

## Secondary School Employer Partnerships

# GROUP PLANNING MEETING

### PURPOSE:

- Kick off SSEP for the year, reconnect everyone and update contacts
- Match the year's teacher/employer partners
- Discuss individual class abilities, any changes/tweaks to the programme from last year and set dates for activities including student meet and greet (if applicable).
- Any new teachers who will not be paired with an experienced teacher should do a teacher workplace visit before activities commence to support their own understanding of the business and for EOTC planning
- Direct anyone new to the SSEP Resource Centre [www.smartnz.nz](http://www.smartnz.nz)

### AGENDA

1. Welcome and around the room introductions (especially if new people there)
2. Review of key points from last year's focus group and positive impact on students

- Key points
- Student feedback

3. Any changes to the school this year (e.g. major curriculum/staff changes).
4. Any changes to employers?
5. Teacher/employer matching for this year – break out groups and discuss...

- Any tweaks/improvements from last year?
- Best times for SSEP activities this year – pick dates/possible weeks now to work towards
- Collection of new contact details
- If nothing happened last year or there are new teachers not paired up with experienced ones, teacher-workplace visit should occur
- If new/different activities to last year are taking place, teachers to provide course outline, learning outcomes and last year's exam questions around that curriculum area to help employers align activities with learning
- Provide encouraging feedback – often employers don't get it directly from the students – it's important for them to know they are adding value to ensure their ongoing support

### Post meeting follow up:

- Send out meeting summary to everyone along with the SSEP Resource Centre registration link to ensure all new and returning teachers/employers have access to the SSEP Resource Centre
- You may need to call employers who were unable to make the meeting to reconnect with them and make sure they are good to go for the year.
- Schools, please contact your local SSEP Facilitator if you need any support with this or if you need help replacing or adding to your employer partners.