

### Secondary School Employer Partnerships

## **SSEP Process**

#### Teacher Presentation

- SSEP presentation to teachers
- Teachers nominate who will be involved
- Focus curriculum areas identified
- Potential employers identified

#### Employer Engagement

- SSEP Facilitator approaches potential employer partners
- Employer partners signed up

#### **SSEP** Launch

- Teacher-Employer meet and greet (all participating teachers and employer partners)
- Teacher-employer matching and contacts exchange
- SSEP Activity dates pencilled in and Teacher workplace visit dates set

#### Teacher workplace visits

- Tour of workplace
- SSEP activities planning
- EOTC & H&S

#### **SSEP Activities**

- 1 employer per term per class
- 3 points of contact per employer, including 1 workplace visit
- Feedback to employer
- Termly report to school Board of Trustees

#### SSEP BoT Presentation/ Report

- SSEP Facilitator presents to school Board
- School Coordinator provides Facilitator with an update of each term's activities
- Facilitator writes and submits termly BoT reports

#### SSEP **Evaluation**

• Online student, teacher and employer surveys

# **SSEP Focus**

• End of year group meeting for teachers and employers. Celebration and and review of activities. Planning for next year.

Group

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## **SSEP Process**

Useful Resources

Available in the SSEP
Resource Centre
www.smartnz.p-

## SSEP presentation

- Teachers nominate who will be involved
- Focus curriculum areas identified
- Potential employers identified

#### Employer Engagement

- Memorandum of Understanding (MoU)
- SSEP Guidelines
- Health & Safety Considerations for SSEP activities
- SSEP Activity examples

# SSEP

- Memorandum of Understanding (MoU)
- SSEP Guidelines
- Activity planning templates
- Activity examples relevant to the employer group/subject
- Teacher-employer matching template

# Launch

- Activity planning template
- EOTC student permission form
- Teacher workplace visit tips
- SSEP Health & Safety considerations
- Employer tips for engaging with teachers and students
- Ideas for in-class activities & Ideas for workplace visits

# visits

Teacher

workplace

- Lesson plan example (3 points of contact)
- Introducing students to SSEP (video)

#### SSEP Activities

SSEP Facilitator presents to school Board of Trustees

# SSEP BoT Presentation

#### SSEP Evaluation

• SurveyMonkey Links for student surveys, teacher and employer reflections & feedback

SSEP Focus Group  End of year group meeting for teachers and employers. Celebration and and review of activities. Planning for next year.

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For more on SSEP see: www.smartnz.nz