U.S. DEPARTMENT OF EDUCATION NATIONAL CENTER FOR EDUCATION STATISTICS WASHINGTON, D.C. 20208-5651

SURVEY ON VOCATIONAL PROGRAMS IN SECONDARY SCHOOLS

FAST RESPONSE SURVEY SYSTEM

FORM APPROVED
O.M.B. NO.: 1850-0733
EXPIRATION DATE: 07/1999

This survey is authorized by law (P.L. 103-382). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

DEFINITIONS USED IN THIS SURVEY

Vocational Program: For this survey, a vocational program is defined as a <u>sequence of courses</u> designed to prepare students for an occupation (e.g., nurses' aide) or occupation area (e.g., health care) that typically requires education below the baccalaureate level. It does <u>not</u> include career exploration or other introductory courses that prepare students for adult life or for work in general (e.g., consumer and homemaking, industrial arts).

Skill competency: A skill competency is a concept, skill, or attitude that is essential to an occupation; the level of attainment or performance established for a skill competency is a skill standard. In this survey, we use the term "skill competencies" to refer to both skill competencies and skill standards.

- Note: This questionnaire asks about vocational programs and courses offered by your school only. Do not include vocational programs and courses taken by your students at other schools (for example, regional vocational high schools that serve your school).
 - The focus of this survey is the vocational programs and courses taken by secondary students. If your school offers any programs and courses that are taken <u>only</u> by other types of students (e.g., only postsecondary students), do not include those programs and courses.

LABEL

IF ABOVE INFORMATION IS INCORRECT, PLEASE MAKE CORRECTIONS DIRECTLY ON LABEL. Name of person completing form: ______ Telephone: ______ Title/position: _____ E-mail: _____ Best days and times to reach you (in case of questions):

THANK YOU. PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR FILES.

PLEASE RETURN COMPLETED FORM TO:

WESTAT
Attention: Parsad, 716606
1650 Research Boulevard
Rockville, Maryland 20850

IF YOU HAVE ANY QUESTIONS, CONTACT:

Basmat Parsad at Westat
800-937-8281, ext. 8222 or 301-251-8222
Fax: 1-800-254-0984
E-mail: Parsadb1@westat.com

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 1850-0733. The time required to complete this information collection is estimated to average 30 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collected. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: National Center for Education Statistics, 555 New Jersey Avenue, N.W., Washington, D.C. 20208.

FRSS Form No. 72, 3/1999

1.	Does your school offer a vocational progra	am that prep	ares studen	ts for any of	the occupati	ions listed in	question 2?					
	Yes [(Continue	with question	2.)									
	-	ou. Please co e questionnai	-	espondent sed	tion on the fi	ont of the que	estionnaire and					
2.	For each of the following occupations:											
	 Indicate in column A whether your school offers a vocational program that prepares students for the occupation. NOTE: A vocational program may include a sequence of courses in a single occupation (e.g. carpentry) or a cluster of courses in an occupational area (e.g., construction, healthcare). If it is a cluster program, check each occupation covered by the cluster. Indicate in columns under B what procedures are used to ensure that courses teach relevant job skills 											
	(Procedures may not be the same for a	•		o chodic the	at 0001303	100011 101010	art job okiio.					
		A.		B. Proced	ures used to	ensure that						
		Check if		courses t	each relevan	t job skills						
	Occupation area/occupation	program offered (see NOTE above)	Industry advisory committee	Survey of employers' skill needs	Followup survey of graduates	Student work experience (e.g., intern- ship)	Faculty externship (work experience)					
				(Check AL	L that apply in	each row.)	<u> </u>					
	Business & Marketing Occupations											
	a. Accountant/bookkeeper											
	b. Administrative assistant/secretary											
	c. Restaurant/food service manager											
	d. Sales associate											
	Technical & Mechanical Occupations											
	a. AC/heating/refrigeration repair technician											
	b. Auto body repairer											
	c. Automotive mechanic/technician											
	d. Computer programmer											
	e. Computer graphic designer											
	f. Computer/electronics technician											
	g. Engineering technician											
	h. Drafter or CADD operator											
	i. Machinist											
	Building Trades											
	a. Bricklayer or mason											
	b. Carpenter											
	c. Electrician											
	d. Plumber											
	e. Welder											
	Health/Life Sciences Occupations											
	a. Emergency medical technician											
	b. Medical or dental assistant											
	c. Nurse or nurses' aide											
	d. Medical/life science lab technician											
	e. Agriscience technician											
	f. Veterinary assistant											
	Service Occupations		_	_	_	_	_					
	a. Chef/cook											
	b. Cosmetologist											
	c. Childcare worker or teachers' aide											
	d. Paralegal/legal assistant											

- 3. For each of the occupations for which your school offers a **vocational program**:
 - Indicate in **column A** whether a list of **skill competencies** has been developed or adopted for the program.
 - If a skill competency list has been developed or adopted, indicate which one of the **columns under B** best describes how educators and industry (business, labor, and/or employers) were involved in developing or adopting the competencies. (Involvement may not be the same for all occupation areas.)

