

New Community Career & Technical Institute Written Plan for Placement Services

NCCTI Plan for Placement Services includes the following elements:

- Identification of responsibility for coordination of services
- A communication network between staff and businesses
- File listing of employers and employment opportunities
- Counseling of students
- Maintenance of placement records for completers as a means of measuring the success of the institution in achieving its mission

Identification of Responsibility for Coordination of Services

Our Career Services/Job Developer is responsible for coordinating placement services. Our Career Services/Job Developer is part of a team that helps to secure employment opportunities for graduates. NCCTI does not guarantee students employment upon program completion. Our commitment is to ensure students have direct access to employment opportunities through solid partnerships with employers. NCCTI hosts employer visits, visits to job sites, and supports career exploration opportunities. The Career Services/Job Developer contacts employers through one-on-one meetings and phone outreach and assists students with online job searches. Our Student Services/Case Manager also plays an active role connecting program graduates to employment opportunities.

A communications network (must exist between the person responsible for the placement coordination, the staff, the faculty, and various businesses and industries of the service area)

Our career services staff members send emails to instructors and the director, sharing job leads and relevant information about employment opportunities. Our Career Services/Job Developer representative keeps a daily record of contact with employers to ensure we are aware of employment opportunities and job requirements. When a job lead is received, we capture key details related to the position, i.e. name of employer, address of employer, position title, and rate of pay. This information is then shared with students and staff.

File/listing of employers and employment opportunities

NCCTI Career Services Representative/Job Developer keeps an active file of employers and employment opportunities. Students are also encouraged to search for employment opportunities independently through direct outreach and online job search. NCCTI also posts job leads related to areas of study at the Main Campus, ensuring students are aware of available positions.

Counseling of students

NCCTI's greatest strength is our ability to provide counseling and supportive services to students through New Community Corporation's network of support services. NCC owns and manages

around 2,000 housing units, after school programs, summer camp, several daycare centers, emergency housing for homeless families, a comprehensive Financial Opportunity Center (FOC), emergency food pantry, and a licensed behavioral and substance abuse counseling center. Students have access to all New Community's programs and services. Students are made aware of New Community's list of programs and services during Orientation and by visiting the website at www.newcommunity.org.

Counseling is provided throughout the student's enrollment by instructional staff, Career Services/Job Developer and our Student Services/Case Manager. Students meet one-on-one with the Student Services/Case Manager and progress notes are kept chronicling progress both socially and academically. If students need housing assistance, food assistance, therapeutic counseling services, child care assistance, and additional support to help complete program requirements, NCCTI has sufficient resources.

Maintenance of placement records for completers as a means of measuring the success of the institution in achieving its mission

NCCTI records placements in our data tracking system, which captures employer information, rate of pay, and position title. A hard copy of placement information is also kept on file. Both instructional and non-instructional staff is made aware of the Commission's Completion, Placement, and Licensure (CPL) outcomes and must verify completion and placement outcomes.