

Institutional Placement Services Plan

Objective

The objective of the institutional placement services plan is to aide students in locating part-time or full-time employment in their field of study.

Graduates may call anytime to check on availability of job contacts or positions.

The On the Job Training Program is available for students at CCC to gain on the job experience in their field of study and to enhance their training, as well as, add to their portfolio/resume allowing for both successful placement for the student and instructor. Carver Career & Technical Education Center intends to provide qualified students to business and industry.

Personnel Responsible for Overseeing the Plan

It is the responsibility of the instructor with the aid of the Job Placement Coordinator to seek, locate, and share positions to students who qualify for on the job training. It is imperative that the instructor and the Job Placement Coordinator maintain excellent working relationships with the community of business and industry for placement and education for the workforce. The Job Placement Coordinator aids instructors in resume writing and interview techniques.

Activities to Achieve the Objectives

Completers Report. The collection of the data is as follows. The Job Placement Coordinator distributes the placement report sheets to each instructor in the late spring near graduation. The instructors complete the form that requires the following data for graduating students: student's name, phone number, address, 1st and 2nd semester grades, absences for the year, and any teacher comments. The Job Placement Coordinator collects the completed forms from the instructors. The completer's student data is entered into the data system (WVEIS) at the West Virginia State Department of Education by the Job Placement Coordinator and the Principal immediately after graduation late May/early June.

Placement Report. The same form (mentioned above) is given back to the instructor the following year for a one year after graduation follow-up. The instructor locates the student by, phone, email, mail, text, etc., to gather the following follow-up information; Employment information (supervisor's name and phone, company name and address), students are marked in one of the following categories: Continuing Education (In field or out of field), Military, Employed (In field or out of field), seeking work, unavailable for work, status unknown, and student credentials. The placement student data is entered into the data system (WVEIS) at the West Virginia State Department of Education by the Job Placement The West Virginia Department of Education prints and sends the summary of the placement date report form to Carver Career & Technical Education Center. This form is called the "Data Profile". The Date Profile form includes average scores from the ACT WorkKeys test. The scores on the Date Profile Form are part of the evaluation of the program's success.

The requirements for the following areas are as follows:

Overall Positive Placement – minimum – (92.5%)

In-field Placement - minimum – (60%)

Continued Education In-field - minimum – (60%)
ACT WorkKeys, Reading for Information - minimum – (72%)
ACT WorkKeys, Applied Mathematics - minimum – (69%)
ACT WorkKeys, Locating Information - minimum – (69%)

Each program receives an average score as well as the overall combined rating for the school. An improvement plan is written for programs that do not receive the minimum required rating from their average score. The improvement plan is written by the teacher and the principal. It is then submitted to the West Virginia Department of Education via the WVEIS system.

Date Profile information is shared at the Carver Career & Technical Education Center Annual Advisory Committee meeting with all members. It is an essential element of the success of the school. It provides employers and committee members with our successes and deficiencies. Other information that is on the agenda for the committee at large or individual advisory committee meetings could be regarding admission requirements, content, program objectives, certifications (state and national), necessary material and lab requirements (any items needed), equipment, teaching methods, trends in the workforce, program completers/placement, student enrollee climate, scores, state and national winners, state and national certifications available, state and national competitions available, the Year of the Student Award, the school's mission statement, and any number of items that will enhance the learning and placement of students.

Programs that fail to meet the minimum scores are placed on a Plan of Improvement which is submitted to the WVDE via WVEIS and the instructor is evaluated throughout the year with follow-up involving the Carver Career & Technical Education Center administration. Any necessary equipment changes are ordered and provided if at all possible to improve the scores. Advisory committee members may be consulted for solutions and/or donations.

If the deficiency falls in the realm of placement, the advisory committee members may be asked for support and services in this area.

Review, Evaluation and Revision of the Plan

Data Profile information is shared at the Carver Career & Technical Education Center Annual Advisory Committee meeting with all members. It is an essential element of the success of the school. It provides employers and committee members with our successes and deficiencies. Advisory Committee Members are encouraged to offer feedback in the area of placement.

The Data Profile offers feedback that addresses strengths and weaknesses in the area of placement.

On the Job Training supervisors are asked to evaluate our students during the time spent at the site. Supervisors are great to give feedback regarding students. The monthly attendance report allows for feedback from the employer and instructor of a student while On the Job Training on a monthly basis.

A student satisfaction survey is in the process of being developed.

Carver Career & Technical Education Center has two meetings per year with the School Wide Advisory Committee and the individual advisory committees. The school wide committee is comprised of 271 members who are business owners or employers from the community of business and industry. The Job Placement Coordinator organizes, schedules and invites all Carver Career & Technical Education Center

Advisory Committee members to the Annual Fall Advisory Committee Meeting at large. Carver Career & Technical Education Center provides dinner from the Culinary Program and allows time for networking. Instructors and the individual advisory committee members then break into their own groups and meet in the classroom related to the program. This is an essential part of each year as the instructor has “show and tell” time and business and industry has the opportunity to share needs and requirements that must be met in education to make a successful student in the workforce. Data Profile information is shared at the Carver Career & Technical Education Center Annual Advisory Committee meeting with all members. It is a critical element of the success of the school. It provides employers and committee members with our successes and deficiencies. Other information that is on the agenda for the committee at large or individual advisory committee meetings could be regarding admission requirements, content, program objectives, certifications (state and national), necessary material and lab requirements (any items needed), equipment, teaching methods, trends in the workforce, program completers/placement, student enrollee climate, scores, state and national winners, state and national certifications available, state and national competitions available, the Year of the Student Award, the school’s mission statement, and any number of items that will enhance the learning and placement of students.

It is the responsibility of the instructor to schedule and meet for the second meeting of the year in the spring. The minutes are collected by the Job Placement Coordinator and filed in that office.

The Job Placement Coordinator also welcomes any employers who would like to tour the building and see what Carver Career & Technical Education Center has to offer.

Placement is an ongoing effort between the Job Placement Coordinator, the instructor, business and industry networking, and advisory committee members. Carver Career & Technical Education Center strives to provide placement to any student qualifying for On the Job Training and as a permanent placement to any student through employers contacting Carver Career & Technical Education Center, networking via advisory committee meetings, open house/family night.

The Job Placement Coordinator and the Event Planning Instructor are planning the first Carver Career & Technical Education Center’s Job Fair.