



**The English Center
3501 SW 28th Street
Miami, Florida 33133**

**Program and Institutional Outcomes
FOLLOW-UP PLAN**

2020-2021

PROGRAM AND INSTITUTIONAL FOLLOW-UP PLAN

The English Center has a placement specialist who works with Career Technical Education (CTE) instructors and their students to coordinate placement activities including an annual job fair and classroom presentations. The placement specialist maintains a Student Placement Log based on interviews with students to track students' job interests and any industry contacts made on behalf of finding employment for a specific student. In addition, the placement specialist maintains an Industry Contacts – Job Opportunities Log to track direct communication and results with businesses and industries in order to assist students in obtaining and or maintaining in-field employment by recording available jobs and the name of any student referred for an interview for employment.

There is a Career Resource Center in the Media Center where students can receive free assistance to prepare a resume. In the Career Resource Center, there is an accessible link that provides them with a variety of information about employment including job search engines, interviewing tips, and on-line sites to apply for a job. The school also has a job information board where currently available positions are posted. Additionally, the school website under Student Resources has a link to Employment Listings monthly.

The primary methods of collection of information from completers at The English Center are derived from the Certificate Request Clearance Package, which includes documentation of Instructor's Gradebook, Surveys, and Local Placement Data (LPD) Form. These documents are submitted by the CTE instructor to the CTE Registrar when students earn an Occupational Completion Point (OCP) or are program completers.

The following information is inputted on an in-house computer by program: student name and ID, teacher, OCP earned, whether or not the student is a program completer along with completion date, whether or not a placement is attained in-field, and if any licensure exam were obtained, if applicable. The information is also tracked on a district level collaboration site. This site tracks the student ID and name, program enrolled in, indicates if a placement is or is not in-field along with the name of employer and date student was employed, and documents licensure earned, if applicable.

Using the placement information on the Local Placement Data Form, instructors make referrals to the placement specialist to contribute to obtaining employment for students because of their association with business/industry and advisory committee members.

In addition to seeking employment for students, the placement specialist maintains a Student Placement Log to track communication from business and industry and students that assist the school in ascertaining the effectiveness of each career technical education program and relevance to job requirements.

There is a strong motivation to review placement and follow-up information, an indicator utilized to evaluate program outcomes on an on-going basis, due to the performance-based funding structure of the State of Florida.

Program performance is determined by enrollment, completion, placement, and licensure, if applicable. Surveys are completed by completers in order to collect information about program effectiveness, delivery mode, and relevant job requirements. In addition, other surveys are completed by completers in order to collect information about satisfaction with education received. Feedback from surveys is used to implement pertinent changes when needed. All potential employers are also encouraged to provide feedback about student preparedness. Instructors maintain open channels of communication with employers so that the school can benefit from objective critiques of the various modes of delivery and program relevance.

Programs with low performance outcomes are reviewed by the administration. Program reduction and closure decisions are made accordingly.

The data collected from the CTE Registrar, placement specialist and the instructors are used to produce the data for the COE Annual Report. The COE Annual Report is made available yearly at a Leadership Team meeting, at an Educational Excellence School Advisory Council (EESAC) meeting and individual program Occupational Advisory meetings then reviewed with the staff at a Faculty and Staff meeting.