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# InTheLoop4VET

**O1-T4: Graduate tracking survey tool for VET  
providers**

Output type: Intellectual Output

**PROMEA**

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**[Name of the VET institution]**

## Survey of Graduates

Dear Graduate,

As part of our continuous efforts to provide high-quality VET programmes to our current and prospective students, we kindly request your participation in a survey focused on our institution's graduates.

We are hoping to find out what happened to you after you completed your studies at our institution. Did you find a job or are you still looking for one, did your studies prepare you well for the workplace, and do you use the knowledge and skills you have learned during your studies?

The core objectives of the graduate survey are to improve the study programmes and, more specifically, to review our curricula.

Your information will be treated strictly confidentially. The results will be used for our internal quality assurance processes and, in case of publication, the identification of individual persons will not be possible.

Please return the completed questionnaire as soon as possible to the address mentioned below.

Thank you very much in advance for your time and kind contribution.

Ms./Mr. [xxxx]

Project leader of the [name of institution] graduate survey team

### **Section A – Graduate Profile**

<b>Name and surname:</b>	
<b>Gender:</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male
<b>Age:</b>	<input type="checkbox"/> 18-24 <input type="checkbox"/> 45-54 <input type="checkbox"/> 25-34 <input type="checkbox"/> 55+ <input type="checkbox"/> 35-44
<b>Date of admission:</b>	[YYYY-MM-DD]



<b>Date of graduation:</b>	[YYYY-MM-DD]
<b>What level of training did you complete at the VET institution?</b>	<input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Other (please specify) _____
<b>What is your area of specialisation?</b>	<input type="checkbox"/> Construction trades, craft, trade and industrial <input type="checkbox"/> Commercial, clerical business, public administration <input type="checkbox"/> Agriculture, forestry and fisheries <input type="checkbox"/> Health and health related <input type="checkbox"/> ICT <input type="checkbox"/> Hospitality and tourism
<b>What parameters were important for your decision to study at the particular VET institution? (select as many as apply)</b>	<input type="checkbox"/> Proximity to home <input type="checkbox"/> Availability of scholarship <input type="checkbox"/> Attractiveness of town/state/region <input type="checkbox"/> Reputation of the institution <input type="checkbox"/> Attractiveness of the study programme /areas of specialisation provided <input type="checkbox"/> Recommendation from friends/acquaintances <input type="checkbox"/> Advice from parents/relatives <input type="checkbox"/> Other (please specify) _____
<b>On average, how many hours per week did you spend studying outside of classes?</b>	<input type="checkbox"/> Less than 5 hours <input type="checkbox"/> 5 to 10 hours <input type="checkbox"/> 10 to 15 hours <input type="checkbox"/> 15 to 20 hours <input type="checkbox"/> More than 20 hours
<b>Did you do any internships (at workplace environments) during your study at the institution?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Were you employed during your study?</b>	<input type="checkbox"/> Yes, full-time <input type="checkbox"/> Yes, part-time <input type="checkbox"/> No



<p><b>What kind of connection/contact do you have with the institution post-graduation?</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Newsletter/email</li> <li><input type="checkbox"/> Social media</li> <li><input type="checkbox"/> Graduate meetings</li> <li><input type="checkbox"/> Graduates' association/forum</li> <li><input type="checkbox"/> Professional and social support/guidance</li> <li><input type="checkbox"/> I have not contacts with the VET institution</li> <li><input type="checkbox"/> Other (please specify) _____</li> </ul>
<p><b>What is your current situation?</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> I have a permanent full-time job</li> <li><input type="checkbox"/> I have a temporary full-time job</li> <li><input type="checkbox"/> I am self-employed/freelancer</li> <li><input type="checkbox"/> I have an occasional job (just to earn some money)</li> <li><input type="checkbox"/> I am doing an internship</li> <li><input type="checkbox"/> I am continuing in academic education (higher education)</li> <li><input type="checkbox"/> I have undertaken further vocational training</li> <li><input type="checkbox"/> I am a housewife/househusband, family carer</li> <li><input type="checkbox"/> I am not employed, but searching for a job</li> <li><input type="checkbox"/> I am in the middle of military or civil service</li> <li><input type="checkbox"/> Other (please specify) _____</li> </ul>



