

Follow Up Plan

King Abdulaziz University – Applied College (KAU-AC) must evaluate its training and placement service based on the number of students who receive training and are successfully employed. The follow-up information is very essential to KAU-AC performance assessment and examines the effectiveness and quality of their programs.

Also, King Abdulaziz University (KAU) which manages and funds KAU-AC, since KAU-AC is one of its colleges, requires that follow-up information be obtained on all KAU-AC students and completers.

KAU-AC has a well-established follow up plan to collect information from trainers and their internship companies as well as completers and their employers. This plan is implemented systematically and continuously through receiving feedback, data obtained from internship supervisors reports and designed questionnaires directed to completers and employers. However, the non-completers (withdrawn) are also included in this plan, as their records are considered for internal studies.

The responsible bodies to implement the follow-up Plan

The responsible bodies who implement the follow up plan are as follows:

1. **KAU-AC Academic Affairs Department (AAD)**
2. **KAU-AC Alumni Unit**
3. **KAU Deanship of students Affairs**

The whole process of follow up is done every year by these three entities. They collect tabulate, save the received information, and make the collected information available to all instructional and administrative staff.

KAU-AC Academic Affairs Department (AAD) and its personnel deals with the training of the students before graduation. The department has a record of each student academic progress along his three years study. In addition, each student must pass the cooperative training course in one of the business companies. It is an obligatory course in all KAU-AC programs, and the result of the training is documented in the student's file in the database of AAD.

KAU-AC Alumni

KAU-AC Alumni Unit is collecting information about graduates' placement from completers and their employers. This is performed by telephone communication and by answering written questionnaires received from the completers and their employers. In addition, within the duty of the unit in monitoring, the college graduates career progress, they organize courses and seminars for graduates who face difficulties in finding a suitable job. Sometimes the personnel of the unit call some former graduates for consultation, as they are former students.

KAU Deanship of Students' Affairs has special three units. The first is "*KAU Alumni Unit*", the second is "*Following up Unit*", and the third is "*Placement Unit*". The duty of these units is to follow up the graduates' employment and their career progress.