



Placement Outcomes and Follow up Plan

Scope of Services

The school's philosophy, to prepare individuals to become productive members of this society, is nowhere else as important as in this plan. This plan and its methodology directly support the goals and purpose of the school in general and is the basis by which the mission of the organization is attained. To prepare the students to meet the demands of the workforce is key to the functioning of the school and directly affects the outcome of the student population in general. Services provided by the school are culturally and linguistically compatible with the community, and by providing a sound placement and follow up plan, the school not only helps the students attain self-sufficiency, but achieves the goals set forth on the following paragraphs.

Budgetary Resources

These will be developed as needed

Major Activities

Because of our many years of service to this community, we have developed a highly successful placement component in the organization. Before the student completes training or if the staff identifies the need of a student for employment services, during the

training, the student is counseled and assisted in obtaining employment by the Career Services Specialist (CSS). Regular staffing sessions occur between the faculty and the school CSS, to identify the need for employment of any particular student, the level of expertise already achieved by each student, their readiness for employment and their projected dates of completion. Based on this information provided by the faculty, the CSS is then able to assess job readiness.

The placement services are carried out by the Career Services Specialist (CSS), and serves the needs of the entire school. The students are informed that although employment services are offered, employment is not guaranteed. *The CSS maintains a listing of employers that she uses for all students. This list includes old and new contacts in the business area and will remain part of this plan, to be updated as contacts change through time.*

The Career Services Specialist (CSS) of the school is familiar with Employability Skills Training (EST) techniques, and during the school year and especially a month before students complete training, she takes the time to meet with students and provide this training, making available to the student the SABER Employability Skills Manual (ES) which includes but is not limited to orientation on: learning to find job leads, developing a résumé, filling out job applications, etc. The CSS is cognizant of the various employment sites ranging from the local newspaper, to the Jobs Information System (JIS) of the Job Service of Florida, and works with student directly to provide job leads, specific job development and job matching to jobs, listed in various government and private job banks on the web, and included at the end of this Plan. The CSS has a list of job openings which she shares with students and this list is updated daily if necessary. In

the event a student is interested in market and job availability, the student will be directed to review the List of High Demand Occupations published by the Department of Labor.

All placement services are available to all students without additional charge.

Placements are documented using Saber's Verification of Employment / Evaluation Form signed by the employer. All placement records are maintained in the student's file.

Placement rates are a significant instrument used by the Advisory Committee to evaluate the effectiveness of the trainings being offered. Placement records are shared with instructors and administration as well to evaluate effectiveness of training and to propose changes to the curriculum

Follow Up:

Follow-up is an integral part of the employment services component. Students are informed while receiving ES training, and later upon placement, that the CSS is available at all times to counsel the student in cases where he/she may be having difficulties with a new job. This support service is extended with the dual purpose of aiding the student and assisting with job retention. It is the intent of this job retention assistance to help these customers placed into jobs, overcome any problems that may arise during this critical post placement period and to ensure further progress toward long-term employment and therefore self-sufficiency. Any follow up information is reflected in the Verification/Evaluation Form and filed in the student's record.

To Achieve the above mentioned objectives a work statement has been developed as follows:

Placement: The CSS meets with student to:

- 1 Meet with student at the onset of the program of study and develop open lines of communication.
- 2 Attend Faculty and programmatic committee meetings to discuss students when necessary
- 3 Meet with faculty to get feedback on students
- 4 Meet with Student Advisors to get feedback on students
- 5 Explain to the student during counseling session the availability of placement services.
- 6 Clarify that the student offers placement services, but does not guarantee employment.
- 7 Complete narrative report on counseling with student
- 8 Discuss with the student the need to acquire work maturity skills, and introduce student to the concept of Employability Skills Training.
- 9 Give the student a SABER Handbook on Pre-Employment Skills Training and ask that he/she read it and familiarize him/herself with it.
- 10 Encourage discussion as to student's like and dislikes, abilities and skills to be learned.
- 11 Work with student to identify job leads, access and assess jobs and make career decisions based on their chosen program of study.
- 12 Work with students on accurate construction of resumes, job applications, etc., using SABER's Handbook.
- 13 Prepare students for job interviews.

- 14 Assess students, together with instructors, as to their needs for part-time/full time employment during training and a month before completion of training.
- 15 Discuss student's short term needs and goals
- 16 Discuss student's long term needs and goals
- 17 Identify a career path to be followed by student on actualizing their long-term career goals.
- 18 Meet with student a month before termination, review their resume and work with student in identifying job leads
- 19 Contact business in the community to procure placements and checks on existing list of businesses.
- 20 Maintain a list of employers and employment opportunities
- 21 Supervise student on arranging the job interview using the skills learned with the SABER ES Handbook
- 22 Advise student to inform SABER as soon as job is obtained
- 23 Complete the Placement Form and file it in student Case Record.
- 24 Put a copy of the Graduate Exit Survey in the file
- 25 Share Placement Rate with Institutional Advisory Committee
- 26 Review and evaluate Plan with Institutional Advisory Committee

Follow-Up (CSS):

1. Complete the placement Verification/Evaluation Form
2. Identify on a calendar when the 30 day follow up is due
3. After employment begins, contact graduate to see how they are doing in job, and inquire as to any problems they may be encountering.

4. Conduct 30 days follow up
5. In case there is a problem, offer services, if possible, such as referral to child care, transportation services, or any other information that the graduate may need to conquer barriers.
6. Contact employer to acquire survey
7. Ask employer to sign the Verification/Evaluation Form
8. Any areas of concern that may be expressed by an employer are to be reflected in the case record and do everything possible to resolve it
9. Use information obtained from employer to evaluate appropriateness of the program
10. Report any areas of concern to the Director/ Student Advisor, that they may be reviewed and shared with the advisory committee to evaluate program content, etc.
11. Advise student that CSS is always available for any concerns or career counseling that graduate may desire.
12. Submit all placement information to Director/Student Advisor to construct the annual report.

Evaluation of the Plan and stakeholders with whom the plan is shared

All placement information is submitted to the Commission for Independent Education (CIE) and the Council on Occupational Education (COE) as part of the Annual Report. Outcomes are discussed with student representative, instructional and administrative staff at the time of various faculty and Program Advisory meetings, as well as with

Institutional Advisory Committee. This is how Plan is used to evaluate the effectiveness of the programs and to develop methods to improve program outcomes.

Reviewed by Advisory Committee - 2006
Reviewed by Advisory Committee - 2007
Reviewed by Advisory Committee - 2008
Reviewed by Advisory Committee - 2009
Reviewed by Advisory Committee - April 2010
Reviewed by Advisory Committee - April 2011
Reviewed by Advisory Committee - April 2012
Reviewed by Advisory Committee - April 2013
Reviewed by Advisory Committee - April 2014
Reviewed by Advisory Committee - April 2015
Reviewed by Advisory Committee - April 2016
Reviewed by Advisory Committee - April 2017
Reviewed by Advisory Committee - April 2018
Reviewed by Advisory Committee - April 2019
Reviewed by Advisory Committee - April 2020
Reviewed by Advisory Committee - April 2021
Reviewed by Advisory Committee - April 2022
Reviewed by Advisory Committee - March 2023
Reviewed by Advisory Committee - April 2024
Reviewed by Advisory Committee - March 2025
Reviewed and Revised – Jan 2026

