

# Placement Services Plan

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**

Placement Services Specialist

## **INSTITUTION'S PERSONNEL THAT FOLLOW-IMPLEMENT THIS PLAN**

Placement Services Specialist

## **PLAN**

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

### 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 business skills for a job.

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

Placement Services personnel participate at the annual staff meetings, strategic planning meetings, and advisory board meetings, in order to provide information about the placement services status, and also receive input and suggestions to implement from same source.

### Employment Opportunities Listings

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

### Student Counseling

Students receive counseling on a permanent basis by the Placement Services personnel.

### Placement Records

Placement records for completers are maintained within the student enrollment and academic file.

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

### **BUDGET**

This policy budget is allocated under the line item "Student Services"

### **EVALUATION**

This plan is evaluated:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meeting
- Annually at the Institutional Advisory Committee meeting
- By students through the student surveys
- By employees and faculty through the employee survey

### **PROGRAM EFFECTIVENESS**

Student and employee surveys information collected is presented at the following meetings where actions are taken when necessary to improve this plan effectiveness:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meetings
- Annually at the Institutional Advisory Committee meeting

### **PLAN AVAILABILITY**

Policies and procedures as well as all publications are available for review, comments and suggestions by administrative staff, faculty, students and Advisory Board members in a binder accessible upon request at our student services office.