



**BRISTOL TECHNICAL
EDUCATION CENTER**

Program Outcomes Plan

Mission Statement:

The Bristol Technical Education Center believes all students can enhance their trajectory in life. We provide a safe and structured learning environment where students obtain confidence, employment, and trade and professional skills through learning and support. In this way, we equip students with the necessary tools to respond to the economic needs of the community.

Vision Statement:

The Bristol Technical Education Center will be a trusted learning institution promoting career and technical education to further the economic development, sustainability, and opportunities for the community we serve.

**Bristol Technical Education Center
Programs Outcomes**

Sections

1. Coordinator Responsibilities
2. Collection of Information
3. Information Collected
4. Evaluation
5. Information Availability
6. Forms & Surveys

1. Coordination Responsibility

The responsibility for coordination of all follow-up activities is shared by several BTEC staff members including instructors, counselors, and office staff, but ultimately, it is the responsibility of the Principal who is designated as the liaison between BTEC and the Council on Occupational Education (COE).

BTEC archives databases that include student completions and placements, not licensure information. Designated staff enter the data into spreadsheets and provide them to the Principal, who in turn submits the data to COE to complete the annual reports.

2. Collection of Information

The Collection of information on Completion and Placement (BTEC does not award Licensure) is gathered through the following methods:

- Telephone calls
- Emails
- Instructor Information
- Student Surveys
- Employer Surveys
- Social media

The results are gathered by the designated staff and entered into a spreadsheet through the use of a Google Form Survey (Appendix A).

3. Information Collected

BTEC 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, Occupational Advisory Committees meet for every program at BTEC. 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. BTEC staff value the recommendations of these committee members since they are potential employers and representatives of current industries.

Program Evaluations are completed by Occupational Advisory Members using the “Annual Program Evaluation” Checklist which also provides opportunities for committee feedback and to assess the level of satisfaction of completers.

The method for surveying completers occurs through the Completer Feedback Survey (Appendix B) which is sent to recent completers for feedback.

Employers are surveyed to assess the level of satisfaction of completers through Employer Contact/Instructor Visits Forms (Appendix C).

The designated BTEC staff populates, updates, and shares an electronic database of all BTEC 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
- BTEC Program
- BTEC program completion date
- Highest Occupational Completion Point (OCP)
- Employer
- Placement status
- Employer verification

Designated BTEC 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 BTEC staff.

4. Evaluation

Local workforce needs, collaboration with the community, and vision of the Connecticut Technical Education System guide BTEC administration in the determination of which specific programs are offered. Placement and follow-up information is used to regularly evaluate and improve the quality of BTEC program outcomes. BTEC administration analyzes annual report data (completion, placement, and licensure) regularly to aid in making informed decisions and recommendations regarding programs. The administrators share all the data with the teachers of those programs.

Upon review of current placement data, employers, advisory board members, and other stakeholders provide BTEC with meaningful feedback for future recommendations for programs. If completion, placement, and/or licensure rates for any program fall below the minimum COE requirements, BTEC will follow the prescribed protocol in the current editions of the COE Handbook of Accreditation. This would include a program improvement plan, teach-out, or closure. The Program & Institutional Outcomes Follow-up Plan is reviewed annually and revised as needed. BTEC's faculty and administration review the plan annually and make recommended updates. This is reflected in agendas and minutes of their meetings.

5. Information Availability


Placement and follow-up information is made available on an annual basis to all instructional personnel and administrative staff at BTEC. Every school year, the COE liaison shares the data at staff meetings and shares the report with District Leadership. In addition, hard copies of the current and past annual reports are available in BTEC's permanent accreditation file located in the administrative office and on shared drives via Google and Microsoft 365.

Evaluation

Reviewed by BTEC/CTECS School Committee August 25, 2023


Revised: November 1, 2023

Appendix A: Placement Data Survey



Program Placement Data Collection: Auto

Complete the form by contacting recent program completers.

david.batch@cttech.org [Switch account](#) 


* Indicates required question

Email *

Record david.batch@cttech.org as the email to be included with my response

Date of Contact *

Date

10/18/2023 

Method of Contact *

Email

Phone

In Person

Other

Student Name (Program Completer) *



Program Placement Data Collection: Auto

david.batch@cttech.org [Switch account](#)



Your email will be recorded when you submit this form

* Indicates required question

Employer Information

Name of Employer/Business/Company *

Your answer

Completer Supervisor/Manager/Point of Contact *

Your answer

Employer Phone Number *

Your answer

Employer Business Address *


Your answer

[Back](#)

[Submit](#)

[Clear form](#)

Appendix B: Completer Feedback Survey



Completer Feedback Survey

Please complete the survey to provide feedback to BTEC about your experience as a student.

david.batch@cttech.org [Switch account](#)

Not shared

* Indicates required question

BTEC Program *

- Automotive Technology
- Aviation Maintenance
- Culinary Arts
- Heating, Ventilation, & Air Conditioning
- Mechatronics, Robotics, and Automotation
- Precision Machining
- Welding & Metal Fabrication

Year of completion (graduation) *

- 2023
- 2022
- 2021

Overall, how satisfied are you with your experience at BTEC? *

- Very Satisfied
- Satisfied
- Dissatisfied
- Very Dissatisfied

Please rate the following: *

	Excellent	Very Good	Good	Fair	Poor
Quality of instructors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of skills in the trade/field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of knowledge in the trade/field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employability & workplace readiness skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to instructors and support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counseling and placement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value of the education for the price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rate the following: *

	Excellent	Very Good	Good	Fair	Poor
Campus/Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom & Shop Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Media Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Equipment & Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please share any other feedback we can use to improve the student experience at BTEC:

Your answer

[Submit](#) [Close form](#)

Appendix C: Employer Contact/Instructor Visits

**Bristol Technical Education Center
Employer Contact/Instructor Visit Form**

Employer Company/Business Name:	Employer Company/Business Address:
Employer Company/Business Phone Number:	BTEC Program Name:
Date of Visit:	Instructor Name:
Purpose of Visit:	

To be completed by the employer:

	YES	NO	N/A
The employer has previously employed BTEC students or completers.			
The employer currently employs BTEC students and/or completers.			
The employer is satisfied with BTEC student preparation for this field/trade.			
Feedback:			
The employer is satisfied with BTEC student workplace readiness skills.			
Feedback:			
The employer plans to employ or to continue employing BTEC students.			
Feedback:			

To be completed by the employer:

Industry Trends/Feedback for BTEC Programing

Employer Signature: _____ Instructor Signature: _____

**Please staple a business card to this form*