



VOCATIONAL TRAINING INSTITUTE

Plan/Procedure Title:	Effectiveness of Student Services Plan		COE Standard: 10
Review/Revision:		Next Scheduled Review/Revision:	12/2025
Annual Budget Allocation:	\$15,000	Publication(s): Vocational Training Institute Website	

Objective/Purpose

The objective of Vocational Training Institute's student services is to provide seamless assistance from admissions inquiry to start; during school by identifying, resolving, or referring students who are having issues that the school is not equipped to handle; during school and after completion by making student records easily accessible; and transfer their learned skills into gainful employment in their field of study.

Roles and Responsibilities

Role	Responsibility
Education Director	Supervise the student services which are as follows:
	Ensure the student survey is conducted and data is compiled for review.
	Provide referral services for counseling to students when needed/required.
President	Supervises the admissions staff and processes.
	Ensures evaluation of the plan at least annually.
Admissions	Conducts prospective student interviews.
	Assists applicants with the admissions/paperwork process.
Registrar	Ensures all completed applicants are processed and entered into the student database.
Financial Aid/Bursar (future upon acceptance of federal financial aid)	Conduct appropriate meetings/consultations with students to ensure understanding of student financial obligations.

Admissions

Vocational Training Institute provides information to the local community about career certificate programs offered to help individuals start careers in technical fields and to provide an adequate workforce for local and regional businesses.

Vocational Training Institute reaches out to prospective students using social media including Facebook, Twitter, Instagram and the school web site. Advertisements utilized on these platforms include program and school videos and flyers. Students currently enrolled at the school are encouraged to post activities happening in their classes to broaden the number of followers on these sites.

Financial Services

Vocational Training Institute does not currently offer federal Financial Aid available.

Academic Services

Program Chairs/Educators play a key role in identifying students needing Student Services assistance by monitoring attendance and grades. When faculty review grades and attendance one-on-one with each student, faculty has the opportunity to discuss potential learning difficulties or outside influences that impede student success. If a student is struggling with learning difficulties or other extenuating circumstances that are affecting their progress, faculty informs the Program Chair/Educator who then begins the referral process to outside counseling so that the student gets the help that they need and deserve.

Career Services

Career Services works with upcoming graduates on resume' building and reviewing personal preferences for employment. Career Services prepares students for placement and works with graduates as well to help them find employment that they are suited for.

Exiting students receive a student survey regarding their experiences at Vocational Training Institute. The surveys include consideration of the program of study, student services, instruction, career services, and strengths and weaknesses of the institution, providing a comprehensive review of the effectiveness of student services.

Follow-Up

- **Effectiveness of Student Services Plan**

Data on Student Services is collected on a regular basis. The compiled data is reviewed regularly by the President and Education Director who then share the data, at least annually, at mandatory in-service meetings for all school personnel.

- **Evaluation and Improvement**

Suggestions by staff and students are used to evaluate and improve the quality of the Effectiveness of Student Services on at least an annual basis at mandatory in-service meetings for all school personnel. Changes are implemented, when applicable, in an effort to continually improve.