Academy of Careers and Technology

Placement Services Plan

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Preparing Students for Their Future
http://wvact.net
http://facebook.com/wvact

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Responsibility for Coordination of Placement Services

Placement services are coordinated using the following staff:

- Instructors
- Counselor
- Job Placement/Data Coordinator

Portfolio Development

The Job Placement/Data Coordinator coordinates yearly the development of a digital student portfolio that is required for many of our programs. This digital portfolio consists of a letter of introduction, resume, reference letters, credentials the student has earned while in their program, and samples of the student's work. We provide iPads and computers for the students to use for the development of their portfolio. Students maintain access to these digital portfolios even after completing their programs at our school. 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.

Counseling of Students

Counseling is offered by the Job Placement office with resume creation/resume review. The Job Placement office will also conduct mock interviews to give students constructive feedback to prep for their real interviews. The Job Placement office also communicates with local businesses and tries to locate job information that can be shared with students during counseling sessions.

Employer Listing

The Job Placement/Data Coordinator keeps a listing of employers that contact our school for placement activities. This listing is used as a resource when placing students into jobs.

Evaluation

The Placement Services Plan will be reviewed annually and revised as necessary. Results of the evaluation will be shared with faculty and staff during Faculty Senate meetings held throughout the school year.