



NUMBER: 691
SUBJECT: STUDENT FOLLOW-UP AND PLACEMENT PLAN
EFFECTIVE DATE: JULY 1, 2016
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011
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691.1 — PLAN

The mission of the Bridgerland Applied Technology College is to deliver competency-based, employer-guided career and technical education to both secondary and post-secondary students through traditional and technology-enhanced methodologies. This hands-on technical education provides occupational education, skills training, and workforce development to support the educational and economic development of the Bear River Region.

Every effort is made to ensure that instructors and staff in the training programs and support services is highly qualified and dedicated to providing a worthwhile experience for every student enrolled at the College.

To evaluate the effectiveness of the training programs and to provide feedback to the instructors and staff, the following procedures have been established. It is the intent that the information gathered using these procedures will be used in a constructive manner to assist administration, department heads, faculty, and staff to continue providing the best possible technical training for BATC our students and business/industry in our service region.

691.2 — PLACEMENT

At Bridgerland Applied Technology College (BATC), job placement assistance for completing students is the direct responsibility of the instructors. The reasoning behind this philosophy is the fact that the instructors have daily interaction with the students during the entire period of enrollment and, therefore, have first-hand knowledge of the students' skills and abilities. ~~In addition, all students should complete modules in Job Seeking Skills Workplace Relations, and Computer Literacy while enrolled in their respective program.~~ Additional assistance can be obtained by contacting Student Services.

691.3 — STUDENT SATISFACTION SURVEY

Each preparatory ~~Certificate Seeking~~ student ~~(student seeking certification)~~ completing a program will be asked to complete an Instructor/Program Evaluation Survey, ~~which is available on workstations within their program via BATC's network, at a terminal in Student Services, or they can secure a hard copy form at the Student Services Office prior to exiting their program.~~ ~~Each student is asked to complete the survey through an emailed survey link, but may additionally be asked to complete it by their instructor or Student Services personnel upon exiting the program.~~ This survey includes questions on instruction, facilities, and overall satisfaction with the training received at BATC. These forms will be collected and monitored by ~~the Assistant Registrar.~~ ~~Student Services personnel.~~

Once the forms are collected, the data will be reviewed and a yearly report generated for each program ~~(July 1 to June 30).~~ The information developed from the responses will be used by Administration to review each program concerning how the instructors and facilities are viewed by the students. These reports will also be disseminated to the appropriate department head for further evaluation and action.

691.4 — STUDENT FOLLOW-UP

Once notification is received by Student Services that a preparatory student has completed or left a program, the following procedures will be implemented:

- (a) ~~Department heads turn in a Training Outcome Form at the time of a student's graduation or withdrawal from a program indicating the current employment status of the student.~~
- (b) ~~Students who were seeking employment at the time of graduation, or withdrawal, will have their name given to a Student Services representative who will follow up with the student via telephone or email to obtain employment data. The student's name will be given to the Assistant Registrar, who after thirty (30) days, will attempt to contact the student by phone or e-mail to discuss the individual's employment/educational status.~~



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~~(b)c~~ In cooperation with Student Services, department heads will attempt to contact students with unknown outcome data. A list of these students will be provided to departments quarterly. At sixty (60) days another attempt will be made to contact those students who were not reached or were seeking employment during the thirty (30) day follow-up. The sixty (60) days will be determined from the date of the last attempt.

~~(c)d~~ An additional follow-up contact will be attempted at ninety (90) days for students who were not reached or were still seeking employment during the sixty (60) day follow-up. The ninety (90) day contact should occur thirty (30) days after the second contact for those seeking employment or thirty (30) days after the last attempt.

In addition, students who cannot be contacted with three phone and/or email attempts during each of the follow-up periods above will be sent a letter requesting the follow-up information. Included with the letter will be a Training Outcome Form, instructions on how to complete the form, and a self-addressed, stamped return envelope for use by the student.

If we determine that a student does not have a phone, a letter, a Training Outcome Form, and a return envelope and instructions will be sent approximately ninety days after the student's exit date.

691.5 — DATA GATHERING

When contact is made with a student during the above process, all information gathered will be tracked by individual student identification using the Training Outcome Form. In addition, each time an attempt is made or a letter is sent, a notation will be made in the comment section of the Training Outcome Form for reference.

Departments Some departments also track their students or participate in the placement process, and in these cases, the department is responsible for completing the Training Outcome Form for their students and submitting those completed forms to Student Services for processing following the procedures listed above. The Assistant Registrar **Student Services personnel** will ensure that there is a Training Outcome Form submitted for each student in the departments and will follow-up on any student who is not contacted by the department.

If it is determined, through the follow-up process, that a student has gained instruction-related employment or is continuing his/her education; we will consider the follow-up complete for that student, and they will not continue to be tracked. Once it is determined during the follow-up process that a student is unavailable or has an unknown status, they will no longer be tracked. If contact is made with an unavailable/unknown status student or his/her relatives, they will be encouraged to contact us if their status changes in any manner (gained employment, continuing education, or seeking employment, etc.). If we are contacted by these students, they will be tracked using the procedures outlined above.

691.6 — EMPLOYER SURVEY

In an effort to determine if we are meeting the needs of local business/industry, **Student Services personnel** the Assistant Registrar will send a follow-up letter to all employers identified as hiring one or more of our students in a training related position during the student follow-up procedures. The letter will include a self-addressed, stamped return envelope and a log of letters sent and returned will be. The Assistant Registrar will maintain **ed**, a log of letters sent and returned. The returned letters will be reviewed by the Student Services Administrative Assistant **personnel** and filed for review by administrators for the purpose of program evaluation and action. This information will be compiled for the program year (July 1 to June 30).

691.7 — TRAINING OUTCOME FORMS

Once the Training Outcome Forms are completed by the Assistant Registrar, they will be submitted to the Administrative Assistant **Student Services** who will then review the information and clarify any questions that might exist. When the review is concluded, the Administrative Assistant enters the various data elements from the Training Outcome Form **are entered** into



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BATC's student information system in the student's data file. The student information system data file can then be used to generate the elements for the Council on Occupational Education (COE) Annual Report and other reports requested by Administration regarding placement information. After the information is entered into the student information system, ~~the Administrative Assistant will scan~~ the Training Outcome Forms will be scanned into ~~our~~ **the** Optical Scanning System and ; ~~additionally;~~ added to ~~will create~~ a spreadsheet to track the information gathered.