



Subject:	Student Placement Reporting
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206.1 Purpose

To specify criteria, definitions, processes, data collection, reporting, and verification of placements achieved by Certificate-seeking Completers at UCAT colleges.

206.2 Approval

UCAT Board of Trustees approval: June 8, 2016. Revised: September 14, 2016.

Effective date: Applicable to reporting for all Certificate-seeking Completers (as defined in Policy 205.6.1.2) on or after July 1, 2017.

206.3 References

- [UCA 53B-2a-102](#), Commissioner of Technical Education – Appointment – Duties
- [UCA 53B-2a-104](#), Utah College of Applied Technology Board of Trustees – Powers and Duties
- [UCAT Policy 205](#), Student Enrollment and Completion Reporting

206.4 Definitions

- 4.1 Placement:** A measure of Certificate-seeking Completers documented as having received related employment, enlisted in the military, or enrolled in additional education, as detailed in 206.6.1. This definition is explicitly intended to be congruent with the current year's definition of "placement" adopted by the Council on Occupational Education (COE).
- 4.2 Placement Rate:** The percentage of Certificate-seeking Completers eligible and available for employment who were placed, as provided in 206.7.1. Conceptually, this is a measure of the likelihood that a student seeking work who completes a certificate program will be placed in related employment, military, or additional education.

206.5 Student Placement Reporting

- 5.1 Placement Classification:** For each Certificate-seeking Completer during a reporting period (as specified in Policy 205.6.1.2), a UCAT college shall document, classify, and report the most applicable of the placement categories provided in this policy.
- 5.2 Data Submission:** Placement data shall be submitted in accordance with Policy 205.11.
- 5.3 Data Consistency:** In cases where a college reports data elements defined within this policy to an external entity such as an accrediting organization or federal agency, the college shall apply the definitions herein insofar as they qualify within the parameters of the external entity's provisions.



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206.6 Certificate-seeking Placement Categories

Each Certificate-seeking Completer defined in 205.6.1.2 shall be documented and classified by the college in the most applicable of the following placement categories. For categories other than "Placed", the college shall follow up and update the student's status in the data submissions provided in Policy 205.11.

- 6.1 **Placed:** A Certificate-seeking Completer who, as demonstrated by documented evidence:
 - 6.1.1 **Related Employment:** Is employed in the field of instruction pursued or in a related field (valid employment includes a permanent full- or part-time position with an employer or employment agency, or self-employment); or
 - 6.1.2 **Military:** Has entered the military; or
 - 6.1.3 **Continued Education:** Is enrolled as a regular student at another UCAT college or other post-secondary educational institution, is enrolled in another program (Policy 200.4.1) at the college, or has continued enrollment in the current program in pursuit of an additional Program Certificate (Policy 200.4.3).
- 6.2 **Not-seeking/Pending:** A Certificate-seeking Completer who is not seeking employment or whose eligibility for employment is pending, as demonstrated by documented evidence that the student:
 - 6.2.1 **Unavailable:** Is unavailable for employment at the time of data submission because of situations that preclude permanent employment such as pregnancy, serious health-related issues (physical/mental/behavioral), caring for an ill family member, incarceration, death, service with a foreign aid service of the federal government such as the Peace Corps, an official church mission, etc.; or
 - 6.2.2 **Not Seeking:** Is enrolled in the program of instruction strictly for personal use, failed to keep employment interview appointments, or refused an employment offer in the field of instruction; or
 - 6.2.3 **Licensure Pending:** Is waiting for a licensure exam or its results in a field requiring licensure, and is not already employed in a position related to the field of instruction.
- 6.3 **Not Placed:** A Certificate-seeking Completer who is not documented as Placed (206.6.1) or Not-seeking/Pending (206.6.2) at any time before the data submission (206.5.2). Students considered Not Placed include Certificate-seeking Completers who:
 - 6.3.1 **Unrelated Employment:** Are employed in a position not related to the field of instruction; or
 - 6.3.2 **Refused:** Have refused to provide placement information to the college; or



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6.3.3 Unknown: Whose placement status is unknown.

206.7 Student Placement Rates

UCAT and college student placement rates shall be calculated and reported as follows for every student who qualified as a Certificate-seeking Completer (as specified in Policy 205.6.1.2) of a program during a reporting period.

7.1 Placement Rate:

$$\frac{P}{P + NP} \%$$

Where:

P (Placed) = # distinct Certificate-seeking Completers Placed (206.6.1)

NP (Not Placed) = # distinct Certificate-seeking Completers Not Placed (206.6.3)

"Distinct" means each certificate-seeking student who completes is counted only once.

Students who are Not-seeking/Pending (206.6.2) at the end of the reporting period are excluded from the Placement Rate.

206.8 Documentation

8.1 Documented evidence of each student placement provided in this policy shall be retained by the college in a secure electronic or physical file for audit purposes.

8.2 Each UCAT college shall have written internal policies and/or procedures ensuring the validity and accuracy of collected placement data, in accordance with Council on Occupational Education standards.

206.9 College Data Submission and Certification

A UCAT college shall submit data to the Office of the UCAT Commissioner from its student information system in accordance with the UCAT Data Dictionary or as required by the Office of the UCAT Commissioner. Following the conclusion of each fiscal year, a college shall have final data submissions certified and formally approved as specified in UCAT Policy 205.11, and as shall be detailed in the UCAT Data Dictionary.