Follow-Up Plan
Mission Statement

Provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.

Vision

To be our communities’ first choice for workforce training.

Core Values

Focus on attracting and retaining students

Implement and maintain systems to enable all students to succeed

Deliver customized employer driven training

Be accountable for our students’ learning outcomes

Provide learning experiences when and where necessary to meet our customers’ needs

Maintain a safe environment conducive to learning

Recruit and develop quality staff
SECTIONS

1 Coordination Responsibility

2 Collection of Information

3 Information Collected

4 Evaluation

5 Information Availability
1. Coordination Responsibility

The responsibility for coordination of all follow-up activities is shared by the COE Reporting Specialist and PTC staff members, but ultimately is the responsibility of program instructors. The COE Reporting Specialist manages databases that include student completion, placement, and licensure information.

The COE Reporting Specialist enters the data into a spreadsheet and provides the data to the Director of PTC who in turn submits the information to the Council on Occupational Education on an annual basis.

2. Collection of Information

The collection of information from completers and employers of completers is accomplished by utilizing several collection methods. The information is gathered through the following methods:

- Telephone Calls
- Emails
- Instructor Information
- Student Completion Survey
- Employer Follow-Up Survey
- FETPIP/State DOE Follow-Up of Students
- Application for Certificate & Request for Transcript

These data collection methods are used by the COE Reporting Specialist, the records department, instructors, administrators, employers, and the internet.

3. Information Collected

PTC maintains a focus on program effectiveness for various modes of delivery and relevance to job requirements by regularly analyzing the annually collected follow-up and placement data.
When a student withdraws from the school, the instructor generates an electronic withdrawal form, which is sent electronically to the records department. The student withdrawal form includes the following information (if available):

- Student name
- SSN (last 4)
- FL ID Number
- Email Address
- Phone number
- PTC program and program completion date
- Withdrawal code
- Industrial Certification Received (if applicable)
- Instructional Delivery Mode
- Leveled Program Student Exit Status
- Is student entering the military or continuing training/education information
- Employer information (if applicable)

The student completer goes to the records office and is given several documents to complete including a Student Completer Survey (which includes the student’s employment and/or continuing education data if applicable) and an Application for Certificate & Request For Transcript. Copies of these documents are shared with the COE Reporting Specialist, the records department, the financial aid department, and the program instructor. The COE Reporting Specialist completes a FETPIP/State DOE Follow-Up of Students—a requirement of the State that verifies the placement of the student starting 30 days after they have left PTC and within a 180 day window. It is the responsibility of the program instructor to contact employers of our students and ask them to complete an Employer Follow-Up Survey. This data is maintained in our student information system (FOCUS) by occupational programs.

Bi-Annually, program advisory committees meet for every program at PTC. These committees evaluate the curriculum, facilities, equipment, instructional delivery methods, and occupational competency relevance among other aspects of the programs. Program specific completion, placement, and licensure data is shared at these meetings. PTC staff value the recommendations of these committee members since they are potential employers and representatives of current industry.

The records department completes as much of this information as possible with the assistance of the above-mentioned stakeholders. The instructor verifies the collected information to assure valid data is reported. Verification is accomplished through employer contact or documentation submitted by the completer.

After verification is completed, both the records department and the COE Reporting Specialist aggregates the data on the completed rosters to determine program level completion, placement, and licensure percentages. This information is then entered into the COE annual report as well as shared with the entire PTC staff.
4. Evaluation

Local workforce need and targeted regional occupation lists guide PTC administration in the determination of which specific programs are offered. Placement and follow-up information is used to regularly evaluate and improve the quality of PTC program outcomes. PTC administration analyzes annual report data (completion, placement, and licensure percentages) regularly to aide them in making informed decisions about their programs. The administrators share the data with the teachers of those programs.

5. Information Availability

The COE Reporting Specialist provides placement and follow-up information three times a year to all instructional personnel and administrative staff at PTC. The Part-Time Follow-Up Coordinator posts the data on PTC Connect, a school internet file accessible to all staff members. In addition, hard copies of the current and past annual reports are available in the PTC permanent accreditation file located in the administrative secretary’s office on the second floor of PTC.