

MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE

Student Placement & Follow-up Plan 2024-2025

Excellence
In Motion



Miami Lakes Educational Center and Technical College

Introduction

Miami Lakes Education Center and Technical College has developed a Student Placement and Follow-up plan. A team composed of the community/business/industry liaison, the activities director, instructors and counselors coordinate placement and follow-up services, each having individual responsibilities as outlined in the plan.

Purpose

The purpose of this plan is:

- To foster a culture of high performance and collaboration, that will allow the college to assist its students with their employability skills, job search, job placement, and follow-up.
- To provide services which include but are not limited to the following: resume review or enhancement, interview skills, body language and posture, business attire, soft skills, how to research the company/position, most frequent asked interview questions and role play.
- To nurture existing partnerships with industry leaders, organizations, associations, and prospective employers.
- To identify new prospective employers and the development of strategic partnerships with targeted group.
- To adhere to COE requirements by maintaining record of the number of placements and licensures.

Personnel Responsible

At Miami Lakes Educational Center and Technical College, several staff members are responsible for job placement and follow-up activities. The Student Services staffs collaborate with the program instructors to provide adequate services to students by preparing them to obtain gainful employment. Upon enrolling in the program, the counselors and job placement specialist conduct orientation sessions regarding job search and employability skills training. The placement specialist works closely with the counselors and the program instructors to monitor students' progress until graduation. They also work with occupational advisory members, other potential employers, and businesses to identify possible openings to refer students

Counseling of Students

Students are made aware of the institution's job placement services during orientation with the counselors who share their availability and the various counseling services that they offer (test-taking skills, time management, social services referral, etc.) to ensure that the students succeed in the programs. The job placement specialist conducts several workshops throughout the school year on resume writing, interviewing skills, soft skills, importance of team spirit, conflict resolution, time management, etc. All instructors cover employability skills materials within their curriculum.

Data Collection

The instructors initiate the student Clearance Packet for graduation. The Clearance Packet includes the program summary form, OCP certificates, program evaluation surveys, and the Local Placement Data Form. The Local Placement Data Form enables the college to obtain contact, employment, and other general information, about the student to facilitate follow-up.

Placement information on program completers is maintained by the registrar who collaborates with the programs instructors under the supervision of the administrator supervising the career and technical programs. This process helps measure the success of the institution in achieving its mission. All updated employment information on completers is kept in the students' graduate file, scanned and uploaded in the Focus Information System. The instructors, the job placement specialist, and the counselors stay in contact with the students to encourage them to take and pass the state licensure exams (if required) and obtain a copy of the licensing results. A copy of the license is kept on file, scanned and uploaded to the Focus Information System

If no licensing information is on file, the students are called at the contact numbers listed on their student placement data form. The internet is also used to obtain information about completers who have taken state licensure examinations. The programs administrators monitor the recording and collecting of all completion and placement data of students upon graduation.

Job Placement Service

Administrators, counselors, the job placement specialist, and instructors are committed to ensuring that all students have access to job placement services. Students are encouraged to stay in contact with the school and report their employment progress or

challenges to their instructor, job placement specialist or program administrator. To ensure that placement and follow-up are continuous, students are called periodically,

employment information is available to all qualified students on an ongoing basis, and student employment information on file and in the collaboration site.

The instructors are in contact with employers, businesses, and program advisory members in the field to facilitate students' placement. Several bulletin boards are created at the school by the job placement specialist and the instructors who publish the openings as they receive them from the Weekly Job Alert, the Workforce, the different online agencies, and businesses. There is a job board in the student services department in building 1. This is a high traffic area and is accessible to all students. The information on this board includes listing for jobs, such as: general labor, warehouse, and entry level positions.

The job placement specialist maintains a master file for potential employers and employment opportunities to facilitate the placement process. Should a student express an interest in a company, the job placement specialist will assist in obtaining pertinent information. The job placement specialist, in concert with instructors, attempts to match students with the proper employers.

In addition, employers and businesses communicate with the school administrators to inform them of openings in their organization. The administrator forwards the information to the relevant instructors and the job placement specialist who connect the program completers with the potential employers.

Follow-Up Plan

Placement and follow-up information is used to assist the College in evaluating and improving the quality of program outcomes. To ensure that program completers are satisfied with the training provided by the college, all students complete a program evaluation survey as part of their clearance packet when they graduate. The school also communicates with employers to receive feedback on their satisfaction with the completers' performance, knowledge, and work ethics in order to make necessary adjustments to better prepare current students for the workforce. Employers' surveys, formal and informal conversations are utilized for that purpose.

USE OF PLACEMENT AND FOLLOW-UP INFORMATION USE AND EVALUATION

The evaluation form allows students an opportunity to evaluate the effectiveness and relevancy of the program in which they enrolled.

All evaluation forms are reviewed by the program administrator and retained in the student's file. Instructors and programs are recognized if they receive outstanding

commendations on the evaluation forms. Administrators also compile the strengths and weaknesses expressed by employers. They use all feedback from completers and employers and meet with program instructors in the department meetings to review the comments and use them to enhance the programs and services. The evaluation results are shared with faculty and staff on an annual basis, and updates to the student placement plan are made as needed based on feedback. All this information is available in the programs' administrator's office.

The program outcome & follow-up plan is reviewed annually by the faculty at the opening of school meetings (and revised as necessary). Placement and follow-up information is used to assist the College in evaluating and improving the quality of program outcomes. The plan is available in the administrators' office and the programs' department chairperson's office.