



**The English Center
3501 SW 28th Street
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**INSTITUTIONAL PLACEMENT
SERVICES PLAN**

2024-2025

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INSTITUTIONAL PLACEMENT SERVICES PLAN

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

A placement specialist is responsible for the coordination of placement services. Although the placement specialist is primarily responsible for placing program completers, a team composed of an administrator, CTE instructors, placement specialist, and each program's occupational advisory committee may also be involved. 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, visits classrooms to obtain feedback, and addresses how she can support the students in securing employment.

The placement specialist maintains a log of employment opportunities and students 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 posted on the school's website and 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 disseminated to the students and the placement specialist. The placement specialist assists students with the preparation of resumes and exploring job placement opportunities.

Students are counseled when the placement specialist directly meets with them to discuss placement opportunities and refers them to potential employers. In addition, a teacher provides a free resume-writing service upon request.

A Local Placement Data form tracks each student's placement status, including if they are currently employed and, if yes, where. The placement specialist works with the CTE registrar, who records 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 the placement specialist or the teacher to track all students, including non-graduate completers.

Placement records for completers and non-program completers are attached to each student's electronic folder to track the institution's success 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 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 for review during an Opening of Schools meeting, and recommendations are made on what additional measures can increase our institution's placement rate. This plan is used to continuously improve the institution's placement rate.