*In order to maintain standardised messaging to SSEP partners the email examples below illustrate typical communications and can be copy and pasted into an email for you to adjust accordingly.*

*If possible it is good to conduct the interview in person, however zoom is a good alternative if long travel distances are required and the school can accommodate this as an option.*

**Invitation to apply** (Attach latest Information Sheet and School Application Information)

Dear Principal name,

We warmly invite your school/kura to **apply now** for next year’s Secondary School Employer Partnership intake.  [**www.surveymonkey.com/r/CanterburySchoolSSEPApplication**](http://www.surveymonkey.com/r/CanterburySchoolSSEPApplication)

* Secondary School-Employer Partnerships are formal relationships between secondary schools and local employers.
* **Employer groups link into school faculties at Year 9/10, supporting contextualised learning in the classroom and introducing students to a wide range of careers.**
* SSEP enhances knowledge sharing and understanding between industry and educators, supports and informs curriculum, enables teachers to contextualise student learning in a manner that is relevant to local employment needs.
* **SSEP strengthens relationships between education and employment and helps students make solid senior school subject choices to effectively transition into employment.**
* *N.b. SSEP is focused on creating opportunities to contextualise curriculum.  Early careers exposure is a secondary benefit.*
* SSEP is a framework adapted to fit each individual school’s kaupapa, environment and curriculum strategies.  **Secondary schools across the country are successfully integrating SSEP into a variety of pedagogical approaches including traditional, cross-curricula and project-based learning.**

Please find more information attached.

***Watch Fairfield College maths teachers discussing the benefits of SSEP:*** [***https://www.youtube.com/watch?v=mgXfJzV5Uag***](https://www.youtube.com/watch?v=mgXfJzV5Uag)

**Apply now!** [**www.surveymonkey.com/r/CanterburySchoolSSEPApplication**](http://www.surveymonkey.com/r/CanterburySchoolSSEPApplication)

**APPLICATIONS CLOSE: date**

**SSEP School Selection Process**

**1.**      Schools submit written online application via the SurveyMonkey link. *N.b. applications should be completed by the school Principal.*

**2.**      All schools registering interest will be contacted by an SSEP Facilitator to discuss SSEP in more detail and confirm schools’ involvement.

**3.**      Schools will be selected to commence the planning process in Term 4 2020 with a view to launching SSEP at the school in Term 1, 2021.

**Request for meeting re: SSEP application**

Kia ora Cath,

Many thanks for submitting your application to join Secondary School Employer Partnerships (SSEP).  We’re excited to be able to offer this opportunity to your kura for 2021.

The first step in the process is to arrange a time to meet, along with Hemi and any other key staff you think should be involved in an initial discussion/kōrero to talk through SSEP and answer any questions you may have.

If you’d like to suggest a time in the next couple of weeks that you’re both available that would be fantastic.

I look forward to meeting you!

Ngā mihi

**Confirming the school’s place** (Attach Memorandum of Understanding)

Kia ora Principal name,

It was really lovely to connect with you and your team today. I am delighted to formally invite Te Wharekura o Maniapototo join Secondary School Employer Partnerships in 2022.

Can you please confirm your place in the programme by signing and returning the SSEP Memorandum of Understanding (attached).

The next step is to organise a time to present SSEP to your staff. It’s a 20-minute presentation (plus questions) then a half hour discussion getting teacher input into shaping up the direction of your SSEP. When would be the best time to do this?

We are really excited to have you on board and very much looking forward to working with you and your team.

Ngā mihi nui