry.
- Make connections between the business and classroom learning, and if possible do a practical activity. This may involve giving something a go, collecting information/data/samples to take back to the classroom in preparation for the follow up class visit etc. See more **Ideas for Workplace Visits** in the **PLANNING** section of the **SSEP Resource Centre**.

#### 3. In-class visit (up to an hour)

- Business representatives come back into the classroom to do something practical/an exercise with the students that relates to what they are learning in class – plenty of opportunities to get creative! See the **ACTIVITY EXAMPLES** section of the **SSEP Resource Centre** for ideas

**Please take some photos/video of your activities and forward them to your SSEP Facilitator so we can publicise your amazing work and give you the kudos you deserve!**