



Guidelines & Procedures for the Graduates Tracer Program

The Graduates Tracer Program (GTP) is a “tracer study”, “alumni survey” or “follow-up survey” as commonly known in most educational institution. This program is conducted not only to provide information about graduates’ employment status but also provides assistance or services particularly on job preparedness and applications after graduating from the institution. It will measure the professional competencies and possible future needs. Employers may also benefit with the program as survey or studies may include significant factors in the workplaces.

GTP serves as part of the institution’s research and development program. The following are the guidelines and procedures in the implementation of the Graduates Tracer program:

1. **Orientation.** Through the Orientation Program of graduating students, GTP will be integrated for proper dissemination and/or awareness. Objectives will be highlighted in order to encourage full participation of the graduating students or graduates for its implementation success.
2. **Registration.** Graduating students are required to register on the ICCT Colleges Alumni Association through the official school website www.icct.edu.ph. It is simultaneously conducted during the graduation pictorial;
3. **Alumni Card.** Successful membership applicants are automatically given an alumni identification / ID card during the date of registration and pictorial. Late applicants may get their alumni card at the library of ICCT Colleges Cainta Main Campus after receiving a notice via e-mail address;
4. **Updating of Records.** A **Graduate Tracer Form (GTF)** will be filled out during the releasing of documents - Official Transcript of Records, Diploma and other pertinent documents necessary for employment; GTF serves as a data for continuous communication with the graduates such as Invitations for Career Summit and Job Fairs; GTF will be generated by the CDJP for reference and initial survey of the Graduate Tracer Program;
5. **Alumni Survey Form.** After each school year, graduates will be given a questionnaire through their email addresses.
6. **Annual Graduates Tracer Study Report.** CDJP is responsible for the annual reporting of the GRP. The study provides valuable information for evaluating the results of the education and training of a specific higher education and middle-level skills development programs. This information may be used for further development of ICCT Colleges in the context of quality assurance. In other words, it can serve as a basis for future planning activities. Therefore information on the professional success (career, status, income) of the graduates are needed as well as information on the relevance of knowledge and skills (relationship between knowledge and skills and work requirements, area of employment, professional position). Graduates are also asked to assess the study conditions and provisions they experienced retrospectively (evaluation in a narrow sense).