

Placement Services Plan

PURPOSE

The institution Placement Services Plan has the purpose to assist program completers in finding a satisfactory job according to their program of study.

RESPONSIBLE AUTHORITY

This plan responsibility is vested in the Placement Services Specialist

APPLICABILITY

This plan applies to all placement services activities at the school.

IMPLEMENTATION

The implementation of this plan is delegated to the Placement Services Specialist

EFFECTIVE DATE

January 1, 2021

PLAN

1. Communication
2. Employment Opportunities Listings
3. Employment assistance, Job Application Skills
4. Student Counseling
5. Placement Records
6. Completion, Placement and License Reports (CPL)

1 - Communication

The Placement Services personnel maintains communication with the rest of our staff, including faculty with the purpose to improve the effectiveness of the placement efforts. Faculty is reminded periodically about the role they play preparing students with the right attitudes and career skills for a job in their area of enrollment.

Placement Services maintains a close relation with businesses and industries of the school's service area, in order to gather opportunities of employment for the school completers.

Placement Services personnel participate at the annual staff meeting, strategic planning meetings, and advisory committee meetings, in order to provide information about placement services status, and also receive input and suggestions for improvement.

2 - Employment Opportunities Listings

Employment opportunities are posted in the school's bulletin board.

3 – Employment Assistance, Job Application Skills

The school provides students training in the basics of applying for jobs, job posting, resume creation and interviewing. This training is part of their curriculum and imparted by their instructor.

4 - Student Counseling

Prior to and after graduation, Placement Services personnel advises students on career development skills and assists them in the process of finding employment in their chosen career field.

5 - Placement Records

Placement records for completers are maintained within the student file.

6 - Completion, Placement and Licensure (CPL) Report

The CPL report is the main indicator of the Placement Services success. Placement Services are achieved up to satisfaction when our completion, placement and licensure benchmarks are achieved. The Career Service personnel are actively involved with this report and benchmarks.

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this plan is a responsibility of the School President who coordinates any repairs, purchases or updates required. Such requests are to be made directly to the School President, who will attend to each accordingly. Expenses for equipment, repair, maintenance, and replacement are included in the budget allocated to student services.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "*Student Services*" Revisions to the funding need approval by the President and Financial Director.

EVALUATION

This plan is annually evaluated by means of a survey collected from:

- Students and Graduates
- Schools Administrative and academic personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This plan's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff and Operations Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this plan are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. School personnel and advisory members receive an email every January with access to the revised digital version of the school's Policies and Procedures Manual to be in effect for the year. This policy is also available at the school's website under the About Us page.