## **Section B – Evaluation of the VET institution’s quality**

<b>How would you rate your satisfaction with the training conditions you experienced at the VET institution?</b>					
	Very dissatisfied	Dissatisfied	Neutral	Satisfied	Very satisfied
	1	2	3	4	5
Quality of building/premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability and quality of technical equipment (e.g. lab equipment, computers, teaching media)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply and quality of learning materials (e.g. books, internet access)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching and pedagogical quality of trainers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support and enhancement of learner’s motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunities for consultation with trainers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom atmosphere/ interaction with classmates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>How would you rate your satisfaction with the provisions related to employment and internships during your study course?</b>					
Opportunities for internships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support of internship search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship between theory and practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation for actual work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updates of teaching content according to developments in workplace requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support of employment/job search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>To what extent do you feel that you have acquired the following skills/competencies upon graduation?</b>					
	Not at all	To a small extent	To some extent	To a high extent	To a great



	1	2	3	4	extent 5
Deep expertise in my field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal and/or written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to develop new ideas and solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to adapt to changing conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to solve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to prioritize tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to meet deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to make fast decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan and commit to goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform well under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to monitor and assess the quality of own work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to monitor and assess the quality of others' work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work productively within a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to assert my authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**During the course of your study, did you ever consider cancelling your participation?**

Yes

No

**If yes, please specify why:**

Financial reasons

Full-time or part-time employment

Study programme did not meet expectations

Family reasons (e.g. family member in need of constant care/supervision, unplanned parenthood, etc)

Other (please specify) \_\_\_\_\_



I don't want to provide the reason

### **Section C – Graduate employment path post-graduation**

#### **What was your status in the first six months after graduating? (Multiple answers possible)**

- Employment – full time
- Employment – part time
- Self-employed/freelance work
- Occasional jobs (just to earn money)
- Internship
- Further academic education (higher education)
- Further vocational education/training
- Housewife, househusband, family work
- Not employed, but searching for a job
- Military or civil service
- Other (please specify): \_\_\_\_\_

#### **When did you start your first job after graduation?**

- At the time of graduation
- Less than 1 month after graduation
- 1 to less than 3 months after graduation
- 3 to less than 6 months after graduation
- 6 to less than 9 months after graduation
- 9 to less than 12 months after graduation
- More than one year after graduation
- I have not been employed since graduation

#### **When did you start searching for a job?**

- Prior to graduation
- Around the time of graduation
- After graduation

#### **How long have you searched for your job?**





- Less than 1 month
- 1 to less than 3 months
- 3 to less than 6 months
- 6 to less than 9 months
- 9 to less than 12 months
- More than one year

**How did you search for your first job after graduation? (Multiple answers possible)**

- Following job ads/announcements on the internet, newspapers and other media
- With the help of family contacts of parents, relatives
- With the help of personal contacts of friends, fellow students etc.
- Independent contact directly with employers
- Through internships during my course of studies
- Through internships after graduation
- I was contacted by an employer
- Attending job fairs
- Through public employment services
- Through private job agencies
- Through social networks (e.g. LinkedIn, Facebook)
- Through the career center of the VET institution
- Through the support of teaching staff at the VET institution
- Not applicable, I have not searched for employment
- Other (please specify) \_\_\_\_\_

**Which was the most successful method for finding your first job? (Choose only one answer)**

- Following job ads/announcements on the internet, newspapers and other media
- With the help of family contacts of parents, relatives
- With the help of personal contacts of friends, fellow students etc.
- Independent contact directly with employers
- Through internships during my course of studies
- Through internships after graduation



- I was contacted by an employer
- Attending job fairs
- Through public employment services
- Through private job agencies
- Through social networks (e.g. LinkedIn, Facebook)
- Through the career center of the VET institution
- Through the support of teaching staff at the VET institution
- Not applicable, I have not found a job yet
- Other (please specify) \_\_\_\_\_

**How many employers have you managed to approach after the completion of your study programme?**

- I have not approached an employer
- 1 employer
- 2 to 4 employers
- 5 to 10 employers
- More than 10 employers

**From how many employers did you receive calls for interviews?**

- I have not been called to an interview yet
- From 1 employer
- From 2 to 4 employers
- From 5 to 10 employers
- From more than 10 employers

**What are the difficulties you encountered in looking for a job?**

- Lack of responses/limited responsiveness from employers
- Employers not interested in my level of qualifications
- Employers not interested in my area of specialisation
- Lack of work experience
- Limited employment opportunities in my area
- Other (please specify) \_\_\_\_\_

