



VOCATIONAL TRAINING INSTITUTE

Plan/Procedure Title:	Placement Services Plan		COE Standard: 10
Review/Revision:		Next Scheduled Review/Revision:	12/2025
Annual Budget Allocation:	\$115,000	Publication(s): Vocational Training Institute Website	

Objective/Purpose

The purpose of the Placement Services Plan is to provide placement services for all program completers.

Roles and Responsibilities

Role	Responsibility
Vice President	▪ Supervise career services staff
	▪ Supervise CPL data collection
Career Services Coordinator	▪ Gather CPL data for internal and external purposes and maintain data on graduates to measure success of institution in fulfilling its mission
	▪ Administer course/program and institutional surveys
	▪ Administer employer surveys
	▪ Conduct career service meetings with students to evaluate job opportunities
	▪ Conduct exit interviews
	▪ Verify placement post graduation
	▪ Communicate with business partners to facilitate job opportunities
	▪ Follow-up with faculty, staff and graduates to obtain placement status and aid as needed.
	▪ Assist in resume creation
	▪ Communicates the list of employers and employment opportunities to students
Career Services Coord./Educators	▪ Conduct classes to counsel students on topics that aid students in job placement, such as interview skills, resume building, networking, etc.

Vice President/President	▪ Compile course/program, institutional, and employer survey data for evaluation by internal and external members.
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- **Placement**

During the exit interview process, Career Services ascertains the employment status of the student and enters the appropriate information into the school database. Follow-up is conducted if the student is not employed at the time of exit, and the student status is updated to reflect updated employment status. Counseling may be provided upon student request to the Vice President.

- **Employment Opportunities**

Information about employment opportunities will be collected and made available by the Career Services Coordinator. That information will be dispersed to students through a variety of methods, depending on circumstances. These methods may include the following: email or text communication to students and alumni, or announcements for educators to share with their students as they deem appropriate.

Follow-Up

- **Evaluation and Effectiveness**

Data on placement is collected on a regular basis. The compiled data is reviewed regularly by the President and Education Director who then share the data, at least annually, at mandatory in-service meetings for all school personnel.

- **Evaluation and Improvement**

Suggestions by staff and/or council members is used to evaluate and improve the quality of the Career Services Plan. Changes are implemented, when applicable, in an effort to increase institutional effectiveness on at least an annual basis at mandatory in-service meetings for all school personnel.

