

CCTEC Program and Institutional Outcomes Plan

Job Placement and Follow-up Activities

Responsible Parties involved:

Student
Instructor
Job Placement
CCTEC Administration
WVDE

The collection of the Completers/Placement data is completed and coordinated by the Job Placement Coordinator systematically and continuously throughout the year. The Job Placement Coordinator distributes On-the-Job Training (OJT) Contracts to instructors as needed; maintains copies of the OJT Contracts, and distributes a copy to the instructor, and the student.

The student must meet the following requirements before they can enter the OJT phase.

- They must be recommended by their instructor.
- They must be 75% completed with their program.
- The job must be related to the field of study.
- They complete the OJT packet with their instructor with student and instructor's signatures.
- The student must provide proof of insurance or purchase school insurance.
- The OJT packet is given to the Job Placement Coordinator for verification.

When all requirements are met, the Job Placement Coordinator signs off, and sends to the Principal for approval. All the requirements and signatures must be met before the student can begin On-the-Job Training.

The Job Placement Coordinator has a monthly OJT attendance report in each instructor's online folder. This allows the instructor to track the attendance of the students who are taking part in On-the-Job Training. The instructor calls or emails the OJT supervisor of the student to discuss the student's performance and attendance and asks them to fill out the Employer Satisfaction Survey on our website. The information is kept on file and reported to the attendance clerk.

The Job Placement Coordinator collects and maintains a copy of the school wide advisory committee which includes all of the individual program committees digitally. There is a form on our website for interested community members to fill out if they wish to join one of our advisory committees. Each instructor maintains information on their advisory committee related to business and industry in their program of study. The relationship of the instructor with their advisory committee is key to job placement and state of the art education and workforce demands. The advisory committees are important to the success of our programs for cooperative education, clinical training sites, apprenticeships, internships, On the Job Training, guest speaking, and professional organization memberships and connections.

The Job Placement Coordinator organizes and invites all Carver Career & Technical Education Center Advisory Committee members to the Annual Advisory Committee Meeting. We provide a catered dinner from our Culinary Program and instructors and the individual advisory committee members eat

dinner, network, and then meet in their individual committees in the classroom of the program. This is an essential aspect of successful programs because business and industry have the opportunity to share needs and requirements that must be met in education to ensure we are placing successful students in the workforce. Minutes are collected from both of those meetings and kept on file.

Carver Career & Technical Education Center instructors are required to have a second meeting in the spring of each year with their individual advisory committee members. Each instructor sets the time for the spring meeting. The advisory committee meetings are vital for networking with business and industry in job placement.

Many of our instructors visit job sites/clinical sites weekly/monthly. The Job Placement Coordinator forwards all potential job contacts to the instructor for potential placement for present or past students. All forms of contacts are kept on file and a job placement bulletin board is located in the main lobby hallway across from the main office and on our website.

CCTEC also hosts an Open House and “Family Night”. Family Night typically takes place in late October and involves instructors, students, parents, business and industry, and any community connections that would like to be involved. This event mimics the open house concept, in that, parents are invited to programs and tour the building. Instructors are ready to meet with parents to discuss student’s progress and job placement possibilities.

Activities to Achieve the Objectives

Completers, Placement, and Licensure Report (CPL)

Data tracking is integral to gauging the success of our programs. The collection of the data is as follows. The Job Placement Coordinator has uploaded the CPL report forms to each instructor’s program folder online. The instructors complete the form which requires the following data for graduating students: student’s name, phone number, address, 1st and 2nd semester grades, absences for the year, completion information, placement data, licensure information (if applicable), and any teacher comments. Students are asked to fill out the student satisfaction survey and the Job Placement Coordinator keeps the survey data online. The Job Placement Coordinator collates the completed forms from the instructors on the CPL Calculation Worksheet. The completers’ student data is entered into the data system (WVEIS) at the West Virginia State Department of Education by the Job Placement Coordinator and the Principal after graduation in late May/early June.

Follow-up

The same form (CPL) is available to the instructor the following year for a one year after graduation follow-up. The instructor locates the student by, phone, email, mail, text, etc., to gather the following follow-up information; Employment information (supervisor’s name and phone, company name and address), students are marked in one of the following categories: Continuing Education (In field or out of field), Military, Employed (In field or out of field), seeking work, unavailable for work, status unknown, and student credentials. Students are asked to fill out the student satisfaction survey again. The placement student data is entered into the data system (WVEIS) at the West Virginia State Department of Education by the Job Placement Coordinator and the Principal after graduation in late May/early June.

Program Effectiveness/Modes of Delivery and Relevance to Job Requirements

The Job Placement Coordinator has implemented a Student Satisfaction Survey and an Employer Satisfaction Survey in order to assess our program effectiveness and ensure that students and employers needs are being met. These surveys are located on our website.

The West Virginia Department of Education prints and sends the summary of the placement data report form to Carver Career & Technical Education Center. This form is called the "Data Profile".