	A. Has		3 ,						
Occupation area/occupation	list been developed or adopted?		Done exclusively by individual	Done exclusively by	Done primarily by educators	Done with about equal	Done primarily/		
	Yes	No	course instructors	group(s) of educators	with industry input	educator and industry input	exclusively by industry		
				(Check only ONE in each row.)					
Business & Marketing Occupations									
a. Accountant/bookkeeper									
b. Administrative assistant/secretary									
c. Restaurant/food service manager									
d. Sales associate									
Technical & Mechanical Occupations									
a. AC/heating/refrigeration repair technician									
b. Auto body repairer									
c. Automotive mechanic/technician									
d. Computer programmer									
e. Computer graphic designer									
f. Computer/electronics technician									
g. Engineering technician									
h. Drafter or CADD operator									
i. Machinist									
Building Trades									
a. Bricklayer or mason									
b. Carpenter									
c. Electrician									
d. Plumber									
e. Welder									
Health/Life Sciences Occupations									
a. Emergency medical technician									
b. Medical or dental assistant									
c. Nurse or nurses' aide									
d. Medical/life science lab technician									
e. Agriscience technician									
f. Veterinary assistant									
Service Occupations									
a. Chef/cook									
b. Cosmetologist									
c. Childcare worker or teachers' aide									
d. Paralegal/legal assistant									

- 4. For each of the occupations for which your school offers a **vocational program**:
 - Indicate in **columns under A** the criteria used to determine whether a student is a **vocational program completer** (criteria may not be the same for all programs).
 - Indicate in **columns under B** whether the program is designed to prepare students to (1) take a state or industry regulatory exam (i.e., to attain a state or industry certificate, license, or registration), and/or (2) earn a vocational/occupational skill certificate.

		A. Criteria used to determine whether B							B. Program prepares			
		a student is a vocational program completer						stude	nts to:			
							Take s	state or				
		No criteria	End of			Pass specific		ıstry	Ear			
	Occupation area/occupation	used –	program	_		academic	_	latory	vocati			
		program	exam	Pass	Minimum	courses,		am	occupa-			
		completers	(not course	specific	grade point	different from	` -	j., to	tior			
		not	or graduation	vocational	average in	graduation		state	sk			
		identified	exam)	courses	program	requirements		nse)	certificate			
			(Check AL	L that apply in	each row.)		Yes	No	Yes	No		
	ness & Marketing Occupations											
a.	Accountant/bookkeeper								<u> </u>	ᆜ		
b.	Administrative assistant/secretary											
С.	Restaurant/food service manager											
d.	Sales associate											
Tech	nical & Mechanical Occupations											
a.	AC/heating/refrigeration repair tech.											
b.	Auto body repairer											
C.	Automotive mechanic/technician											
d.	Computer programmer			П			П	П	П	П		
е.	Computer graphic designer					П		$\overline{}$	$\overline{}$	$\overline{\Box}$		
f.	Computer/electronics technician											
g.	Engineering technician				П							
	Drafter or CADD operator									$\overline{}$		
<u>h.</u>	•									\dashv		
i.	Machinist			Ц			Ц					
	ding Trades											
a.	Bricklayer or mason		<u>L</u>		<u> </u>	<u> </u>]	<u> </u>	 		
b.	Carpenter											
C.	Electrician								_Ц_	Щ_		
d.	Plumber											
e.	Welder											
Heal	th/Life Sciences Occupations											
a.	Emergency medical technician											
b.	Medical or dental assistant											
c.	Nurse or nurses' aide											
d.	Medical/life science lab technician											
e.	Agriscience/technician											
f.	Veterinary assistant		П	П				ī	ī	$\overline{\Box}$		
Serv	ice Occupations											
a.	-			П	П				П	П		
b.	Cosmetologist							一	一	一		
C.	Childcare worker or teachers' aide					П				$\overline{}$		
d.										$\overline{}$		
5.	Which of the following best des	scribes your	school's stru	icture? (Che	eck one only	<i>'.)</i>						
	Area or regional vocational	ocational school (with exclusively or predominately vocational programs)										
	☐ Focused vocational high sc	hool (with aca	demic and vo	cational progr	rams focused	on a specific	occupa	tion are	ea)			
	☐ Vocational high school (with	vith a broad range of both academic and vocational programs)										
	☐ Comprehensive high schoo	l served by ar	n area/regiona	l vocational s	chool							
	Comprehensive high school not served by an area/regional vocational school											

