

# HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

## SSSC

### SAMPLE WORDING

#### [SSSC Registration](#)

Letter to employees regarding the implementation of SSSC

#### [Invite to SSSC Registration](#)

Wording for the letter inviting an employee to a meeting to discuss their SSSC registration

#### [Following SSSC Registration Meeting](#)

Proposed wording for the letter to be sent to an employee after a SSSC meeting has been held to confirm it has been recognised no progress towards SSSC registration has been made

#### [Suspension SSSC Registration Meeting](#)

Wording for the letter to be sent to an employee confirming their suspension as a result of their failure to gain SSSC registration

#### [Dismissal SSSC Registration Meeting](#)

Wording for the letter to be sent to an employee confirming their dismissal as a result of their failure to gain SSSC registration

### FOR INFORMATION ONLY

#### [Contract Clauses](#)

Contract clauses regarding SSSC

#### [Registration Advert](#)

Advert and Job Profile expressing the requirement for SSSC

