



Plan Name:	Placement Services Plan
Effective Date:	August 1, 2014 August
Revision Date:	August 1, 2023
Standard:	Standard 10: 26-33

Placement Services Plan

Goals & Objectives

The purpose of the Waynesville Career Center Placement Services Plan is to provide placement services to all students at Waynesville Career Center. Placement can include employment after completing the program, while in the program, or inquiring to further their education after completing their program at WCC.

Process Overview

The Waynesville Career Center Counselor along with the program instructors are responsible for the coordination of the placement services. Other Student Services personnel are available for any assistance needed. These services are available to any student in need of assistance with job placement.

Services Include:

- Communication Network between Staff and Various Business/Industries in Area
- List of Employers and Employment Opportunities
- Counseling of Students
- Measuring the Success of WCC Placement
- Evaluation and revisions to the Placement Services Plan

Procedures and Specific Guidelines

Many members of the Waynesville Career Center plays a viable role in the communication and networking between the Waynesville Career Center and businesses and industries in the service area. All forms of communication are always open and are always encouraged to provide as much success for our student's placement. The Administrators at Waynesville Career Center are involved with the Pulaski County Chamber of Commerce. The program coordinator/instructors coordinate mock interviews with local business partners to promote our students with local employers. Additionally, Instructors stay in constant contact with local businesses in their field of study to promote placement in the area, which includes members of the programs advisory board members who are a direct link to businesses and industry in our area. This ensures our programs curriculum, technology, and current trends with are up to date and any necessary adjustments can be made to ensure program and placement

success. The counselor organizes and holds a College and Career Fair yearly as well as an Open House to encourage members of the community and businesses to come into the Career Center and promote positive placement in our area.

The counselor and the program instructors have a list of employers in our service area. They also have a close relationship with multiple employers in the area and communicate with them frequently to keep up to date employment opportunities for our students. Students are notified about job opportunities through either the counselor or their instructors.

Additionally, the WCC Counselor is on staff to provide a diverse variety of counseling for students upon request to include career counseling and personal matters. A variety of testing and assessment services are provided which include Industry Recognized Credential (IRC) exams, certification predictor exams, and Work-keys testing. Resume and cover letter development, professional dress, mock interviews, company research, and completing job applications are embedded into student programming.

Placement records for all completers are maintained for multiple reasons. Most importantly to measure the success of our students and for the Waynesville Career Center to achieve its Vision and Mission. The data is imputed in our student records system to be used for Missouri State Department of Elementary and Secondary Education Completion Follow Up Report as well as for our Federal Perkins Report and COE Annual Report. It is also used for our Program Advisory Committee Members to ensure program success.

The Waynesville Career Center Placement Services Plan is reviewed annually by the Waynesville Career Center administrators. Results are shared with faculty during staff and steering team meetings. Any revisions that need to be made to make the Placement Services Plan effective are made. As technology and other aspects of education are changing, the Waynesville Career Center Placement Services desires to keep up with the technology and utilize those ways to help our students and to ensure an effective program.

Personnel Responsible

Instructors

Counselor