



SARASOTA
COUNTY SCHOOLS



PLACEMENT AND FOLLOW-UP PLAN

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 several STC staff members but ultimately the responsibility of an STC Assistant Director. The STC placement specialist manages databases that include student completion, placement, and licensure information.

The placement specialist enters the data into spreadsheets and provides them to the designated Council on Occupational Education (COE) liaison, an STC Assistant Director, who in turn submits the data to COE to complete the annual reports.

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:

- Student Placement/Follow-up Information cards
- Telephone calls
- Emails
- Instructor information
- Student Survey (mailed)
- Employer Survey (mailed)
- Social media searches

These data collection methods are gathered by the placement specialist with assistance and support from completers, peers of completers, instructors, administrators, employers, and the internet.

3. Information Collected

STC maintains a focus on program effectiveness for various modes of delivery and relevance to job requirements by regularly analyzing and the annually collected follow-up and placement data.

Annually, program advisory committees meet for every program at STC. 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. STC staff value the recommendations of these committee members since they are potential employers and representatives of current industry.

The Data Analysis and Reporting department of the school district populates, updates, and shares an electronic database of all STC program completers sorted by program and year. These program completion rosters are the starting point for placement and follow-up data collection. These rosters include the following information (if available):

- Student name
- SSN (last 4)
- Phone number
- STC program completion date
- Withdrawal code
- Highest Occupational Completion Point (OCP)
- Employer
- Placement status
- Employer verification
- Employer survey
- Student survey

The STC placement specialist completes as much of this information as possible with the assistance of the above mentioned stakeholders. This individual verifies the collected information to assure valid data is reported. Verification is accomplished through employer contact or documentation submission by the completer.

After verification is completed, the COE liaison aggregates the data on the completed rosters to determine program level completion, placement, and licensure rates. This information is then entered into the COE annual report as well as shared with the entire STC staff.

4. Evaluation

Local workforce need and targeted regional occupation lists guide STC 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 STC program outcomes. STC administration analyzes annual report data (completion, placement, and licensure) regularly to aide them in making informed decisions about their programs. The administrators share the data with the teachers of those programs.

Upon review of current placement data employers, advisory board members, and other stakeholders provide STC with meaningful feedback on future decisions about programs. If completion, placement, and/or licensure rates for any program fall below the minimum COE requirements STC will follow the prescribed protocol for initiation of an improvement plan, teach-out, or otherwise per the current edition of the COE Handbook of Accreditation.

5. Information Availability

Placement and follow-up information is made available on an annual basis to all instructional personnel and administrative staff at STC. In January of every school year, the COE liaison shares the data at a staff meeting and posts the report on the school district's intranet file sharing website SharePoint. This site is accessible to all staff members. Further, hard copies of the current and past annual reports are available in STC's permanent accreditation file located in the administrative office area on the second floor of building two at the STC main campus.