



ADULT SCHOOL

Learning for Success

**Student
Follow-up
Plan
2021-22**



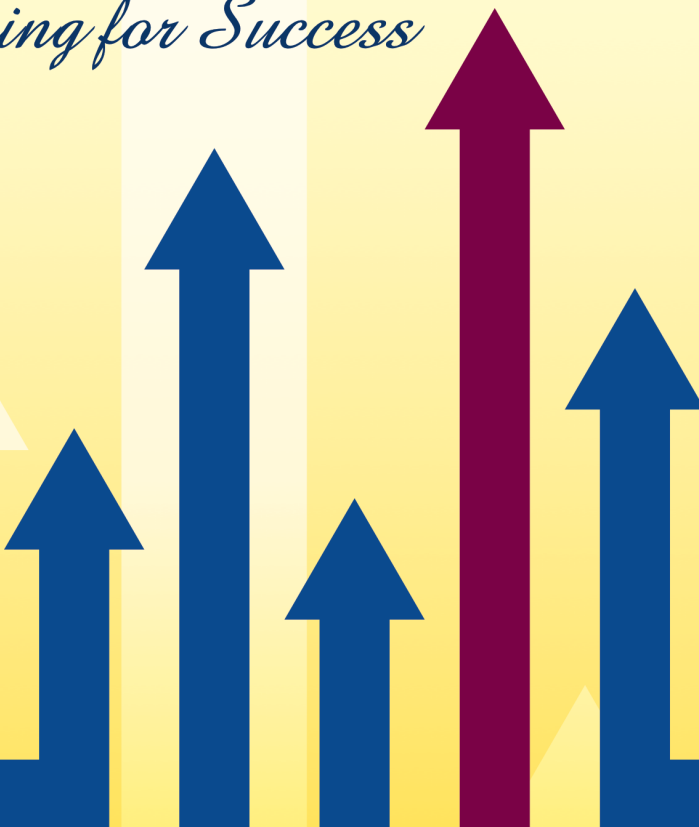
**Council on
Occupational Education**



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ABC Adult School

CUESTA MAIN CAMPUS

12254 Cuesta Drive, Cerritos, CA 90703

CABRILLO LANE BRANCH CAMPUS

20122 Cabrillo Lane, Cerritos, CA 90703

Follow-up Data Collection and Reporting

ABC Adult School collects placement information from completers and employers of completers. Results of this information serves as a measure of the success of the adult school in achieving its mission.

Student placement and follow-up information is collected at the following points:

- During enrollment and through advisement, clerical support personnel and faculty ask students if they are currently employed or if their employment status has changed;
- Program orientations inform students of the importance ABC Adult School places on employment and ask students to inform adult school personnel if their employment status changes;
- Students secure employment opportunities through Job Placement Coordinator and/or Department Chair, who collects employment status;
- Clerical Support contacts students at graduation requesting they complete the student follow-up survey;
- Graduating students receive an email from ABC Adult School reminding them about Career Placement Services and requesting they complete the student follow-up survey; and
- Students who withdraw or graduate from the ABCAS with no evidence of follow-up information are considered “negative outcomes.” The Job Placement Coordinator, along with faculty and staff, attempt to collect follow-up information from these former students.

The student follow-up survey includes questions about the effectiveness of the delivery of instruction in the program and the quality and relevance of training in relation to job requirements.

Student employment and/or continuing education status, as well as availability for graduation and placement is entered in Access, the student information system. Outcome data and reports are generated and are available to adult school administrators and faculty. This helps to ensure knowledge of current placement performance, improvement of outcomes, and to improve the efficiency and effectiveness of follow-up efforts.

The CTE department chair conducts an employer follow-up survey annually, asking employers of completers about the students’ job-related and soft skills, and the quality of the students as an employee.

Compliance with COE outcome benchmarks are indicated in a Program Review, which administrators conduct annually. Results are shared at the CTE department meetings, and the TOSA works with faculty to ensure mastery of outcome-related knowledge and skills. Qualitative survey results from both students are also available on a monthly basis.

The adult school uses the information it collects to evaluate and improve program quality and effectiveness in meeting the needs of students and employers. Professional development courses on outcomes are available to ensure faculty have information and resources needed to be successful.

2021-25 Goals

1. Create an accurate Career Placement Services website
 - a. Remove unessential information and webpages
2. Increase job posting resources for employers and students
 - a. Simplify the job posting process for employers
 - b. Email regular announcements via ASAP Attendance to students, informing them of new jobs postings
3. Increase the number of student appointments for Job Placement Services
 - a. Post invitations in high traffic areas for students to contact the Job Placement Coordinator for assistance
 - b. Send weekly announcements to students via ASAP Attendance Software of job opportunities related to their program of study along with invitation to meet with Job Placement Coordinator for assistance
4. Increase student and employer response rate for follow-up survey
 - a. Improve the quality of written student and employer survey requests
 - b. Get feedback from employer representative(s)
 - c. Regularly update employer contact information
 - d. Send invitations to submit employer follow-up surveys to employers who recently hired students with the assistance of the Job Placement Coordinator
 - e. Explore new ways of capturing student responses