

# TEACHER FAQ'S

How much time is involved with SSEP?

How much will SSEP cost?

How can SSEP fit into a tight timetable?

EOTC

Do I have to use the SSEP employers my school is partnered with?

What if I have a problem with an SSEP partner?

Can I bring other employers into SSEP?

Can I do SSEP with senior students?

## How much time is involved with SSEP?

As a general rule, each teacher is matched with three employer partners and each employer has three points of contact with a class.

SSEP schools recommend that teachers work with one employer per term, so activities are spread across the year. At a practical level that is two periods of class time and one workplace visit per term. Many teachers have commented that SSEP has taken up less time than they imagined as the employers do most of the planning (*n.b. teacher guidance and feedback is required*).

Two or three teachers are usually paired up to work with each employer and each employer sees 2-3 classes. We recommend each teacher takes the lead with one or two employers so that time spent organising activities is shared across the team e.g.

Term 1	Term 2 Teacher A in charge	Term 3 Teacher B in charge	Term 4 Teacher C in charge
Planning	SSEP Activities Employer 1	SSEP Activities Employer 2	SSEP Activities Employer 3
1 x after school group meeting  Teacher workplace visit* to employer 1 to see the business first-hand and what they can offer. Set dates for activities  Activity and EOTC planning (Employer 1)	Teacher A liaises with Employer 1 and organises the activities for Teacher A, B & C's classes (the same activities get repeated in each class)  2x in-class visits (per class) 1x workplace visit (all classes)  Teacher workplace visit to employer 2*	Teacher B liaises with Employer 2 and organises the visits  2x in-class visits (per class) 1x workplace visit (all classes)  Teacher workplace visit to employer 3*	Teacher C liaises with Employer 3 and organises the visits  2x in-class visits (per class) 1x workplace visit (all classes)  Teachers A, B & C get classes to complete SSEP student survey

\*Teacher workplace visits are not necessary where a relationship has already been formed but recommended when there are new staff involved.

### How much will SSEP cost?

The only costs of SSEP to the school is related to **transport** of students to workplace visits and any **relief staff**. However, **both costs are manageable by forward planning**.

**Several SSEP schools have reported zero costs** associated with SSEP.

### Transport

As a guideline, schools relying solely on bus transport budget \$25-\$30 per student for SSEP activities across the year – i.e. up to \$10/student/trip.

### **Different schools manage transport costs in different ways:**

1. Allocate budget specifically for SSEP activities within faculty or from other discretionary funds.
2. Pass the cost on to students.
3. Apply for external funding to cover costs (your school finance manager should have a list of organisations offering funding).
4. Use alternative forms of transport (e.g. booking school vans, parent/whanau transport assistance, walking to businesses close by).

### Relief staff

Advanced planning reduces or removes the cost of relief staff. Well organised teachers report zero costs associated with relief staff for SSEP. As the majority of activities occur during normal class time the only times that may require relief staff are during workplace visits (3 per teacher over the year).

### **Different schools avoid relief staff using different strategies:**

1. Schedule workplace visits for a period that backs on to a lunch time or non-contact time to allow for travel and avoiding requiring relief to teach other classes back at school (unless otherwise planned most workplace visits are no longer than 1-1.5 hours)
2. Increase student-adult ratios by inviting along to workplace visits student teachers, teachers with non-contact time, parents/whanau rather than relief staff.
3. Gain support from other staff members and organise 'cover swaps' i.e. make an agreement with a teacher in non-contact time to cover a class in exchange for covering one of theirs at a later date. Your careers team can also potentially offer invaluable support.
4. Schedule workplace visits during senior students' study leave or exam periods when teachers have fewer contact class times.

## How can SSEP fit into a tight timetable?

**SSEP is designed to fit into the teaching plan, not to be an add on.** SSEP Facilitators specifically select employers to match what is being taught in the curriculum as outlined by the teachers. Employer partners provide teachers and students with examples and activities that are a real-life application of what is being taught in the classroom.

The workplace visits provide the opportunity for students to see their classroom learning being applied in the world of work and to open their eyes to a wide range of careers that their school subjects lead to.

**In many ways it is easier to manage SSEP in schools with a tight timetable as available days and times for SSEP activities can be identified and planned for well in advance.**

**The earlier teachers can identify possible dates in the calendar for SSEP activities the better it is for employers to accommodate the school's timetable restrictions. Details can be worked on closer to the time.**

## EOTC

- Adult to student ratios required for workplace visits depend on the environment you are going in to and should be discussed with employer partners. EOTC guidelines are generally 1 adult to 10 students, or 1 adult to 6 students around water.
- With SSEP workplace visits we recommend dividing students into smaller groups (up to 10 students) that can be rotated around different areas of the business during the workplace visit. This often means 2 and sometimes 3 classes can visit a workplace on a single trip. Teachers should plan for one adult associated with the school (e.g. teacher, parent, student teacher) for each group. This offers an excellent opportunity to extend the PD offered by SSEP to other members of the school staff (e.g. careers staff, teachers from any faculty in a non-contact time).
- Each school has its own EOTC policies and procedures that must be adhered to. SmartNZ has developed a single student permission form that covers all SSEP activities for the year that teachers are welcome to use some or part of in their planning rather than seeking individual permissions for each workplace visit. See the **EOTC Student Permission Form** template
- Some schools have support staff within the school that can help with EOTC paperwork.

### Do I have to work with the SSEP employers my school has partnered with?

The short answer is **Yes**, unless there is a problem (see below). Your **employer partners are not 'providers'** but organisations who have signed up to develop long-term sustainable relationships with your school and offer some 'real world' learning opportunities for your students.

SSEP employer partners genuinely want to add value to your teaching kete – the better relationship you build with your SSEP partners the more you and your students will get out of it. See teachers discussing what they get out of SSEP on this YouTube clip: <https://www.youtube.com/watch?v=mgXfJzV5Uag>

SSEP Employer Partners have signed an agreement with your school principal and expect to volunteer their time both in the classroom and hosting students at their workplace annually. Not all employers are willing or able to do this, so it is important to value your partners generous support – the wealth of opportunities they are able to provide can be unexpected and not necessarily obvious at the outset.

### What if I have a problem with an SSEP employer partner?

We suggest you firstly speak to your school's SSEP Coordinator and contact us through the **SSEP Helpdesk** so we can work through the issue and help you decide the best course of action and support you as required.

### Can I bring other employers into SSEP?

**Yes!** Ultimately the goal of SSEP is for industry to be integrated into all kinds of teaching opportunities. So long as the employer is willing to commit to more than just a one-off field trip or a guest speaker in class, the more the merrier (see the **SSEP Brand Usage Agreement**). Please let your SSEP Facilitator know you have an interested employer so we can get them signed up to the SSEP Resource Centre and include them in publicity materials.

### This would benefit my Year 11 students – can we do them instead?

SSEP has been funded for Year 9 and 10 students so they must be prioritised. However, as relationships develop many teachers are asking their new industry friends if they'd mind popping in to talk to their senior classes too. Employer partners who have come into schools through SSEP have ended up becoming involved in all sorts of areas of the school, from sponsorships to Gateway and part-time job offers, to competition judges to school board members and more.

**While SSEP is targeted at Years 9 and 10 we hope it will be the beginning of a long and mutually beneficial partnership!**