



**BRISTOL TECHNICAL
EDUCATION CENTER**

Work-Based Learning & Placement Services

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

Work-Based Learning & Placement Services

Sections

1. Coordinator Responsibilities
2. Networking
3. Employer/Employment Listings
4. Counseling of Students
5. Placement Records
6. Evaluation

1. Coordination Responsibility

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

- Instructors
- WBL Coordinator
- BTEC 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 WBL. The BTEC Placement Specialist (WBL 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 WBL 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 BTEC.

3. Employer/Employment Listings

The WBL Coordinator maintains a current list of local employment opportunities that is shared with staff.

Program advisory committee (Occupational Advisory Committee) membership includes local employers, industry experts, and BTEC staff members. The employers on these committees are from our local service area. The BTEC WBL Coordinator maintains and publishes placement opportunities. The amount of time the job posting remains open is determined by the employer in coordination with the WBL 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. Counseling of Students

The student services department is responsible for ensuring the student can successfully navigate the technical education center and has the knowledge and ability to request or obtain services to complete the program. Student services oversee the students from the application to graduation process and continue support for job placement. Student services oversees:

- Application process and admissions
- Orientation and on-boarding

- Special needs, 504 or and disability services
- Family outreach
- Student records
- Assisting the Work-based Learning coordinator for apprenticeships, internships, job placement
- Post-completion data collection
- Academic or personal counseling services
- School Counseling

A professionally qualified member of our school staff renders counseling services. The responsibilities of the school counselors include helping the student function more successfully within the school environment.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational, or occupational. Counselors will listen and be open and honest with students. School counselors are encouraged to issue appointment request forms to students. Appointments can also be arranged by stopping by the school counselor's office. We recommend that you stop by before school, during lunch, or towards the end of the school day. Education and career planning guidance is available along with information to develop a plan for the student's future. All counselors adhere to confidentiality. This applies to the information Bristol TEC Adult Student Handbook & Program Guide gathered from student discussions as well as to student records. This confidentiality will be maintained unless the counselee's condition indicates a clear and imminent danger to the counselee or others.

5. Placement Records

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, program 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.

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.

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


Evaluation results are shared with all staff through access to data on the Staff Resource Page. This data is also reviewed annually as a whole school as part of a staff meeting to plan for the following school year. This data is also shared at each program's Occupation Advisory Committee Meeting to provide opportunities for feedback and make program improvements.

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

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