**How many jobs (including your current one) have you had altogether since graduation?**



- None, I have never been employed since graduation
- One job
- Two jobs
- Three jobs
- More than three jobs

**Please respond to the next questions if you are currently employed.  
If you are not currently employed, please continue to section E of the questionnaire.**

**How long have you been working in your current job?**

- Less than 1 month
- 1 to less than 3 months
- 3 to less than 6 months
- 6 to less than 12 months
- More than 1 year

**Which economic sector are you currently employed in?**

- Construction trades, craft, trade and industrial
- Commercial, clerical business, public administration
- Agriculture, forestry and fisheries
- Health and health related
- ICT
- Hospitality and tourism
- Other (please specify) \_\_\_\_\_

**What type of employer do you work for?**

- Public/Government
- Private
- Not applicable/Self-employed
- Non-governmental organisation (NGO)
- International or diplomatic
- Other (please specify) \_\_\_\_\_

**What is your current net monthly income?**



- Less than 600 EUR
- 600 – 799 EUR
- 800 – 999 EUR
- 1000 – 1499 EUR
- 1500 – 1999 EUR
- 2000 – 2499 EUR
- 2500 – 3000 EUR
- More than 3000 EUR

**What is the size of the company you are currently employed at?**

- 1 to 9 employees
- 10 to 49 employees
- 50 to 99 employees
- 100 to 249 employees
- 250 to 999 employees
- 1000 or more employees



## **Section D – Evaluation of the study against work requirements\***

*\*In case you are not currently employed, please continue to section E of the questionnaire*

<b>To what extent are the following skills/competences required in your current employment?</b>					
	Not at all	To a small extent	To some extent	To a high extent	To a great extent
	1	2	3	4	5
Deep expertise in my field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal and/or written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to develop new ideas and solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to adapt to changing conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to solve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to prioritize tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to meet deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to make fast decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan and commit to goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform well under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to monitor and assess the quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work productively within a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to assert my authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>To what extent do you believe that the skills and knowledge you acquired during your study are utilised in your current job?</b>					
	Not at all	To a small extent	To some extent	To a high extent	To a great extent



	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>To what extent are you satisfied with your current job situation?</b>					
	Not at all <input type="checkbox"/>	To a small extent <input type="checkbox"/>	To some extent <input type="checkbox"/>	To a high extent <input type="checkbox"/>	To a great extent <input type="checkbox"/>
<b>If your job is not closely related to your study, why did you choose this job?</b>					
<input type="checkbox"/> Not applicable, my job is closely related to my study <input type="checkbox"/> My current job is only temporary stepping stone, I am still searching for professional orientation <input type="checkbox"/> I have not found an appropriate job (yet) <input type="checkbox"/> I receive a higher salary in my current job <input type="checkbox"/> My current job offers more security <input type="checkbox"/> My interests have changed <input type="checkbox"/> My current job allows a flexible time schedule <input type="checkbox"/> My current job is close to my residence <input type="checkbox"/> Other (please specify) _____					
<b>In your opinion, which degree/qualification level best matches your current job?</b>					
<input type="checkbox"/> A higher degree/qualification than mine <input type="checkbox"/> My degree/qualification <input type="checkbox"/> A lower degree/qualification than mine <input type="checkbox"/> No degree/qualification necessary					
<b>Have you started or are you planning to start another course of studies after the study at our VET institution?</b>					
<input type="checkbox"/> Yes, and I have completed it successfully <input type="checkbox"/> Yes, and I am still studying <input type="checkbox"/> Yes, I started another course of studies but stopped <input type="checkbox"/> No, I have not started another course of studies but I am planning to <input type="checkbox"/> No, I have not started another course of studies and I am not planning to					
<b>Why did you start/why are you planning to start another course of studies?</b>					
<input type="checkbox"/> To achieve a higher academic or professional degree					



- To improve chances of finding a job (any job)
- To improve chances of finding a job that will satisfy me more than my current one
- Personal interest in a particular subject area
- It has been requested/demanded by my current employer
- I wish to improve my promotion prospects
- Other (please specify) \_\_\_\_\_



**Section E – Evaluation of the graduate survey**

<b>How would you rate the following aspects of this survey?</b>					
	Very bad	Bad	Fair	Good	Excellent
	1	2	3	4	5
Length of the questionnaire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearness of the questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understandable phrasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of the questions to improving the VET programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of the questions to information about the labour market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>What comments/suggestions regarding this survey would you like to make?</b>					

**Thank you very much for taking the survey!**