New Community Career & Technical Institute
Follow-Up Services Written Plan

This plan captures New Community Career & Technical Institute's coordinated effort to ensure program outcomes are achieved. The plan is focused on the following key areas:

- Coordination responsibility
- Collection of information
- Information collected
- Evaluation of information collected
- Information availability

Job Placement Follow-up Plan
- Identification of responsibility for coordination of all follow-up activities.
  The responsibility for coordination of all follow-up activities is shared by several NCCTI staff members which includes the Career Services Coordinator and Student Service/Case Manager. The Career Services Coordinator manages the placement database that includes student completion, placement, and licensure information. The Career Services Coordinator enters student outcomes into the school's software system which is aligned to COE's completion, placement, and licensure (CPL) requirements.

Collection of Information from completers and employers of completers
- The collection of information from completers and employers is accomplished by utilizing several collection methods. The information is gathered through the following methods:
  o Telephone calls
  o Emails
  o Instructor information
  o Student surveys
  o Social media searches

- These collection methods are gathered by the Career Services Coordinator with assistance and support from students, staff, completers, instructors, and employers.

Information collected from completers and employers of completers focused on program effectiveness for various modes of delivery ad relevance to job requirements
- NCCTI maintains a focus on program effectiveness for various modes of delivery and relevance to job requirements by regularly analyzing placement data. Program advisory committees evaluate the curriculum, facilities, equipment, and program competencies. Program specific completion and placement requirements are shared at advisory committee meetings. NCCTI staff value feedback from committee members who are from various industry sectors.

NEW COMMUNITY CAREER & TECHNICAL INSTITUTE
274 SOUTH ORANGE AVENUE | NEWARK, NEW JERSEY 07103 | PHONE: 973 - 824 - 6484 | WEB: WWW.NEWCOMMUNITYTECH.EDU
Our mission is to improve the quality of life of all students through education and occupational training
in a community that fosters life-long learning.

<u>Placement and follow-up information used to evaluate and improve the quality of program outcomes</u>

- NCCTI program staff analyzes annual report data (completion, placement, and licensure) regularly to aid the school in making informed decisions about each program. Program outcomes are shared with advisory committee members, instructors, and other stakeholders seeking their input on how best to meet or exceed program outcomes. If completion, placement, and/or licensure rates for any program fall below the minimum COE requirements, NCCTI will follow the prescribed protocol for initiation of an improvement plan as outlined in the COE Handbook of Accreditation.

<u>Placement and follow-up information made available at least on an annual basis to all instructional personnel and administrative staff</u>

- Institutional program outcomes are shared during staff meetings, campus meetings, and instructional training, and placement results are noted in the school's centralized system. The placement system captures:
  - Employer company name
  - Contact person information
  - Date of employment
  - Pay rate
  - Position
  - Benefits package

Instructional and administrative staff have direct access to the centralized system, ensuring all staff/faculty members are aware of program outcomes.

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