



**ICR FLORIDA  
EDUCATION**

**PLACEMENT SERVICES PLAN**

**PURPOSE**

This policy has been implemented to ensure ICR Florida Education's plan to assist program completers in finding a satisfactory job according to their program of study.

**RESPONSIBLE AUTHORITY**

This plan responsibility is vested in the Student Services Coordinator.

**APPLICABILITY**

This plan applies to all placement services activities at the school.

**IMPLEMENTATION**

The implementation of this plan is delegated to Student Services personnel.

**EFFECTIVE DATE**

October 1, 2021

**PLAN**

1. Communication
2. Employment Opportunities Listings
3. Employment Assistance and Job Application Skills
4. Student Counseling
5. Placement Records
6. Completion, Placement, and Licensure Reports (CPL)

**1 - Communication**

Student Services personnel maintain communication with the rest of our staff, including faculty with the purpose to improve the effectiveness of the placement efforts. Faculty are reminded periodically about the role they play in preparing students with the right attitudes and career skills for a job in their chosen field.

Student Services maintains a close relationship with businesses and industries of the school's service area in order to promote employment opportunities for the school completers.

Student Services personnel participate at the annual staff meeting, strategic planning meetings, and advisory committee meetings to provide information about the placement services status and receive input and suggestions for improvement.

**2 - Employment Opportunities Listings**

Employment opportunities are posted on the school's bulletin board.



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### 3 – Employment Assistance and Job Application Skills

The school provides students training in the basics of applying for jobs, job postings, resume creation, and interviewing. This training is part of their curriculum and imparted by one of the program instructors.

### 4 - Student Counseling

Prior to and after graduation, Student Services personnel advise students on career development skills and assist them in their process of finding employment in their chosen career field.

### 5 - Placement Records

Placement records for completers are maintained within the student file.

### 6 - Completion, Placement, and Licensure (CPL) Report

The CPL report is the main indicator of the school's placement success. Placement Services are achieved up to satisfaction when our completion and placement benchmarks are achieved. Career Service personnel are actively involved with this report and benchmarks.

## **EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS**

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

## **BUDGET**

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "Student Services." Revisions to funding require approval by the President and Financial Director.

## **EVALUATION**

This policy is annually evaluated by means of surveys collected from:

- Students and Graduates
- Schools Administrative and Academic Personnel
- Institutional and Occupational Advisory Committee members

### Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting



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An electronic copy of the evaluated documentation is to be filed along with the typed minutes of the meeting.

### **REVISIONS**

Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published in the school's Policies and Procedures Manual.

### **POLICY AVAILABILITY**

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during regular business hours. School personnel receive access to the school's Policies and Procedures Manual electronic version during their new employee orientation. This policy is also published on the school's public website.