

Adult & Community Education, Columbus City Schools
HVACR
Student Placement Services Plan
Council on Occupational Education Standard 10

Objective

To provide and utilize a plan for provision of job placement services for students who complete their program

Purpose

This plan will help ensure that Adult & Community Education, Columbus City Schools uses effective strategies to place program completers in employment settings.

Council on Occupational Education

This plan helps meet criteria for COE Standard 10, Objective 2: *to ensure that the institution provides placement services for all program completers and conducts follow-up studies of completers and employers of completers.*

Implementation of the HVACR Student Placement Services Plan

The Director of Adult & Community Education is responsible for implementation of the HVACR Student Placement Services Plan.

Strategies Used to Facilitate the HVACR Student Placement Services Plan

- **Establish and use a communications network to support student placement.**
The Workforce Development Coordinator, faculty, staff, and local business and industries collaborate and coordinate efforts to identify areas of need, to recommend placement options, and to support program completers' employment placements. The network connects students with industry-specific employment opportunities and state partners (i.e., Ohio Means Jobs). A job fair (virtual and/or face-to-face) is hosted by ACE for program completers.
- **A list of employers and employment opportunities is maintained.**
A list of local employers and employment opportunities is updated and maintained by the Workforce Development Coordinator and provided on the ACE website.
- **Provide placement counseling and assistance to students.**
Placement counseling and assistance are provided by Student Services staff members to participating and graduated program completers, including job searches, preparation of resumes, references, and thank you letters.

- **Placement records of program completers are maintained.**

The Communications Coordinator initiates and emails a Completion, Placement, and Licensure Evaluation survey to program completers three months after graduation. The Communications Coordinator provides the survey data to 1) the Student Services Coordinator who enters the placement information into Infinite Campus, the district's student database; and 2) the Workforce Development Coordinator who shares it at faculty meetings and Occupational Advisory Committee meetings.

- **Evaluation results are shared with faculty and staff.**

The Completion, Placement, and Licensure placement survey results are shared by the Workforce Development Coordinator with faculty and staff during ACE-COE meetings, who make recommendations for continuous improvement for placement services.

Annual Plan Evaluation

The Student Placement Services Plan will be reviewed no less than annually by the Director of Adult & Community Education, Workforce Development Coordinator, staff, and students and revised as necessary.