U.S. DEPARTMENT OF EDUCATION NATIONAL CENTER FOR EDUCATION STATISTICS WASHINGTON, D.C. 20208-5651

SURVEY ON OCCUPATIONAL PROGRAMS IN POSTSECONDARY EDUCATION INSTITUTIONS

POSTSECONDARY EDUCATION QUICK INFORMATION SYSTEM

FORM APPROVED
O.M.B. NO.: 1850-0733
EXPIRATION DATE: 07/1999

This survey is authorized by (P.L. 103-382). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

DEFINITIONS USED IN THIS SURVEY

Occupational program: For this survey, an occupational program is defined as a <u>sequence of courses</u> designed to prepare students for an occupation (e.g., nurses' aide) that typically requires education below the baccalaureate level. A non-credit occupational program may consist of only one course or more than one course.

Skill competency: A skill competency is a concept, skill, or attitude that is essential to an occupation; the level of attainment or performance established for a skill competency is a skill standard. In this survey, we use the term "skill competencies" to refer to both skill competencies and skill standards.

Note: This questionnaire asks about occupational programs and courses taken by postsecondary students. If your school offers any programs and courses that are taken <u>only</u> by other types of students (e.g., only secondary students), do not include those programs and courses.

LABEL

IF ABOVE INSTITUTION INFORMATION IS INCORRECT, PL	EASE UPDATE D	IRECTLY ON LABEL.
Name of person completing form:		Telephone:
Title/position:	E-mail:	
Best days and times to reach you (in case of questions):		

THANK YOU. PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR RECORDS.

PLEASE RETURN COMPLETED FORM TO: IF YOU HAVE ANY QUESTIONS, CONTACT:

WESTAT

Basmat Parsad at Westat

Attention: Parsad, 716608

800-937-8281, ext. 8222 or 301-251-8222

1650 Research Boulevard

Fax: 1-800-254-0984

Rockville, Maryland 20850

E-mail: Parsadb1@westat.com

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PEQIS Form No. 11, 3/1999

1.	Does your institution offer an occup question 2?	oational pro	ogram that	prepares	students for	any of the	e occupation	s listed in			
	No Than	inue with que k you. Pleas n the question	e complete	-	ent section of	on the front	of the questio	nnaire and			
		·									
2.	For each of the following occupations	-			. •		year 1998-19	999:			
	 Indicate in column A whether non- 	credit course	es are offer	ed in the o	ccupational	program.					
	• Indicate in column B whether cours	ses are offei	red for cred	it in the occ	cupational p	orogram.					
	 Indicate in columns under C who (Procedures may not be the sam 				e that the o	courses tea	ach relevant	job skills.			
				C. Procedures used to ensure that courses teach relevant job skills							
		A.	В.				Mechanisms				
	Occupation area/occupation	Check if	Check if				for faculty to				
		non-credit	for-credit	Industry	Survey of	Followup	get recent	Periodic			
		courses	courses	advisory	employers'	survey of	work	internal			
		are offered	are offered	committee	skill needs	graduates	experience	review			
D:	9 Maulastina Ossunstiana				(Check AL	L that apply i	n each row.)				
	ness & Marketing Occupations Accountant/bookkeeper						П				
a. b.											
C.	Restaurant/food service manager							-			
d.	Sales associate/manager										
	nnical & Mechanical Occupations										
a.					П	П	П	П			
b.					$\overline{}$	$\overline{\Box}$					
C.											
d.	Computer programmer										
e.											
f.	Computer technician										
g.	Electronics technician										
h.	Engineering technician										
i.	Drafter or CADD operator										
j.	Machinist										
Build	ding Trades										
a.	Bricklayer or mason										
b.	Carpenter										
C.	Electrician										
d.	Plumber										
e.	Welder										
	th/Life Sciences Occupations										
a.	<u> </u>	 									
b.	Medical or dental assistant										
C.	Nurses' aide or home health aide	+									
d.	Licensed practical (vocational) nurse										
<u>e.</u> f.	Registered nurse Medical/life science lab technician										
	Agriscience technician										
g. h.	Veterinary assistant	$+$ \dashv									
	ice Occupations										
a.	Chef/cook				П	П	П	П			
b.	Cosmetologist	 									
C.	Childcare worker										
d.	Teachers' aide										
	Paralegal/legal assistant	T -									

- 3. For each of the occupations for which your institution offers an **occupational program** in 1998-1999:
 - Indicate in **column A** whether a list of **skill competencies** has been developed or adopted for the program.
 - Indicate which one of the **columns under B** best describes how educators and industry (business, labor, and/or employers) were involved in developing or adopting the competencies. (Involvement may not be the same for all programs.)

