



# Okaloosa Technical College

## Follow-up Plan

Revised: 08/24/2023

### OBJECTIVE

The objectives of our follow-up plan are:

1. Programs maintain an active, up-to-date file listing of employers and employment opportunities for students
2. Collect information from completers
3. Use completion, placement, and licensure information to evaluate and improve program outcome quality
4. Collect and record all data regarding placement efforts for informal and formal evaluation purposes
5. To obtain information for the improvement of the college's programs and services
6. The plan is reviewed annually and revised when necessary

Each instructor follows students' progress for their program. This progress measures work habits, safety habits, workmanship, and knowledge of each task. This progress is documented by movement from one OCP to the next, through the FOCUS database system.

Each instructor reports follow-up and placement data through their program's digital file.

### Responsibility

The Director is responsible for coordinating reporting and follow-up activities.

### COMPLETION, PLACEMENT, LICENSURE and REPORTING

Each program has a program data sheet (CPL sheet) in their digital file where the instructor updates the program's CPL data.

#### Completion

When a student completes the program, instructors indicate this on the program's CPL sheet. This is done for non-graduate completers as well. Non-graduate completers will have a Placement Verification Form on file showing the student is employed in a field related to the program.

#### Placement

Placement information for completers and non-completers must be documented and placed in the individual program's digital file.

- The following form is used to document placement:
  - o Placement Verification Form – This form is used to solicit information from completers who indicated on the Exit Interview form that they had not secured employment at their time of termination. Students who do not respond to the questionnaire should be contacted by telephone or email to determine their employment status.

Placement records are maintained in the program's digital files and are available to instructional and administrative staff as needed to update information, compile reports, conduct follow-up, or provide further assistance to the student. This information is also used to evaluate and improve the quality of program outcomes, and the effectiveness of program instruction and standards.

### **Licensure**

Information on student's licensure tests is kept in the program's CPL sheet. This indicates whether a student is waiting to take the exam or has taken the exam and the pass/fail results.

Exam results are also kept on file in the program's digital file.

### **Reporting**

The information from these files is compiled and used to fill out the Annual Report to COE. This report is available to all faculty and administrators through their digital files. Results are reviewed by each program and used to evaluate and improve program outcome quality.

## **INFORMATION COLLECTION AND DISSEMINATION**

At the end of each semester, students are encouraged to complete an online survey administered by their instructor. The survey includes questions on how effective the program is and how satisfied the student is with the education received. The results of this survey are collected twice annually and provided to the Director. The Director reviews the results with the faculty and meets with each program to go over the specific program results.

### **FOLLOW-UP: STUDENTS**

If the student has completed training but has not secured employment at the time of termination, the program instructors are responsible for the follow-up of their students and stay in contact with the student to obtain a Placement Verification Form when student becomes employed.

In cases where the Placement Verification Form is not returned, instructors attempt to obtain follow-up information by telephone or email. Efforts are made to contact family, relatives, or friends to determine the student's placement status. Follow-up information obtained by telephone or email is recorded and documented on the Placement Verification Form by the person making the contact.

Secretaries are responsible for updating student information in their TERMS account. This information includes the student's personal information, student progress, and scheduling information.

Employment information (self-reported) is given to the program instructor. Upon a student exiting a program, instructors must follow-up until the student is employed in the field. Instructors are aided in this by Vocational Assistants.

### **FOLLOW-UP: EMPLOYERS**

The follow-up of employers seeks to obtain information about the effectiveness and relevance of the college's programs. The information obtained is important to the successful operations of the college.

Instructors follow up with employers through their Occupational Advisory Committees and industry visits.