



TWC SCHOOL CAREER SCHOOL QUESTIONNAIRE

General School Information:

1. What motivated your interest in starting a TWC-approved Career School or College?
2. Are you familiar with the TWC requirements for career schools and colleges in Texas?
3. Have you looked at National College Accreditation process like Accrediting Commission of Career School and Colleges (ACCSC)?
4. Have you started the accreditation process for your institution?
5. Have you conducted a needs and demand assessment to determine the demand for programs in your chosen industry?
6. What specific industry or vocational programs do you plan to offer?
7. What main areas will your school offer courses in 1) Trades 2) IT 3) Healthcare 4) Advanced Manufacturing
8. What type of courses will your school deliver In person, Hybrid, or Distance?
9. Will the class structure be synchronous or asynchronous?
10. Have you identified companies that need consistently amount of the different candidates that you would be providing?

Course and Curriculum Development and Funding:

11. Are you familiar with the ETPS System?
12. How are you going to ensure the courses are on the Target Occupation list and are ETPS Funded in most local areas?
13. Do you have any experience naming classes to make sure they are easily marketable and exciting?
14. How do you plan to design your curriculum to meet industry standards and market demand?
15. Will the classes allow the student to get national recognized certifications?
16. Will your curriculum integrate hands-on learning experiences, internships, or apprenticeships?
17. How will you ensure your programs stay updated with evolving industry trends?
18. Do you have industry subject matter experts that will sign off on each course?

Facilities and Equipment:

19. What office, classrooms, facilities, and resources do you currently have in place or plan to provide for students' learning experiences?
20. Are your facilities easy to get to and on the local public transportation route?
21. How will you ensure that your facilities meet safety and accessibility standards?
22. Do you have suitable quality and amount of desk, computers, and training setup in place?
23. Have you considered technological infrastructure for online learning?



Faculty and Staffing:

24. What will your organizational structure look like?
25. What qualifications and experience will you seek in your faculty and staff?
26. Do you have or can you hire subject matter experts that will instruct these courses?
27. What strategies will you implement to attract and retain skilled instructors?
28. Do you have suitable backups for each course of instruction?
29. How will you ensure ongoing professional development for your faculty?
30. Do you have a recruiter who knows how and where to recruit students and also knows how to get your demographics funded?

Marketing and Enrollment:

31. How do you plan to reach potential students and establish your institution's reputation?
32. What strategies will you employ to market your programs and attract students?
33. What partnerships do you have in place to help market to your demographics?
34. Do you have a relationship with local Workforce and Workforce Solutions to inure partnership?
35. Have you identified several key target demographics for your programs?
36. Have you identified several key partnerships that have access to those demographics?
37. Have you identified how you will get those key demographics funded?
38. How can you train your staff to make sure they are recruiting potentially funded students?

Student Support and Services:

39. What support services will you provide to help students succeed academically?
40. What student support services will you provide to help students daily progress successfully through your courses?
41. How do you plan to assist students in securing internships or job placements?
42. What other financial support will you offer to students? If so, what types?
Transportation, Food, Housing, living expenses?

Quality Assurance- Compliance and Accreditation:

43. Are you familiar with all the forms necessary to run a TWC Career School: Enrollment Documents, Attendance Sheets, Program Outline, Catalogs, Instructor Surveys, Advisory Board Meetings, and Completion Reports
44. How will you assess and ensure the quality of education provided at your institution?
45. Will you conduct student satisfaction surveys or other feedback mechanisms?
46. What measures will you take to address any identified areas for improvement?
47. How do you plan to ensure ongoing compliance with TWC regulations?
48. How will you insure you have at least an 90% completion rate?
49. How will you ensure that you have at least a 80% employment rate?



Financial Planning:

50. Have you developed a comprehensive budget for launching and sustaining the institution?
51. What sources of funding or revenue streams do you anticipate?
52. How do you plan to ensure financial sustainability in the long term?

Partnerships and Industry Engagement:

53. Do you plan to collaborate with industry partners or employers for curriculum development or job placement?
54. How will you engage with local businesses or industries relevant to your programs?
55. Have you established any partnerships or agreements with other educational institutions?

Governance and Leadership:

56. What is the organizational structure of your institution, including leadership roles?
57. How will you ensure effective governance and decision-making processes?
58. What strategies will you employ for transparent communication within the institution?

Community Impact and Outreach:

59. How do you plan to engage with the local community or relevant stakeholders?
60. Will you offer any programs or services to benefit the local community beyond education?

Legal and Ethical Considerations:

61. What policies or guidelines will you implement to ensure ethical conduct and academic integrity?
62. How will you handle disputes or grievances between students, faculty, or staff?
63. Are you familiar with legal requirements related to student privacy and data protection?

Future Expansion and Growth:

64. Do you have plans for expanding programs or locations in the future?
65. How will you evaluate the success of your institution and its programs over time?
66. What strategies do you have in place for continuous improvement?

Adaptation to Changing Landscape:

67. How will you adapt to changes in technology or educational methodologies over time?
68. What contingency plans do you have in place for unexpected disruptions (e.g., pandemics, economic changes)?

Feedback and Suggestions:

69. What additional support or resources do you feel would aid in the successful establishment of your institution?
70. Is there any specific guidance or assistance you require in navigating TWC regulations or processes?



Demographic Information:

71. What is your role or position concerning the establishment of the Career School or College?
72. What region or area in Texas are you planning to operate within?
73. How many years of experience do you have in the education or relevant industry?
74. Are you associated with any existing educational institutions or organizations?
75. Would you be interested in further consultation or assistance in developing your institution and when would you like it to be opened?

This extensive survey aims to cover crucial aspects necessary for the successful establishment of a TWC-approved Career School or College. It's important to tailor these questions according to the specific needs and context of the institution and to ensure clarity and relevance for the respondents.