



Placement and Follow-up Plan

Mission Statement:

The mission of Immokalee Technical College is to provide rigorous and relevant real-world educational experiences using both traditional and distance learning models in order to qualify students for employment and career advancement.

Vision Statement:

The vision of Immokalee Technical College is to be the leading Technical Training College for 21st century workforce education in Southwest Florida--ever changing and continually seeking to meet the dreams and expectations of our entire school and business community.



Immokalee Technical College and iTECH Center for Manufacturing Excellence Placement and Follow-up Plan

Immokalee Technical College and iTECH Center for Manufacturing Excellence adhere to this written follow-up plan that is both systematic and continuous, consisting of the following elements:

- **Coordination Responsibilities**
- **Data Collection Methods**
- **Program Effectiveness**
- **Student and Employer Survey(s)**
- **Annual Review**

Coordination Responsibilities

Responsibilities for completion and placement are coordinated by iTECH Administration, iTECH Workforce Advisors, and Program Instructors.

- iTECH Administration
 - Provides overall program supervision
 - Insures all placement and follow-up activities are in compliance with federal/state law and COE
 - Provides policy leadership regarding purpose, goals and activities of the program
 - Analyzes data for program improvement
 - Provides fiscal support
 - Recommends programmatic changes based on mission, goals and objectives
 - Evaluates effectiveness
- iTECH Workforce Advisor(s)
 - Coordinates the Placement Services Plan with input and support from other iTECH personnel that includes relationships with students, colleagues, advisory committee members and the local community
 - Provides direct services to students
 - Supports the collection of follow-up data
 - Encourages students to use the job search resources
 - Systematically maintains the job search resources, labor market information and materials in a current and organized manner
 - Provides in-service training for staff
 - Maintains calendar of employer interviews, career fairs and related events
 - Keeps current information regarding Equal Employment Opportunity Laws and reviews job requests for compliance
 - Assists students setting interviews, faxing resumes and making phone contact
 - Keeps current files by program of specific certification and licensure requirements for specific industries
 - Provides career testing and employability skills assistance to students
 - Maintains high visibility for iTECH and its rigorous and relevant training in business, professional and community organizations
 - Works closely with special needs students to find appropriate employment
 - Maintains the Confidential Exit Interview Questions surveys
 - Implements and analyzes data from the follow-up system
- Program Instructor(s)
 - Maintains effective business advisory committees which steers occupational competency goals, workforce trends, and has ability to hire students for internships and/or full-time placement
 - Relates all job-posting and/or companies in-need of employees to Workforce Advisor(s)
 - Assists Workforce Advisor(s) with advertising job vacancies
 - Communicates and reports all student industry exam results to administration

Data Collection Methods

Immokalee Technical College and the iTECH Center for Manufacturing Excellence collect and store all student data within the institution's Student Information System (SIS)--FOCUS. The Data Entry Clerk for the institution uploads and records all student data pertaining to Occupational Competency Points (OCP), course exit codes, industry certification and licensure. Workforce Advisors are responsible for entering all student placement data within the FOCUS system as part of their data collection, student follow-up, and surveys. From the FOCUS SIS, iTECH Administration and Workforce Advisors can run student reports, track student progress, and publish and/or share completion, placement and licensure rates needed for annual reports. Additionally, a hard copy of all industry exams, licensures, and completion certificates are kept in each student's cumulative file in the main campus student records vault.

Program Effectiveness

All completion and placement data that is collected is shared out annually with iTECH faculty and staff during the start of each school year. Immokalee Technical College realizes that ensuring a continued network of communication between iTECH Administration, Workforce Advisors, Instructors, Students and Business Advisors is essential in determining the effectiveness of each program and the training that the institution provides. Immokalee Technical College maintains the following elements in order to continuously evaluate the effectiveness of each program:

- Standing monthly meetings with iTECH Administration and Workforce Advisors to analyze current data on internships, local business and industry openings, labor market information, former and current job seeking students, as well as follow-up results regarding wages and related employment
- Annual in-service meetings with faculty and staff to review placement summary data
- Facilitation of meetings with local businesses, industries and agencies who can provide employment opportunities
- Outreach meetings with local organizations and various boards to determine current and future employment needs within the region
- Bi-annual program advisory meetings
- Employer surveys for employment validation (wages, job skills, and relevant curriculum)
- Annual evaluation of this plan with iTECH Leadership

Student and Employer Survey(s)

The coordination of follow-up surveys is a responsibility of the iTECH Workforce Advisor. Within the follow-up survey the advisor will capture the following data points:

- Student survey(s): Student location/ employment data, iTECH program, follow-up letters, and exit interview items
- Employer survey(s): Employee information, employee position(s), employer information/ location

Annual Review

The Immokalee Technical College and iTECH Center for Manufacturing Excellence Placement and Follow-up Plan shall be reviewed and updated annually as necessary by iTECH administration and faculty at the start of each new school year. During the review of this plan, all data information will be shared with iTECH faculty in order to plan and make adjustments for the new school year.

- **Reviewed and Approved- 8/3/2021**
- **Reviewed and Approved- 8/17/2020**
- **Reviewed and Approved- 8/6/2019**
- **Reviewed and Approved- 8/8/2018**
- **Reviewed and Approved- 8/9/2017**
- **Reviewed and Approved- 8/8/2016**
- **Reviewed and Approved- 8/10/2015**