

**Academy of Careers and
Technology
Placement & Follow-Up Plan**



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Preparing Students for Their Future

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Responsibility for Coordination of Placement Services

Placement services are coordinated using the following staff:

- English instructor
- Classroom instructors
- Counselor
- Job Placement/Data Coordinator

Portfolio Development

The Job Placement/Data Coordinator along with our English instructor coordinates yearly the development of a student portfolio that is required for many of our programs. This portfolio consists of a resume, completed entry level application including 3 references, and credentials the student has earned while in their program. We provide Chromebooks for the students to use for the development of their portfolio. Students take their completed portfolio with them upon completion of their program. We have our local chamber of commerce coordinate members to come in and judge their portfolios. This allows the students to practice interviewing and get constructive feedback from local business owners.

Communication Network Used For Placement

Our web site has an info email account that is listed on our site and our school also has a Facebook account. The Job Placement/Data Coordinator manages both of these communication networks between students and prospective employers.

Emails to the info account from prospective employers are answered promptly as well as phone calls to the school from prospective employers looking to hire or come do job fairs at the school. This information is then distributed in the following ways depending on the preference of the prospective employer: with permission the information will be posted on our Facebook page stating the employer is interested in our recent graduates with contact info included OR information can be passed on to the instructor and they will call the prospective employer and refer students in this manner. Some prospective employers choose both methods to communicate with our students.

Maintenance of Placement Records

Placement records are collected yearly and used to complete reports we provide to the West Virginia State Department of Education. Data is collected by the instructors with assistance from the Job Placement/Data Coordinator and turned into the Job Placement/Data

Coordinator. The Job Placement/Data Coordinator compiles placement reports that are kept on file from year to year and allow our school to analyze the effectiveness of our programs.

Purpose of Follow-Up Plan

Follow-up is a planned process for securing information from former students and their employers for informational and evaluation purposes.

Objectives of Follow-Up Plan

1. To determine the strengths and weaknesses of programs.
2. To obtain suggestions for the improvement of the school's programs.
3. To collect data for reporting purposes as needed.

Procedures of Follow-Up

Follow-up is an ongoing and continuous process between the instructor and their former students. Instructors are responsible for following up with former students, employers, and clinical sites to evaluate the effectiveness of their program with assistance from the Job Placement/Data Coordinator.

Follow-Up of Completers

At the beginning of each new semester the student will each fill out an ACT Student Follow-Up Form that is kept on file in the Job Placement/Data Coordinator's office with contact information used to facilitate in follow-up. Instructors many times have their own record keeping information they keep in addition to these standardized form. Certain programs such as Practical Nursing also send out follow-up surveys using resources such as Survey Monkey to collect follow-up information.

Follow-Up of Non-Completers

At the conclusion of each semester the Job Placement/Data Coordinator will review the withdrawal and drop list for that semester. We will contact the students who are on this list in order to obtain follow-up information. We will use information we collect to help improve the effectiveness of retention of students in our programs.

Employer Follow-Up

Advisory meetings held at least twice a year with local employers allow instructors to obtain follow-up information from employers concerning their students. Instructors who have

students in clinical settings are either on-site with their students or the instructor goes to visit these clinical sites throughout the school year to obtain follow-up information from these employers as to the effectiveness of their students and program. During these visits or advisory meetings the focus is to find out the strengths, weaknesses, and the local job market skills needed so our programs can adapt to meet the needs of our local job market. We also have a Student Evaluation Report we use at the end of each nine weeks a student is in a work-based activity. This is a tool we use not only to evaluate the student's performance, but also to get feedback from employers about the effectiveness of our programs.

Communication of Placement & Follow-Up Data

Placement reports are due to COE each March. After these reports are compiled this information will be shared with all instructional personnel and administrative staff during the next Faculty Senate Meeting our county provides. Instructional personnel and administrative staff will sign the Placement & Follow-Up Data Form stating they have been made aware of the placement and follow-up data for that year.