

UA Local 290 Apprentice and Journeyman Training Institute

Student and Graduate Follow Up Plan

I. Objectives:

The purpose of this plan is to follow up with and track students and graduates when they exit the program. It is important to UA Local 290 AJTI to ensure our programs are effectively preparing our students for the field and gainful employment.

II. Activities to Achieve the Objectives:

1. Responsibility of Coordination of Activities

The Assistant Program Coordinators are responsible for the collection, analysis and dissemination of follow-up information. These activities are conducted under the supervision of the UA Local 290 AJTI Director of Training.

2. Collection of Information

Within six months after graduation, each graduate is contacted to complete a graduate survey. Contact will be made by email with telephone follow-ups until at least 75% of the graduates have responded to the survey. See attached Student/Graduate and Employer Questionnaires.

3. Areas of Focus

Placement and Follow-Up Data will be used to determine:

- Program Effectiveness for Various Modes of Delivery
- Relevancy of Instruction to Job Requirements
- The Effectiveness of the placement program

4. Evaluate for Program Improvement

- Does the program provide enough safety training?
- Does the program prepare students for job-site scenarios?
- Is the classroom instruction sufficient?
- Does the program include enough lab/shop training?
- Are employees satisfied with the level of training?
- Do students continue in their chosen field?

5. Release of Findings for Improvement

The Director of Training will prepare a report to the Board of Trustees and solicit the following from the Board:

- Their consensus on the areas where change is needed and their approval to make those changes.
- Financial support to make the requested changes.

- Any other recommendations the board might have based on their review of the results.
- The agreement of the Trustees to announce changes to faculty, staff and students.

The Director of Training will make changes to programs and placement services based on the review of the Board of Trustees. Release of the findings and changes will be made available to staff, faculty, students and graduates.

6. Roles & Responsibilities:

1. Director of Training

The Director of training is responsible for overseeing the Program Coordinators in the collection, analysis, and dissemination of follow-up information. The Director will also prepare a report based on the findings and present it to the Board of Trustees/Institutional Advisory Committee for review. Should the committee determine any changes, the Director will implement those changes to the programs or placement services.

2. Program Coordinators:

The Program Coordinators are responsible for the collection, analysis and dissemination of follow-up information collected from graduates and employers of graduates.

7. Guidelines for Review and Evaluation:

This Student and Graduate Follow-Up plan will be reviewed and evaluated annually by the Board of Trustees/Institutional Advisory Committee. The committee will consider response rates, quality of the questions asked, quality of feedback provided, etc. Should the committee determine changes be made to this plan, the Director will draft the revisions accordingly and all final changes will be approved by the committee in a timely manner.

ATTACHMENT A
UA Local 290 AJTI Graduate Follow-up - Employers

Name: _____

Address: _____

City: _____ **State:** _____ **Zip code:** _____

Phone: _____ **Email:** _____

1. How many graduates of UA Local 290 AJTI are you currently employing? _____
2. How many UA Local 290 AJTI graduates have you employed in the past year? _____
3. Rate the training graduates received regarding job-site safety.
___ Excellent ___ Good ___ Fair ___ Poor
4. Rate the training graduates received regarding job-site experiences.
___ Excellent ___ Good ___ Fair ___ Poor
5. Rate the overall quality of instruction.
___ Excellent ___ Good ___ Fair ___ Poor
6. What recommendations would you make to improve the apprenticeship program?

ATTACHMENT B

UA Local 290 AJTI Graduate Follow-up - Graduates

Date of Graduation: _____

Name: _____

Phone: _____

Email: _____

Local Union #: _____

Date of Birth: _____

Gender: Male Female

Name of Employer: _____

1. Rate the training you received regarding job-site safety.
 Excellent Good Fair Poor
2. Rate the training you received regarding job-site experiences.
 Excellent Good Fair Poor
3. Rate the classroom training.
 Excellent Good Fair Poor
4. Rate the laboratory/shop training.
 Excellent Good Fair Poor
5. Rate the on-the-job training.
 Excellent Good Fair Poor
6. Rate the overall quality of instruction.
 Excellent Good Fair Poor
7. What recommendations would you make to improve the apprenticeship program?

8. How satisfied have you been with your job placement since graduation?
 Very Somewhat Fair Not at all

9. Have you been working steadily since graduation?
 Always Working Mostly Working Seldom Working Not Working at all

10. What recommendations would you make to improve job placement services?