## Pike County Career Technology Center



**Adult Education**

**Plan: Placement Services**

Objective: To provide quality placement student support services to technical/career program completers and Aspire students looking to transition to postsecondary or career.

Evaluated: Evaluated by student evaluations and student performance data (Completion, Placement, Licensure)

Timeline: Annually by Adult Education Director

**Identification of responsibility for coordination of services:**

Overall Coordination: Adult Education Director

Supporting Roles: Faculty and Staff

Faculty members refer students to the Adult Education Director for placement services and individual career counseling.

Adult Education Office staff keeps record of placement data and reports the data to the appropriate institutions.

**Communications network between coordinator, the staff, the faculty, and various business and industries in the service area:**

Business and industry contacts are established at all levels including staff, faculty, and administration. Each month the Business Development Department of the Community Action Agency of Pike County sends the Adult Education Director a list of current job openings in the immediate area. The Adult Education Director is responsible for posting these notices in the Adult Education Office Building bulletin board. Notices regarding openings that come in from business and industry are posted on the board and often are announced through the Pike CTC Adult Education Facebook page.

Advisory committee members play an important role in maintaining open lines of communication.

Many of the occupational program faculty members currently work in their related field which also has a positive impact in maintaining open communication with business and industry.

Aspire staff members refer students who are interested in transitioning to post-secondary or career pathways to Adult Education Director.

All students who attend Aspire Orientation register with Ohio Means Jobs.

**File / listing of employers and employment opportunities**

A current listing of employers seeking employees in the immediate area is posted on the Career Board. The school maintains follow-up information concerning the employment status of our graduates which includes the name of the employer. The school has a strong partnership and works closely with the Business Development Department of Community Action Agency of Pike County to obtain information concerning possible employment opportunities in the area. This information is communicated to the students and graduates. Students and graduates are encouraged to take advantage of the job placement services at the Business Development Department after graduation.

**Counseling of students:**

The Adult Education Director and faculty members assist students who are seeking employment. Each student in the occupational program is provided employability training including resume development, interview skills, and job search strategies. Students can meet with the Adult Education Director individually to receive job placement counseling and services.

The Business Development Department of the Community Action Agency of Pike County is a partner and can offer comprehensive placement services, including interview and resume assistance.

Students can receive individual assistance from an Educational Opportunity Center (EOC) representative if they are interested in transitioning to college. The EOC representative will provide a wide variety of individual assistance including campus tours, FAFSA, application process, scheduling, etc.

**Maintenance of placement records for completers as a means of measuring the success of the institution in achieving its mission:**

The mission of the Pike CTC reflects the responsibility to prepare students to enter the workforce. Placement records are maintained to determine the effectiveness of this important student performance indicator. Placement data is collected for each graduate. Comprehensive placement data is compiled for each program. The placement data is reported to the Ohio Department of Higher Education and Council on Occupational Education. Placement data is used in strategic planning to identify possible strengths or challenges.

**How evaluations are shared with faculty and staff:**

Student performance data, including Placement data, is compiled for each program annually. The student performance data is posted on the school’s website.

This plan is posted on the school’s website.