



Placement Plan

Revised: 06/12/2024

PURPOSE

The placement of students in relevant and satisfactory employment is one of the primary goals of Okaloosa Technical College (OTC). Because of the advances in technology and the rapidly changing job market, the standards for educational accountability have increased. OTC uses a systematic plan to help students in their job search and placement. It is the institution's policy that placement services be available for all students; however, students must take personal responsibility for job placement.

Services provided by the Student Services Department include pre-admissions advisement, admissions assessments, enrollment, and scheduling. Along with these services the Student Services department also provides behavioral intervention where necessary to preserve the learning environment, referral to outside resources where appropriate, ADA services, records, graduation, and financial aid.

OBJECTIVE

The objectives of our placement plan are:

1. Maintain an active, up-to-date file listing of employers and employment opportunities for students
2. Collect information from completers
3. Use placement information to evaluate and improve program outcome quality
4. Collect and record all data regarding placement efforts for informal and formal evaluation purposes
5. To obtain information for the improvement of the college's programs and services
6. Develop contacts with employers to acquire job listings and information needed to meet employers' and students' needs
7. Evaluate the plan on an annual basis and revise it as needed

COUNSELING

Counseling services are available to all potential and current students. This is a collaborative effort between the registrars, financial aid personnel, and administrators. These services include pre-admissions advisement, academic advisement, admissions assessments, enrollment, and scheduling. Along with these services the Student Services department also provides behavioral intervention where necessary to preserve the learning environment, referral to outside resources where appropriate, ADA services, records, graduation, and financial aid.

PLACEMENT

While the college's responsibility for the placement of students is vested in the administrative and instructional staff, the Assistant Director is ultimately responsible. Instructors maintain close communication with employers in the College's service area and are the primary people for their students' placement. The result is that students who complete their course of study have a good chance of employment. The program instructors are primarily responsible for coordination of placement services for their students.

It is the institution's policy that placement services be available for all students; however, students must take personal responsibility for job placement. All students are encouraged to visit their local CareerSource branch to explore job placement opportunities and enroll in EmployFlorida.com.

A list of employers and employment opportunities is available on the College's website.

Each instructor follows students' progress in their program. This progress measures work habits, safety habits, workmanship, and knowledge of each task. This progress is documented by movement from one OCP to the next, through the FOCUS database system.

Each instructor reports placement data through their program's digital file.

PLACEMENT RECORDS and REPORTING

Placement information for completers and non-completers must be documented and placed in the individual program's digital file.

- The following forms are used to document placement:
 - o Program's CPL sheet
 - o Placement Verification Form

Placement records are maintained in the programs' digital files and are available to instructional and administrative staff to update information, compile reports, conduct follow-up, or provide further assistance to the student. This information is also used to evaluate and improve the quality of program outcomes, and the effectiveness of program instruction and standards. These records are also used to determine Placement percentages for the Annual Report to COE (Council on Occupational Education).

The data obtained from placement information is made available to instructional personnel and administrative staff and is used to improve the quality of programs. This information is usually disseminated to the faculty and staff each March after the Annual Report has been submitted. Special attention is paid to whether students are employed in related or non-related jobs. The success of graduates in securing employment in fields related to the training is an essential component in the evaluation of the program's effectiveness. Comments and suggestions from student employers continue to provide valuable assistance in the improvement of college programs and services.

Evaluation:

An annual evaluation of this plan shall be conducted in our:

- Annual Faculty and Staff Meetings
- Institutional Advisory Committees
- Annual Administrative Meeting

Feedback:

Feedback from evaluations will be used to maintain and improve this plan. All Feedback from evaluations (including from other sources) will be taken into consideration.

THIS PLAN IS AVAILABLE IN THE STUDENT AND CAREER SERVICES OFFICE TO EMPLOYEES AND STUDENTS AT ANY TIME. EMPLOYEES CAN ACCESS