



**BRISTOL TECHNICAL  
EDUCATION CENTER**

## Programs & Institutional Outcomes

### **Mission Statement:**

The mission of Bristol Technical Education Center is to provide a unique and rigorous learning environment that:

Ensures both career technical education mastery and student success, as well as promotes enthusiasm for lifelong learning;

Prepares students for apprenticeships, immediate productive employment, as well as continuing education; and

Engages regional and state employers, industry partners, Connecticut Technical Education and Career System representatives, our sending schools, and members of our family community in a vibrant collaboration that responds to current, emerging and changing workforce needs and expectations.

### **Vision Statement:**

Preparing students with the skills to be successful in the modern workforce.

**Bristol Technical Education Center  
Programs & Institutional Outcomes**

## Sections

1. Coordinator Responsibilities
2. Networking
3. Employer/Employment Listings
4. Placement Records
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## 1. Coordination Responsibility

The responsibility for coordination of all instructional placement services (Work-Based Learning) is shared by the following Bristol Technical Education Center staff members:

- Instructors
- Work Based Learning Coordinator
- Bristol Technical Education Center Administration & COE liaison

Instructors have existing relationships with employers through advisory committee membership, internship partnerships, and industry participation. This is often a great source for student graduate placement and Work Based Learning. The Bristol Technical Education Center Placement Specialist (Work Based Learning coordinator) manages databases that include student completion, placement, and licensure information. The Placement Specialist enters the data into spreadsheets and provides them to the Administration who, in turn, submits the data to COE to complete the annual reports.

## 2. Networking

All students nearing program completion/graduation are highly encouraged to participate in Work-Based Learning and explore job placement opportunities. The Work Based Learning Coordinator maintains a current list of local employment opportunities that is shared with staff. Employment opportunities are also posted on the Bulletin Board in the lobby of Bristol Technical Education Center.

## 3. Employer/Employment Listings

Program advisory committee membership includes local employers, industry experts, and Bristol Technical Education Center staff members. The employers on these committees are from our local service area. The Bristol Technical Education Center Work Based Learning Coordinator maintains and publishes placement opportunities. The amount of time the job posting remains opened is determined by the employer in coordination with the Work Based Learning coordinator. This list includes the following information, if the employer wishes to include it:

- Company name
- Address
- Phone #
- Contact person
- Job title
- Short job description
- Hours
- Pay rate

## 4. Placement Records

Bristol Technical Education Center maintains a focus on program effectiveness for various modes of delivery and relevance to job requirements by regularly analyzing the annual follow-up and placement data. Annually, program advisory committees meet for every program at Bristol Technical Education Center. These committees evaluate the curriculum, facilities, equipment, instructional delivery methods, and occupational competency relevance among other aspects of the programs. Program specific completion, placement, and licensure data are shared at these meetings. Bristol Technical Education

Center staff value the recommendations of these committee members since they are potential employers and representatives of current industries.

The designated Bristol Technical Education Center staff populates, updates, and shares an electronic database of all Bristol Technical Education Center program completers sorted by program and year. These program completion rosters are the starting point for replacement and follow-up data collection. These rosters include the following information (if available):

- Student name
- Phone number/contact
- Bristol Technical Education Center Program
- Bristol Technical Education Center program completion date
- Highest Occupational Completion Point (OCP)
- Employer
- Placement status
- Employer verification
- Licensure (when applicable)

Designated Bristol Technical Education Center staff complete as much of this information as possible with the assistance of the above-mentioned stakeholders. This individual verifies that the collected information is accurate. Verification is accomplished through employer contact or documentation submission by the completer. After verification is completed, the designated staff aggregates the data on the completed rosters to determine program level completion, placement, and licensure rates. The information is then entered into the COE annual report as well as shared with the entire Bristol Technical Education Center staff.

## Evaluation

Reviewed by Bristol Technical Education Center/Connecticut Technical Education and Career Systems School Committee August 25, 2023