

Institutional Follow-Up Services

I. Scope

(a) General

Students in the Associate Instructor and Master Instructor Training programs are, by definition, fully employed by an IUPAT union local, or one of the local JATC programs. They are mostly instructors and coordinators at the District Councils training centers who may have the opportunity to be promoted as Director of Training, Union Staff, or other leadership positions.

(b) Records

Through our relationship with IUPAT, iFTI has access to employment records from apprenticeship through retirement.

II. Follow-up

(a) General

The Director of Curriculum and Instruction will maintain overall responsibility for the coordination of all follow-up activities. iFTI will collect information annually from graduates and employers of graduates to determine the effectiveness of the programs and the relevancy of instruction to employment. Below are the tasks for students who have not completed the program.

Who	Does What	By When
Kelly	Reviews and updates CPL database.	Weekly/As Needed
Donna	Audits class groups, sessions, certificates of completion, and completions. Generates reports per class and compiles for BOT and GEB reports.	Monthly/As Needed
Kelly	<ul style="list-style-type: none">• Closes sessions and sends the iFTI Training Survey.• Sends survey results to the instructor, iFTI director, building manager, and Director of Curriculum and Instruction.	Weekly/As Needed
Kelly	To update the CPL database, sends requests to Directors of Training (DOTs) for the following: <ul style="list-style-type: none">• Updated DC roster for current instructors.	Quarterly

	<ul style="list-style-type: none"> For students not included in the roster, requests reasons for non completion and current whereabouts. 	
Kelly	Reviews student status, sends emails to students and CC DOTs: <ul style="list-style-type: none"> Reminders about the training program completion (missing 1 or 2 courses) to encourage them to complete the program. Invites to non completers who may need the upcoming classes at the iFTI. 	Quarterly
Kelly	Posts list of training program graduates for the month on the newsletter and as an LMS ticker.	Monthly

(b) Graduate Survey

Once each year individuals who have graduated within the prior 12 months will be contacted to complete a survey. Contacts will be made by email to attain a response rate of 75 percent. The data will be compiled and disseminated to the Curriculum team for comment. A final report to the iFTI Occupational Advisory Committee will be issued and made available and posted in the Learning Management System (LMS).

(c) Employer Survey

Once each year local unions and local JATC programs that employ graduates will be contacted to complete a survey. Contacts will be made by email to attain a response rate of 75 percent. The data will be compiled and disseminated to the Curriculum team for comment. A final report to the iFTI Occupational Advisory Committee will be issued and made available and posted in the Learning Management System (LMS).

(d) Improvements

The iFTI Occupational Advisory Committee will review the aggregate annual results of the surveys and the accompanying report of the Director of Curriculum and Instruction to determine as to what, if any, changes or improvements should be made to the academic programs offered by the iFTI.

Any changes or improvements determined by the iFTI Occupational Advisory Committee shall be reflected in a revised written version of the Institutional Follow-up Plan and shall be appropriately communicated to staff, faculty and students.

The Director of Curriculum and Instruction, or his designee, shall be responsible for implementing changes or improvements to academic services offered by iFTI, as directed by the iFTI Occupational Advisory Committee.