



Student Retention 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.

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Bristol Technical Education Center (BTEC) Retention Plan

Introduction

The Bristol Technical Education Center is committed to providing a culture and learning environment to foster the best experience for students to get their technical education and seek employment. Students encounter myriad obstacles to that end. BTEC and its staff are dedicated to the students' successful completion of their programs.

The components to achieving those goals are to:

1. Monitor, collect and evaluate student data
2. Use the analysis to create strategies for improving student retention
3. Establish a team to ensure the strategies and goals are attainable and implemented

Strategies to Improve and Sustain Positive Retention

Student Orientation

Students are provided with a thorough and comprehensive orientation process that includes instructors, school counselors, health staff, administrative and secretarial personnel. In addition to their trade orientation, students are presented with information on work-based learning, job shadowing, other experiential visits.

Employment and Employment Skills

Part of a student's development includes the development of employability skills. Students work and learn their trade and employability skills concurrently. There are formal presentations and instructions to develop resumes, cover letters, and interview skills prior to program completion. Students will depart the program equipped with many resources for gainful employment.

Student Performance

Instructors will notify the school counseling office with concerns about student performance, behavior, or attendance. The school counseling office will notify administration and schedule a meeting with the student, administrator, instructor, counselor and other staff as applicable. A success plan will be initiated along with other support.

Data Review and Interviews

Feedback from completers is collected through the Completer's Feedback Survey that is sent to recent completers (Appendix A). The data from this survey is used to make improvements to programming and utilize the input from students.

Each student who wishes to withdraw or is in jeopardy of being dismissed for academic performance, grades, and other factors, will meet with the support team. An interview will be conducted and documented. The support team will review data quarterly to determine potential courses of action.

Checklist for Student Success (Each student receives at onset of participation)


- Attend School and Program Orientation
- Students receive schedule for instructional assistance
- Students receive "Who to go to" chart that details points of contact in the school
- Meet all faculty and staff
- Tour school
- Make a connection with staff or peers.

Plan Review and Evaluation

Revised by Committee August 2023

Revised November 1, 2023

Appendix A: 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