

Program Performance Improvement Plan

Texas Workforce Commission – Career Schools and Colleges

As you know, a vocational program approved by the Texas Workforce Commission (TWC) must maintain a 60% minimum rate of employment in the occupation for which the program is designed to train students. Because your school has a vocational program that has failed to achieve this minimum rate of employment for one or two consecutive years in the most recent reporting year, that program will be on a Program Improvement Plan (PIP) at least until the next annual submission of employment results due on December 1.

Your school must complete and submit this PIP questionnaire within 30 days from the date of the Notice of Corrective Action letter sent to you from the TWC. Your responses represent your plan to make every effort to bring up the employment rate of this program to the required 60% minimum. If your school has more than one program failing the 60% minimum, a separate plan for each program must be submitted.

Please respond to each question as accurately and thoroughly as possible. Please ensure that your analysis and plan to improve your program's performance have fully addressed the following critical issues:

- appropriateness of the program's admissions criteria;
- quality of the program's curriculum, instruction, materials, equipment, and facilities;
- use of the program's advisory committee for program improvement (if program > 200 clock hours);
- effectiveness of student follow-up programs;
- effectiveness of student employment assistance and resources; and
- other options available to students in the educational marketplace.

A Program Performance Improvement Checklist (CSC-076), available on the career schools website at [PPIP Checklist](#) has been provided to assist you in developing this plan.

Program Information

1. Please list your school number, name, and the program that these responses pertain to:

School Number: _____

School Name: _____

Approved Program Name: _____

2. Student Completer and Employment Results for this Program

Complete the below data using the Completion and Employment rates published on the *Summary of Completion and Placement/Employment* report you received for the most recent and the prior reporting year.

FY _____ Completion Rate: _____%

Employment Rate: _____% Did not meet the 60% minimum.

FY _____ Completion Rate: _____%

Employment Rate: _____% Did not meet the 60% minimum

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Reasons for the low employment rate

3. What are the main reason(s) that this program did not meet the required minimum rate of employment in the occupation it trains students for?

Past improvement efforts

4. What specific improvements have been made in the past to ensure graduates of this program are successful in obtaining employment in the occupation they were trained for? How effective have these efforts been in improving the employment outcomes of this program?

Current improvements to increase the employment rate

5. What specific improvements are you making now or plan to make in the immediate future to ensure graduates are successful in obtaining employment in the occupation you trained them for?

Expected outcome

6. How much impact do you anticipate these improvements will have? How likely is it that this program will be able to achieve the minimum employment rate for the current year, by the time the report is due on December 1?

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

Electronic form can be obtained at: [Form Resource](#)