The requirements for the following areas are as follows:

- Positive Placement – minimum – (92.5%)

- In-field Placement - minimum – (60%)

- Continued Education In-field - minimum – (60%)

Each program receives an average score as well as the overall combined rating for the school. An improvement plan is written for programs that do not meet the minimum required rating from their average score. An improvement plan is written by the teacher and the Principal. It is then submitted to the West Virginia Department of Education via the WVEIS system.

Programs that fail to meet the minimum scores are placed on a plan of improvement and are evaluated throughout the year with follow-up check points involving the Carver Career & Technical Education Center administration. Any necessary changes to instructional materials and/or equipment are ordered and provided to improve the scores. Advisory committee members may be consulted for solutions and/or donations.

Data Profile information is shared at the Carver Career & Technical Education Center Annual Advisory Committee meeting with all members. It provides employers and committee members with our successes and deficiencies. Other information that is on the agenda for the meeting could include; admission requirements, content, program objectives, certifications (state and national), necessary material and lab requirements (any items needed), equipment, teaching methods, trends in the workforce, program completers/placement, student enrollee climate, scores, state and national winners, state and national certifications available, state and national competitions available, the school's mission statement, and any number of items that will enhance the education and placement of students.

Placement is an ongoing effort between the Job Placement Coordinator, the instructors, business and industry, and advisory committee members. Carver Career & Technical Education Center strives to provide placement to any student qualifying for On-the-Job Training and as a permanent placement to employment for any student.

Timeline for Review, Evaluation, and Revision of the Plan

The Principal distributes and reviews the data profile information in early fall with the instructors. They determine a course of action to take with regard to the past data, the collection of new data, and the compilation of the data. They review the current plan and modify it if needed. The Principal meets individually with any instructor who has not met the required minimum percentages to develop a plan of improvement and the timeline for the year for the improvements to be completed.

This year staff met in February to talk about our data on the CPL. We discussed that data and what we could do to improve program effectiveness and evaluate our plan. It was determined that only minor revisions would need to be made to the plan. They all agreed that with COVID-19 this year it will be hard to gauge program effectiveness, due to remote learning, school closures, and social distancing issues. Staff members suggested revamping the CPL Data Collection sheets because the wording was confusing. The Job Placement Coordinator changed the wording and added drop down boxes to make the form easier to read and use for instructors. After we went over the data, and discussed how close some courses were to our minimum percentage and the need for a closer look we completed our annual report.

UPDATED MAY 4TH PER WVDE TO THE FOLLOWING:

CCTEC Program and Institutional Outcomes Plan

Job Placement and Follow-up Activities

Responsible Parties involved:

Students

Instructors

Job Placement Coordinator

CCTEC Administration

Business and Industry Professionals

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Activities to Achieve the Objectives

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Follow-up

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Program Effectiveness/Modes of Delivery and Relevance to Job Requirements

The Job Placement Coordinator has implemented a Student Satisfaction Survey and an Employer Satisfaction Survey in order to assess our program effectiveness and ensure that students and employers needs are being met. These surveys are located on our website and include questions such as:

Student Satisfaction:

1. The school's technical programs are relevant to current job market needs.
2. The instructor's teaching techniques and strategies demonstrate strong knowledge of the subject matter.
3. Student health and safety are ensured through the conditions and procedures provided by the school.
4. The school provides a good environment in which to study and learn.
5. Communication between teachers, students, parents, and school administrators is easy and effective.
6. Something I really like about the school is__.
7. Something I would like to improve is__.

Employer Satisfaction:

1. Did our graduate/student meet your expectations?
2. Did they display any talent for problem solving skills, individual/teamwork skills, or leadership skills?
3. How was their overall job performance?
4. Based on your experience, how can we help improve our student/graduate skills to better serve business and industry?

Instructors are advised to have students visit the website to see important news, program information, job placement, and to take the surveys. Instructors also mention to advisory members, business and industry professionals, and employers about the job postings, surveys, and information on our programs. The information collected from students and employers, in these surveys, is focused on program effectiveness and affords us the opportunity to examine and issues that may need addressed. Survey response data is provided in evidence.

Additionally, many of our program instructors also have their own surveys in place to gauge the effectiveness of their program. Samples can be found in their program evidence.

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provide placement to any student qualifying for On-the-Job Training and as a permanent placement to employment for any student.

Timeline for Review, Evaluation, and Revision of the Plan

The principal distributes and reviews the Program and Institutional Outcomes Plan and the data collected annually in the fall with the instructors. Revisions to the plan, if necessary, are then made. Together they determine a course of action to take with regard to the past data, the collection of new data, and the compilation of the data. The Program and Institutional Outcomes follow-up information is used to evaluate and improve the quality of programs. The principal meets individually with any instructor who has not met the required minimum percentages to develop a plan of improvement and a timeline for improvements to be completed.