



VOCATIONAL TRAINING INSTITUTE

Plan/Procedure Title:	Program and Institutional Outcomes Follow-Up Plan		COE Standard: 3
Review/Revision:		Next Scheduled Review/Revision:	12/2025
Annual Budget Allocation:	\$1,000	Publication(s): Vocational Training Institute Website	

Objective/Purpose

The purpose of Program and Institutional Outcomes Follow-Up Plan is to ensure that data on completion, placement, and licensure information is systematically and continuously gathered and evaluated for the purpose of improving the quality of program outcomes. The plan outlines the roles and responsibilities for gathering, distributing, and evaluating surveys of completers and employers.

Roles and Responsibilities

Role	Responsibility
Vice President	✦ Supervise career services staff ✦ Supervise CPL data collection for reporting/evaluation
Career Services Coordinator	✦ Gather CPL data for state and accreditation reporting ✦ Administer course/program and institutional surveys ✦ Administer employer surveys ✦ Conduct career service meetings with students to evaluate job opportunities ✦ Conduct exit interviews ✦ Meet with students to aid in interviewing skills ✦ Communicate with business partners to facilitate job opportunities ✦ Follow-up with graduates and exited students to obtain placement status and aid as needed.
Career Services Coordinator/Compliance Director	✦ Compile course/program, institutional, and employer survey data for evaluation by staff and advisory committee members.

Registrar	✦ Schedule exit paperwork for graduating students
Educator	✦ Inform student of career services mock interview
	✦ Distribute Job Placement Assistance Packet to student in orientation
	✦ Distribute course surveys

Data Collection

• Completers

The Education Director will be responsible for the coordination of all Completer follow-up activities as well as Employer Verification and Surveys. The Registrar determines whether the student meets the requirements to be counted as a Completer by gathering attendance information and reviewing transcripts, including hours, services completed and competencies where available.

Upon determining whether the student is a Completer, the Registrar moves the student to a Completer in the SIS. Career Services and the Education Director then have information electronically in the SIS to determine whether the student is to be listed as a Completer for CPL purposes.

As a part of the exit process for graduates, Career Services obtains surveys from completers covering all aspects of their education including program effectiveness for various modes of delivery and relevance to job readiness.

• Placement

During the exit process, Career Services ascertains the employment status of the student and enters the appropriate information into the school database. Follow-up is conducted if the student is not employed at the time of exit, and the student status is updated to reflect updated employment status. Career Services then works to input verifiable CPL data.

Verification of employment status is generally conducted in the following manner:

- Requesting verification from the employer of record.
- Certification of employment by the student.
- Online verification via social media, websites or business websites.
- Verification form from Educators who have verified information from their students.

• Licensure

Career Services does not verify licensure as no programs require licensure.

• Employers

Career Services also collects follow-up surveys from employers of completers that focus on program readiness as relevant to job requirements. Once Vocational Training Institute receives notification of a completer beginning to work, Career Services asks the employer to complete surveys regarding the graduate and their readiness for employment.

Follow-Up

- **Program Effectiveness**

The information collected from student and employer surveys focuses on program effectiveness, relevance to job requirements, and includes questions about instruction, facilities, and overall satisfaction with the education received.

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, and will be reviewed at Advisory Council meetings which include both occupational and institutional advisory committees.

- **Evaluation and Improvement**

Suggestions by staff, employers, and committee members are used to evaluate and improve the quality of program outcomes. Programs undergo a review to identify issues impacting successful student outcomes. Changes are implemented, when applicable, in an effort to increase institutional effectiveness and meet accreditation requirements.