

# **AVTEC Placement & Follow-up Plan**

## **Purpose**

Information regarding student outcomes is essential in evaluating the performance of AVTEC training programs. Further, the placement of graduates into training related jobs is the primary indicator of the institution's success for both prospective students and accreditation review boards.

A detailed plan on collecting necessary placement and follow-up information is essential to efficiently complete this task. AVTEC's Placement and Follow-up Plan focuses on assisting students and graduates in obtaining gainful employment in the field in which they are trained, or pursuing further education or other career choices within one year following graduation.

## **Stakeholders**

- AVTEC Students
- AVTEC Completers
- AVTEC Staff & Faculty
- Employers of AVTEC Completers

## **Scope of Services**

- Provide career readiness training and services to all long-term program students and completers including resume instruction, interview skills, and assistance with job search.
- Maintain current and accurate employment data on graduate completers and non-graduate completers within AVTEC's student management system as well as localized files and databases.
- Promote communication and collaboration among AVTEC staff to obtain regular and ongoing follow-up data on completers and employer feedback regarding graduate performance upon entering the workplace.
- Provide graduate placement and follow-up data to all administrative staff, Department Heads, and instructors annually, and as requested by administration and staff.
- Conduct employer engagement and outreach in order to maintain resources of industry contacts and employers as potential employment opportunities for students and graduate completers.
- Coordinate and organize employer/student networking opportunities in the form of employer visits, presentations to students, and an annual job fair.

- Develop and administer methods to obtain employer feedback and provide results to administration and instructors to review with program advisory committees and determine if curriculum revisions should be implemented.

## **Roles and Responsibilities**

AVTEC's Career Advisor oversees follow-up and placement activities in collaboration with the Program Instructors, the Student Services Department, and Student Records staff. All AVTEC staff share in the responsibilities of assisting students in reaching their career goals. Ultimately, it is the students and graduates themselves who are responsible for maintaining an active job search if they intend to successfully obtain training related employment.

### **Career Advisor**

The Student Services Department's Career Advisor is responsible for assisting all long-term students to become employed in a training-related position upon completion of the program. The Career Advisor's duties and responsibilities include the following:

- Throughout training encourage and develop student's awareness of employment opportunities.
- Point of contact for employers interested in recruiting AVTEC students.
- Network with employer contacts and conduct employer outreach and engagement.
- Develop and maintain files of potential employers.
- Plan and organize at least one Job Fair annually.
- Develop and provide career readiness training (job search, resume writing, and interview skills) to students enrolled in long-term programs.
- Meet with students individually to provide employment counseling and identify employment interests, plans, and goals.
- Collaborate with instructional staff to coordinate graduate follow-up, collection, and documentation of placement information on graduates.
- Provide placement reports at least annually to Department Heads, instructors, and administration.
- Collaborate with administration and instructional staff to develop methods for obtaining feedback from employers of graduates.

### **Program Instructors**

Program instructors are in contact with the students on a daily basis and are most familiar with individual student skill level and qualifications for employment. Instructors take an active role in assisting students with obtaining training related employment by providing the following services:

- Encourage student awareness of the job search process. Share training related job notices and provide locations where job opportunities are posted. Discuss posted jobs, required

qualifications, application process, and how a student might best present themselves for that particular situation.

- Maintain industry employer contacts for placement opportunities. Meet with Career Advisor to seek out and share job market information. Meet with Occupational Advisory Committees to explore potential employers, network with employers statewide, and assist the Career Advisor with coordinating the annual job fair and hosting employer, business, and industry representatives.
- Meet with students individually to determine their employment interests. Refer students to the Career Advisor and industry contacts for placement opportunities.
- Assist Career Advisor in collection of follow-up data on program completers. Encourage students to maintain contact with Career Advisor and forward employment information they receive from students to the Career Advisor for placement documentation.

### **Student Services Staff**

AVTEC's counselors provide a key role in assisting students in overcoming barriers in order to reach their full potential in both personal and career goals.

- Throughout student's training discuss employment plans and refer students to the Career Advisor and program instructor to discuss employment opportunities.
- Assist in providing Career Readiness training to students attending long-term programs.
- As requested by instructors, provide Communication Skills training taught with the workplace in mind to help students improve skills and build self-confidence.
- Assist in coordinating the annual Job Fair.
- Assist students in meeting their employment goals by addressing employment barriers, providing information, and identifying resources.
- Assist with follow-up by contacting and obtaining employment information from graduates.

### **Other Staff**

As previously noted, all AVTEC staff share in the responsibilities of assisting students in reaching their career goals. Staff generally assists with student placement and follow-up by providing the following services:

- Maintain student records including enrollment and completion data.
- Refer employers, business, and industry representatives to the Career Advisor and program instructors.
- Refer prospective and current students to the Career Advisor and instructor to discuss employment opportunities.
- Assist students in obtaining information, addressing employment barriers, and identifying employment resources.
- Forward student/graduate contact and employment information to the Career Advisor.

### **Students/Graduates**

The student shall ultimately be responsible for securing a job through proper preparation and an aggressive job search.

- Actively participate in Career Readiness courses provided as part of training curriculum.
- Meet with Career Services staff for individual assistance with job search, resume preparation, and interview skills.
- Research potential employers and employment opportunities provided by instructional and Career Services staff.
- Utilize job search skills and AVTEC employment resources to apply for training related employment.

