



# Placement and Follow-up Plan

**Mission Statement:**

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

**Vision Statement:**

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



## **Placement and Follow-up Plan**

At MTC, follow-up is systematic and continuous and includes the following elements:

- a. Completion & Placement is coordinated by four components;
  1. Instructors and Program Secretaries
  2. CareerSource Suncoast
  3. Business and Industry Services Specialist
  4. FOCUS student data software program
- b. All activities related to follow-up and placement are combined to measure and track student placement and follow up.
  1. Each instructor follows student progress for their program. This progress measures work habits, safety habits, workmanship and knowledge of each task. This progress is documented by movement from one OCP to the next, through the FOCUS database management software.
  2. Each instructor/ secretary or student, reports follow-up and placement data through their FOCUS account.
  3. The record of placement services is maintained on the FOCUS database with placement information. Employer feedback is given to the instructors through the self-reporting by students as well as at the Program Advisory meetings and CareerSource Suncoast's EmployFlorida.com.
- c. All students are highly encouraged to visit the CareerSource Suncoast branch on the MTC main campus to explore job placement opportunities as well as enroll in EmployFlorida.com. The staff at this branch monitor MTC program completion dates and coordinate with instructors and the Business and Industry Services Specialist to visit classrooms to explain and offer their services. Students are requested to enroll in EmployFlorida.com prior to graduation and are given that information and an information release form at registration by their counselor. A copy of the release is maintained in the student file as well as the original going to CareerSource Suncoast. This is documented on the students FOCUS account by the program secretary. CareerSource is able to monitor the student's initial placement by their enrollment on EmployeeFlorida.com.
- d. Secretaries are responsible for updating student information every quarter on their FOCUS account. This information includes student's personal information, student progress and employment information (self-reported). Upon a student exiting a program, instructors must follow-up until the student is employed in field. Instructors are aided in this by CareerSource Suncoast which maintains a satellite office on our campus. Student placement information may be obtained in several different ways; student self-reporting, direct contact with the student by the instructor, employer reporting, Advisory Committee, and EmployFlorida reports obtained through CareerSource Suncoast.
- e. An *Exit Interview* survey is given to students upon their completion of the program as a condition of graduation. This form allows students the opportunity to evaluate the

program and explain how it has prepared them for the workforce. This form also evaluates the services that students receive from MTC. The results of this survey allows MTC to review programs and services from the student's perspective. The Advisory Board meeting is another tool used to monitor MTC's progress in service delivery. Upon completion, all placement and follow-up information is made available to all instructional personnel and administrative staff through reports initiated through the FOCUS student database software. Students are given information for enrollment in EmployFlorida.com by CareerSource Suncoast along with a release form authorizing information to be released to MTC. This employment verification information is entered in to the FOCUS student records database by the program secretaries, and employer surveys are generated and distributed to the employers for follow up on the student.

Reviewed and Approved by Board of Governors – 01.26.2017

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