

Carver Career and Technical Education Center

Student Services Effectiveness Plan

Overview

Carver Career and Technical Education Center (CCTEC) provides multiple services to promote student success. The adult education team oversees all student services, which include admissions, career advisement, financial aid, and student support services.

All prospective students are given information about career/job training programs and are encouraged to visit the school's campus and speak to one of many well-trained instructors. The education team consists of the school's administration, counselor, financial aid secretary, and job placement coordinator.

CCTEC strives to ensure that all students are being given a world-class education to gain the skills necessary for gainful employment. Each student is given an entrance and exit survey that is analyzed to help improve our student services.

Objectives

Carver Career and Technical Education Center is focused on improving student services. All students are given the opportunity to voice their opinions by completing an entrance and exit survey. This allows CCTEC to evaluate our school on student needs. CCTEC's goal is to continually improve student services each year and to gain the resources needed to implement the changes.

Activities to Achieve Objective

Carver Career and Technical Education Center provides comprehensive services and activities for adult students including the following:

- Job training which includes registration/financial aid information sessions
- Career advising and assessment
- Tuition payment plans and financial aid sessions
- Intervention services
- Skills remediation
- Special accommodations for students with disabilities
- Graduate recognition and career opportunities
- Media and technology services
- Employability skills workshops
- Entrance and Exit Survey

Personnel Responsible for Overseeing the Plan

The job placement coordinator, counselor, and financial aid secretary are responsible for advising/counseling students during their training at Carver Career and Technical Education Center. The responsibilities include the following:

- Informing students of potential job fairs and employment opportunities
- Overseeing On the Job Training (OJT) and internships/work release activities
- Monitoring student progress
- Creating and maintaining business partnerships
- Have access to job leads posted on a board in the commons area
- Entrance and Exit Surveys
- Assist with financial aid
- Provide counseling services for students exhibiting emotional/social issues.

Carver Career and Technical Education Center maintains an employer database to inform students of potential job leads. When employment opportunities become available, the job placement coordinator refers the opportunity to the program instructors. This is an important step because the program instructors have direct knowledge regarding the students' abilities and skills. The referral is made by matching the skill sets and qualifications requested by the employers.

Review/Evaluation/Revision

Each year Carver Career and Technical Education Center reviews and evaluates the exit and entrance surveys to determine what adjustments need to be made to make CCTEC a better school. The school administration in conjunction with the counselor analyzes the results of the surveys. The team then determines how to incorporate improvements that will fit the needs of the students based on the survey results.