		A. Has	a skill	B. Which best describes how educators and industry				dustrv	
			ency list	•				=	
		_	veloped			,			
	Occupation area/occupation	an adamtad2		Done	Dana	Dono primorile	Danawith	Dana	
	Occupation area/occupation			exclusively by individual	Done	Done primarily by educators	Done with	Done	
		Yes	No		exclusively by		about equal	primarily/ exclusively by	
		103	140	course	group(s) of educators	with industry input	educator and industry input		
				instructors		· · · · · · · · · · · · · · · · · · ·		industry	
D	nana 8 Maykating Occupations				(Спеск	only ONE in ea	cn row.)		
a.	ness & Marketing Occupations Accountant/bookkeeper						П		
b.	Administrative assistant/secretary								
C.	Restaurant/food service manager		_			<u> </u>			
<u>d.</u>	Sales associate/manager								
	nical & Mechanical Occupations AC/heating/refrigeration repair technician								
a.	Auto body repairer		<u> </u>						
b.	Automotive mechanic/technician								
C.						<u>L</u>		<u> </u>	
d.	Computer programmer							<u> </u>	
e.	Computer graphic designer				ᆜ	ᆜ		<u> </u>	
f.	Computer technician	<u> </u>	<u> </u>			<u> </u>			
g.	Electronics technician								
h.	Engineering technician								
i.	Drafter or CADD operator								
<u>j.</u>	Machinist								
Build	ling Trades								
a.	Bricklayer or mason								
b.	Carpenter								
C.	Electrician								
d.	Plumber								
e.	Welder								
Heal	th/Life Sciences Occupations								
a.	Emergency medical technician								
b.	Medical or dental assistant								
C.	Nurses' aide or home health aide								
d.	Licensed practical (vocational) nurse								
e.	Registered nurse								
f.	Medical/life science lab technician								
g.	Agriscience technician								
h.	Veterinary assistant								
Serv	ice Occupations	_	_						
a.	Chef/cook								
b.	Cosmetologist								
C.	Childcare worker								
d.	Teachers' aide								
e.	Paralegal/legal assistant								

- 4. For each of the occupations for which your institution offers an **occupational program** in 1998-1999:
 - Indicate in **column A** whether that program is accredited by an industry, business, or trade organization (e.g., the National Automotive Technicians Education Foundation).
 - Indicate in **columns under B** what credentials students in each program can work toward. (For example, if a nursing program prepares students to take a state licensing exam, check that a "state registration, license, or certificate" is available.) Include credentials that may be attained through non-credit courses.

			· · · · · · · · · · · · · · · · · · ·						
		A. Check if	B. Credentials that students in each program can work toward:						
	Occupation area/ occupation	program is accredited by industry, business, or trade	Associate's degree	Institutional certificate/ diploma	State registration, license, or certificate	Industry/ trade certificate or diploma	Company certificate (e.g., NOVELL)		
				(Check ALL	that apply in ea	ch row.)			
	iness & Marketing Occupations	_		_	_	_	_		
a.	·								
b.	Administrative assistant/secretary								
	Restaurant/food service manager								
<u>d.</u>	Sales associate								
	nnical & Mechanical Occupations	_		_		_	_		
	AC/heating/refrigeration repair technician				<u> </u>				
b.	Auto body repairer						<u> </u>		
C.	Automotive mechanic/technician			<u> </u>			Ц		
d.	Computer programmer								
e.	1 01								
f.	Computer technician								
<u>g</u> .	Electronics technician								
<u>h.</u>									
i.	Drafter or CADD operator								
j.	Machinist								
	ding Trades								
a.	Bricklayer or mason								
b.	Carpenter								
C.	Electrician								
d.	Plumber								
e.	Welder								
Heal	th/Life Sciences Occupations								
a.	<u> </u>								
b.									
C.	Nurses' aide or home health aide								
d.	Licensed practical (vocational) nurse								
	Registered nurse								
f.	Medical/life science lab technician								
g.									
<u>h.</u>	, , , , , , , , , , , , , , , , , , , ,								
	vice Occupations	_	_						
a.									
b.	Cosmetologist								
C.	Childcare worker								
d.									
e.	Paralegal/legal assistant								

THANK YOU. PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR FILES.