# Chapter 74 Vocational Technical Education

# Proposed Program Onsite Visit

Program Onsite Comment Document for Program Advisory Committee

During the Chapter 74 Vocational Technical Education Proposed Program Onsite Visit, staff from the Office for College, Career, and Technical Education will discuss the proposed program with the Program Advisory Committee (PAC). In preparation, please provide your PAC Members with the information below. A sample letter with this information has been provided.

In preparation for the Chapter 74 Vocational Technical Education Proposed Program Onsite, all members of thePAC should:

* review the chart below.
* review the applicable sections of the application submitted to the Department as well as the facilities, equipment and budget for the proposed program.
* review the [Career/Vocational Technical Education Advisory Committee Guide](https://www.doe.mass.edu/ccte/cvte/resources/acguide.docx)

| APPROVAL CRITERIA, REFERENCES AND REQUIREMENTS | ESSENTIAL QUESTIONS FOR  ONSITE VISIT WITH THE PAC | TEAM NOTES |
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| **CRITERION 1: STUDENT AND LABOR MARKET DEMAND**  **Legal Citation:** M.G.L.c.74, *§1,2 & 4; 603 CMR 4.03(1)(c)(1) and 4.04(1)*  *Resources: Massachusetts Workforce Investment Boards (WIBS) at* <http://www.massworkforce.com/> | | |
| The application must provide clear evidence of secondary student and labor market demand for the program. | What is the labor market outlook for graduates of this program? |  |
| Each school district seeking approval for a vocational technical education program shall demonstrate that the program has been planned in consultation with a program advisory committee based on adequate and timely information as to workforce and job development demands or job market trends, technological developments, training alternatives and other factors affecting the quality of the program. | * How do you see your role as a committee member? * What are examples of committee members’ involvement in the development of the proposed program? * How will the PAC maintain and/or expand its membership over time? * How will the PAC maintain and/or expand the diversity of its members? |  |
| **CRITERION 3: LOCATION (FACILITIES) AND EQUIPMENT**  **Legal Citations:** M.G.L.c.74, *§2; 603 CMR 4.03(3)*  *Resources:* [*Career Vocational Technical Education Safety Guide* :](https://www.doe.mass.edu/ccte/cvte/SafetyGuide.docx)*National Institute for Occupational Safety and Health (NIOSH) Checklist Program for Schools at* <http://www.cdc.gov/niosh/docs/2004-101/default.html>*.* | | |
| Each vocational technical education program shall be conducted in facilities that meet current occupational standards. | * What are the committee members’ impressions of the existing facilities for this program? * Are they adequate for startup of the program? * Will they be sufficient once the program is fully populated? |  |
| Equipment shall be industry validated to meet current occupational standards and be sufficient in quantity and variety to allow students to attain competencies necessary for the occupation and the attainment of industry-recognized credentials (if available) and to enable each student, or student team, to work continuously. | * What are the committee members’ impressions of the equipment for this program? * Is it adequate for startup of the program? * Will the equipment be sufficient to provide all students with the necessary skills to be employable in the field? |  |
| The school shall develop and implement a comprehensive safety and health plan to safeguard the safety and health of all students and school personnel. The regulations of the Occupational Safety and Health Administration (OSHA) governing work sites shall serve as the minimum standards for safety in the vocational technical education program. | * What are the committee member’s impressions of the program’s safety and health plan? * Are there any aspects of good safety practice in the field that are not addressed or addressed insufficiently? |  |
| **CRITERION 4: PROGRAM OF STUDY AND METHODS OF INSTRUCTION**  **Legal Citations:** M.G.L.c.74**,** *§2; M.G.L.c.76 §5; 603 CMR 4.03(4)*  . | | |
| The proposed program shall be based on the applicable Vocational Technical Education Frameworks and the Massachusetts Curriculum Frameworks. | * Have you examined the applicable VTE Framework for the program? * In your estimation, does the Framework adequately represent the fundamental skills and knowledge necessary for employment in the field? |  |
| The proposed program must be described in the district’s Program of Study document, including both academic and technical programs and courses. | * Have you examined the Program of Study for the program? In your estimation, do the academic courses associated with the program align appropriately and adequately with the technical courses? * Has the PAC reviewed the district’s curriculum map and instruction to ensure that it is free of bias and stereotyping based on race, color, sex, gender identity, religion, national origin, homelessness status, disability and sexual orientation? |  |
| The proposed program shall include competency-based applied learning that contributes to a student's higher order reasoning and problem-solving skills. | * What are some examples of rigorous content for students in this program (curriculum, projects, etc.)? |  |
| The proposed Program of Study shall be articulated, where appropriate, with postsecondary education programs including registered apprenticeship programs. | * In what ways will students graduating from this program be prepared for transition to postsecondary training or education? |  |
| The proposed program shall include program specific work-based experience, wherever appropriate and feasible. | * What are prospective work-based experiences that will be available to students in this program? * Has the PAC begun to develop, or does the PAC intend to help develop, a range of work-based learning opportunities for students in the program? |  |
| The proposed program will meet state board/agency approvals, accreditation association approvals, and National Occupations Program Approval Standards (where applicable) as set forth in the Chapter 74 Manual for Vocational Technical Education Programs. | * What state board/agency approvals, accreditation association approvals, and National Occupations Program Approval Standards (where applicable) as set forth in the Chapter 74 Manual for Vocational Technical Education Programs does the proposed program already have or is in the process of obtaining? |  |
| Career guidance and placement services shall be provided to each student and shall include assessment of all vocational technical students to determine individual vocational technical and academic aptitude, interest and learning styles and assistance with the development of a four-year career plan based on the assessments. Services shall be provided to assist each student in making the transition to the workforce, postsecondary education and apprenticeship programs. | * In what way will students graduating from this program be prepared to enter jobs without further education? * What advice would you give for students developing a career plan for this field? |  |
| **CRITERION 9: EXPENDITURES (FINANCIAL RESOURCES)**  **Legal Citations: M.G.L.c.74,** §2 & 14B; 603 CMR 4.03(8) | | |
| The school district must have adequate financial resources to enable the program to meet current industry and Occupational Safety and Health Administration (OSHA) regulations with respect to facilities, safety, equipment and supplies in the proposed program. | * Are the current facilities and equipment sufficient to meet industry and OSHA standards? * What discussions has the committee had regarding future updates/improvements related to facilities or equipment? |  |