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**The English Center  
3501 SW 28<sup>th</sup> Street  
Miami, Florida 33133**

**INSTITUTIONAL PLACEMENT  
SERVICES PLAN**

**2020-2021**

## PLAN FOR THE INSTITUTION'S PLACEMENT SERVICES

2020-2021

The English Center provides placement services for all current or former program completers.

A placement specialist is responsible for coordination of placement services. Although the placement specialist has the primary responsibility of placing program completers; a team composed of an administrator, CTE instructors, placement specialist and each program's occupational advisory committee may also be involved in the process. Therefore, a communications network has been established. Occupational advisory committees for each career technical program consisting of faculty, different businesses, and industries exist. Placement and other needs of each industry are discussed. Occupational advisory committees provide the school with potential employers in each industry. They also review the school's program to ensure it keeps pace with the needs of the industry and improves the quality of program outcomes. The placement specialist communicates with teachers and students and visit classrooms to obtain feedback and to address the issue of how she can support the students obtain employment.

The placement specialist maintains a log of employment opportunities and students that were placed in those openings. Job Alerts a monthly report of job openings, compiled by The Division of Work Force Education of South Florida is accessible to students and instructors as it posted on the school's website and on a designated Job Display Board, Career/technical educators create a bridge between the school and the industry to solicit job opportunities. Instructors receive job opportunities, which are disseminated to the students and placement specialist. The placement specialist assists students with the preparation of resumes and exploring job placement opportunities

Counseling of students occurs when the placement specialist directly meets with students to discuss placement opportunities and refers them to potential employers. In addition, a teacher provides a free resume writing service upon request.

There is a Local Placement Data form that tracks the placement status of each student including if they are currently employed and, if yes, where. The placement specialist works with the CTE registrar who maintains a record of placement data in the TEC CPL Excel Spreadsheet. The CTE registrar is responsible for securing, maintaining, and safeguarding this document. There is a

follow-up of non-program completers by either the placement specialist or the teacher to track all students including non-graduate completers.

Placement records for completers and non-program completers are maintained attached to each student's electronic folder to track the success of the institution in achieving its mission.

Local Placement Data Forms are used as documentation for completing the COE Annual Report. The completion, placement, and licensure rates along with any follow-up information are reviewed annually at The English Center's Educational Excellence School Advisory Council (EESAC) and at a faculty and staff meeting so that the school's stakeholders can review and determine the success of the institution's placement effort.

The Institutional Placement Services Plan is reviewed and updated annually as necessary.

Faculty and staff are asked to complete a survey regarding the effectiveness of the Institutional Placement plan. The results are presented as a chart during an Opening of Schools Meeting for review and recommendations are made on what additional measures can increase our institution's placement.