



<b>Policy Name:</b>	Placement Plan
<b>TBR Policy Number:</b>	N/A
<b>TCAT-D Policy Number:</b>	AA-117
<b>Effective Date:</b>	September 12, 2016
<b>Date of Last Review</b>	October 6, 2021
<b>Date of Last Revision:</b>	November 9, 2021
<b>Functional Area:</b>	Academic Affairs

## PLACEMENT PLAN

### PURPOSE

The placement of students in satisfactory employment is one of the primary objectives of this institution. Because of the rapidly changing job market and the increased educational accountability standards, the school utilizes a systematic plan to assist students in their job search and placement. The policy of the institution relative to placement is that placement services are available to all students and the student shall take some personal responsibility for job placement. The college provides training in employability skills. The college provides this training through program instructors and Technology Foundations.

### OBJECTIVES

1. To maintain current listings of possible employers and employment opportunities for students.
2. To cooperate in arranging interviews with prospective employers as opportunities become known to center staff.
3. To provide employability skills training, as needed.
4. To collect and maintain data regarding placement efforts for informational and evaluation purposes.
5. To promote hiring of TCAT Dickson graduates between prospective employers and faculty or staff through direct communication.

### PLACEMENT

The school's responsibility for placement of students is vested in the administration, student services, and instructional staff. College personnel maintain close communications with employers, both in local communities and the surrounding areas. The Student Services Coordinator is primarily responsible for coordination of placement services.

Job information is passed along to students, and they are assisted in getting in contact with local employers or American Job Centers. Any individual from outside the college who contacts instructors or student services about job openings is accommodated in trying to furnish qualified students to interview. In the process of explaining our programs to business and industry contacts, all TCAT Dickson representatives are careful to recommend only qualified students.

Instructors and administrative staff visit business and industry in the surrounding area on a regular basis. Lists of prospective employers are available online. Job notices are posted online and in classrooms. Instructors are often contacted by personnel managers or other business/industry persons who work directly to recommend qualified students for interviews. The staff is always encouraged to participate actively in placement and follow-up.

## **PLACEMENT RECORDS AND REPORTING**

- **Exit Interview Form** – Each student leaving TCAT Dickson completes this electronic form to indicate employment status at the time of leaving or graduating school. The school mails a form to any student who leaves without completing the form.
- **Placement Status Report** – This form is sent as a survey to solicit information from all completers who indicated on the Exit Interview form that they had not secured employment.
- **Employment Update Form** – Instructors send this form to Student Services to update any employment information they may obtain on graduates from personal communications.

Placement records are maintained in the Student Services Department and are available to faculty and administration. The official placement reporting instruments for all TCAT's is the annual COE report.