

# Secondary School Employer Partnerships

## SSEP GUIDELINES

The Secondary School Employer Partnership (SSEP) programme is flexible to meet the timetabling and availability needs of the school and employer partners.

The timing of activities therefore need to be negotiated between individual teachers and business representatives.

Whether the activities take place over the course of a week or a year, **the school and employer partners have committed to the following** to ensure success of the programme:

### SSEP BASIC REQUIREMENTS

- **3 points of contact with an employer partner (per class)**
- **one of which MUST be a workplace visit**

Our **experience** indicates that the workplace visit presents the biggest challenge to teachers in terms of organisation, however our **research** shows the workplace visits have the biggest impact on students.

The true value of SSEP is seen in the **combination** of employers coming into the classroom **and** the workplace visit where students get to experience their classroom learning in a 'real world' environment.

### **\*\*\*PLANNING & COMMUNICATION ARE KEY TO SUCCESS\*\*\***

- Schedule in activities at least a term ahead so diaries can be blocked off
- If there are any changes or issues at either end this **MUST** be communicated to the other party as soon as possible

### **Typical schedule of activities (year-long\* subjects)**

SSEP Year 1			
Term 1	Term 2	Term 3	Term 4
<b>Planning</b> <ul style="list-style-type: none"> <li>• Employer-Teacher meeting</li> <li>• Teacher workplace visits</li> <li>• Scheduling activities</li> <li>• EOTC planning</li> </ul>	<b>Activities employer 1</b> 3 points of contact per class including a workplace visit. Activities directly relate to subject area being taught at the time.	<b>Activities employer 2</b> 3 points of contact per class including a workplace visit. Activities directly relate to subject area being taught at the time	<b>Activities employer 3</b> 3 points of contact per class including a workplace visit. Activities directly relate to subject area being taught at the time  <b>Evaluation and Planning for next year</b>
SSEP Year 2 and beyond			
<b>Planning</b> <ul style="list-style-type: none"> <li>• Scheduling activities</li> <li>• EOTC planning</li> </ul> <b>Activities employer 1</b> 3 points of contact per class including a workplace visit. Activities directly relate to subject area being taught at the time	<b>Activities employer 2</b> 3 points of contact per class including a workplace visit. Activities directly relate to subject area being taught at the time.	<b>Activities employer 3</b> 3 points of contact per class including a workplace visit. Activities directly relate to subject area being taught at the time	<b>Any remaining activities</b>  <b>Evaluation and Planning for next year</b>

\* For 10-week subjects the three points of contact occur during the course delivery