

BALDWIN PARK UNIFIED SCHOOL DISTRICT  
Adult and Community Education

Student Follow-up Plan

Revised February, 2012

## **A. Identification of responsibility for coordination of all follow-up activities**

BPACE counseling staff is responsible for coordinating the Follow-up Plan.

1. After the student enrolls in any BPACE program; the instructor receives a copy of the registration showing his/her starting date. The student brings the pink copy of the registration form to class the first day in attendance. If the student does not show up the first week of school as expected:
  - New student—Counseling staff will follow-up
  - Returning students—Instructor will follow-up.
2. If the student stops attending the class for more than three days, the instructor will contact the student and document follow-up on the 3-Day Absence Form, (ADS CO17). If further action is required, the student will be referred to the Counseling Office.
3. All new BPACE students attend an orientation session at the beginning of their first quarter.
4. While the student is enrolled in the program, BPACE counselors and counseling staff are available to help students achieve their goals and promote retention.
5. If the student encounters personal issues that become a barrier to his/her success in the program, the BPACE instructor and counselor will work collaboratively and seek further resources as needed to support the student. The student may request a leave of absence (ADS-CO15).
6. Prior to the last 400 hours of training (last week of class for CNA students), the student, as described in the curriculum, develops a resume tailored to the course objectives and industry standards.
7. During the last 400 hours of training (last week of class for CNA students), the instructor completes the Job Placement Referral Card for job placement services.
8. The Job Placement staff meets with each referred student and determines specific services needed and develops customized job placement services. All CTE students must meet with a Job Placement staff before a course completion certificate is issued. The BPACE Job Placement staff assists students to transition to the workplace.
9. The instructor provides externship activities, support and follow-up as required.

10. The instructor is responsible for completing and sending a CTE Completion Certificate Card (ADS CO16) showing completion of course competencies to the counseling office, which is recorded on the student's official transcript.

### **B. Collection of information from completers and employers of completers.**

The Job Placement Office maintains a file on each student referred by the instructor. Once the student completes the training program:

- The Job Placement Office signs off on the CTE Completion Certificate Card indicating that the student has completed all job preparation activities needed and is job ready.
- Once the Counseling Office receives the completed CTE Completion Certificate card, course completion is recorded on the student's official transcript.
- A completion certificate is generated; the Counseling Office coordinates the follow-up of the student.
- After graduation, if the student decides to:
  1. Pursue a job path, BPACE Job Placement staff works with the student and completes all follow-up data.
  2. Transition to a two or four-year college through articulation, the instructor and the counselor supports and follows-up on the student.
  3. Take a state licensure exam, the instructor provides support and refers the student back to the Job Placement Office for job placement services once he/she receives the license.
- Counseling Office follows-up with completers and respective employers during the following academic quarter.

### **C. Information collected from completers and employers of completers focused on program effectiveness for various modes of delivery and relevance to job requirements.**

There are several components that are measured through formal and informal survey results obtained from completers and employers of completers on the following:

1. The online Employer Satisfaction Survey measures the effectiveness of workplace preparation in terms of delivery and relevance to job requirements.
2. The Instructor Evaluation Survey measures the effectiveness of classroom instruction, assignments, tests, textbooks, teacher clarity and support. The survey is completed at least one academic quarter from the date of completion and/or date of hire.

**D. Placement and follow-up information used to evaluate and improve the quality of program outcomes.**

The leadership team, CTE Instructors, and the occupational advisory committees review placement and follow-up information, and work collaboratively to improve the quality and relevance of instruction and the student experience.

**E. Placement and follow-up information made available at least on an annual basis to all instructional personnel and administrative staff.**

Placement and follow-up information is listed by individual department and disseminated by the Counseling Office to all CTE instructors and administrative staff. The CTE instructors review quarterly reports during their monthly department meetings.