



Placement Services Plan

The purpose of the Institution's Placement Services Plan is to assist program completers in finding a satisfactory job according to their program of study.

RESPONSIBLE AUTHORITY

Director of Student Services ("DOS")

INSTITUTION'S PERSONNEL THAT FOLLOW-IMPLEMENT THIS PLAN

Director of Student Services

POLICY

1. Communication
2. Employment Opportunities Listings
3. Student Counseling
4. Placement Records
5. Completion, Placement and License Reports (CPL)

Communication

The DOS maintains communication with the rest of our staff, including faculty with the purpose to improve the effectiveness of the placement efforts. Faculty is reminded periodically about the role they play preparing students with the right attitudes and business skills for a job.

The DOS maintains a close relation with businesses and industries of the service area, in order to gather opportunities of employment for the school completers.

The DOS participates at the annual staff meetings, strategic planning meetings, and advisory board meetings, in order to provide information about the placement services status, and also receive input and suggestions to implement from same source.

Employment Opportunities Listings

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

Student Counseling

Students receive counseling on a permanent basis by the DOS.

Placement Records

Placement records for completers are maintained within the student enrollment and academic file.

Completion, Placement and Licensure (CPL) Report

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



EQUIPMENT AND TECHNOLOGY

The school is equipped with internet, computers, printers and a secured cloud-based server.

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this plan is a responsibility of the School Director, who coordinates any repairs, purchases or updates required. Expenses for equipment repair, maintenance, and replacement are included in the Academic line item of the budget. Such requests are to be made directly to the School Director and will be dealt with accordingly.

BUDGET

This plan budget is allocated under the line item “Student Services Department”

EVALUATION

This policy is evaluated:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meeting
- Annually at the Institutional Advisory Committee meeting
- By students through the student surveys
- By employees and faculty through the employee survey

PROGRAM EFFECTIVENESS

Student and employee survey’s information collected is presented at the following meetings where actions are taken when necessary to improve this department’s effectiveness:

- Annually at the First Strategic meeting of the year
- Annually at the Staff and Operations meetings
- Annually at the Institutional Advisory Committee meeting

POLICY AVAILABILITY

Policies and procedures as well as all publications are available for review, comments and suggestions by administrative staff, faculty, students and Advisory Committee members on our public website:

www.thehealthcareinstitute.com.