## **Major Activities**

The following procedures and methods are in place to ensure that follow-up information is collected from both completers and employers of completers which is focused on program effectiveness and that the information collected is used by administration and instructors to evaluate and improve the quality of training programs.

### **Student Follow-up Procedures**

Graduate follow-up at AVTEC is an ongoing process. As students complete training programs and exit throughout the school year, follow-up procedures are in place, and data is collected at regular intervals.

#### **1. Student Exit Evaluations**

The Student Services Department administers an online exit evaluation survey to all students prior to their completion of training. This evaluation is focused on receiving student feedback that is focused on overall training experience and program effectiveness. Student exit evaluation survey results are shared with administration, Department Heads, and applicable instructors and staff to modify and improve services as applicable.

#### **2. Student Completion, Placement & Licensure Data**

Student Records staff enters student completion data into the student management system as provided by program instructors and counselors using the student data coding form. This information is used to identify and maintain enrollment, withdrawal, completion and licensure data.

The Career Advisor conducts follow-up and collects placement information from program completers. This is accomplished with the assistance and support from completers, peers of completers, instructors, administrators, employers, and various online resources. Follow-up for placement information is completed at least quarterly for all long-term program graduates, until a placement is documented by utilizing the following methods:

- Documentation from students during or prior to completing training
- Telephone call/text messages
- Emails
- Instructor reported information
- Social media searches
- Employer reported information

**The Career Advisor maintains a follow-up record for every long-term program graduate.**

Using the collection methods noted above, follow-up contact with completers is performed at

least quarterly, and for at least one year, following program completion until a placement is verified. Follow-up outreach requests the following information for placement documentation:

- Employment Status (working in training or non-training, looking, unavailable, etc.)
- Employer Name
- Employer Contact/Supervisor
- Job Title
- Start Date
- Starting Wage
- Additional Information
- Continuing Education Information
- Exclusions or Not Looking for Employment

Job search assistance is continually offered for program completers who are not employed at graduation. Completers remain on the Career Advisor's email distribution list and continue to receive correspondence for training-related employment opportunities until the completion, placement & licensure data is submitted to COE for that reporting period.

Completer follow-up information and employment data is entered into the Career Advisor's local files and databases as well as entered and stored electronically in AVTEC's student management system.

Program placement reports are provided to the administration and instructors at least annually and additionally upon request as well as shared at occupational and institutional advisory committee meetings. Institutional Completion, Placement & Licensure reports are provided at institution All-Staff Meetings and Department Leadership Committee meetings as requested.

The completed COE Completion, Placement & Licensure Form is used to monitor and verify that AVTEC is meeting required program and institutional benchmarks for completion, placement and licensure. Data from the final Completion, Placement & Licensure Form is entered into AVTEC's annual report to COE.

### **Employer Engagement & Follow-up**

The Career Advisor and program instructors continually work to develop and maintain contacts with employers interested in hiring AVTEC graduates. The Career Advisor is identified on AVTEC's public website as the initial contact for employers interested in hiring a student or graduate and acts as a liaison among AVTEC students, graduates, instructors, staff, and employers.

AVTEC staff engage and develop contacts with employers through the following means: phone calls, email, Advisory Committee Meetings, employer visits on campus and virtual presentations, and AVTEC staff and student visits to industry businesses & organizations. Instructional staff are responsible for documenting contact with industry employers or businesses within their field of training.

Employer feedback is utilized to obtain information from employers who have hired graduates of AVTEC training programs regarding their satisfaction with the knowledge, skills, and abilities of AVTEC graduates they have hired; in addition to assist the program in identifying any areas for review and improvement. Employer feedback surveys are developed by the Career Advisor in collaboration with program instructors and administration.

#### 1. Employer Survey

AVTEC's goal is to complete a survey of employers of graduate completers on an annual basis. The survey is distributed electronically via email to employers who have hired AVTEC students.

#### 2. Job Fair Survey

Employers who attend AVTEC's annual job fair are surveyed to obtain feedback on both the job fair event and if their company has previously hired a student or graduate, the level of satisfaction with the graduate's technical knowledge, skills and abilities, and employability skills.

Results of completed employer surveys are tallied and shared with administration, instructional staff, and program advisory committees. Employer survey results and feedback are evaluated to determine if program changes are in order to continue to meet the needs of business and industry.

### **Evaluation**

This plan is reviewed and evaluated at least annually by faculty and administration and revised if necessary. The effectiveness of AVTEC's placement and follow-up activities are evaluated annually by the following tools:

- **Student Evaluations:** Questions about assistance with job search and career readiness preparation are included in the student exit evaluations. Data collected will be analyzed for the effectiveness of placement services provided to students.
- **Completion/Placement Licensure Data:** Documentation of graduate employment data is utilized to identify training program and institutional placement rates. This data shall be reviewed and evaluated to determine the effectiveness of the Placement & Follow-up Plan.

### **Communication**

After the annual review, the Placement and Follow-up plan along with any updates are shared at an All-Staff meeting. The Placement & Follow-up Plan is located under Operational Plans on the AVTEC public website. In addition, the Career Advisor will review the Placement & Follow-up Plan with new program instructors and other staff with roles and responsibilities identified in this plan.

### **Budgetary Resources**

Placement and follow-up services for AVTEC students and graduates are funded through the Student Services Department annual operational budget.