

D. A. DORSEY TECHNICAL COLLEGE

STUDY A CAREER FOR REAL SUCCESS



Revised to Address Finding of Non-Compliance 1/28/2021

PLACEMENT SERVICES PLAN

2021-2022

Mission

Our mission is to positively impact the residents of this community through educational and economic empowerment by providing sound academic programs spanning literacy through vocational certification.

Vision

Through effective and proactive leadership, we will unlock the potential of all learners.

Core Values

Excellence: We pursue the highest standards in academic achievement and organizational performance.

Integrity: We build positive relationships through honesty, respect, and compassion, which enhance the self-esteem, safety, and well-being of our students, families, and staff.

Equity: We foster an environment that serves all students and aspires to eliminate the achievement gap.

Citizenship: We honor the diversity of our community by working as a team to ensure the educational success of all our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.

Hours of Operation

The campus has classes in session Monday through Friday between 8:00 a.m. and 1:45 p.m. Evening classes are offered Monday through Thursday between 3:55 p.m. and 8:00 p.m. to serve the needs of post-secondary and adult general education students.

Placement Services Plan

To support the mission of D. A. Dorsey Technical College the institution maintains placement services for our students. The aim is to produce well-informed and high skilled individuals that could contribute to the economy of the region. We provide resume building, work skills, and goal-setting services on campus.

Scope and Availability

The scope and availability of our placement services are vastly unlimited. Every student has the chance to meet with our counselor, program instructor, or job placement coordinator for assistance with these services. To this end, each program instructor maintains relevant job information that can be useful to their students. Placement services are open Monday through Friday between 8:00 a.m. and 5:00 p.m., Monday through Thursday. Additionally, the district communicates the community Job Alert from the Division of Workforce Development Education.

Current and Relevant Educational Materials

Program instructors and counselors provide the curriculum frameworks for students to remain current and relevant with all educational requirements to help to keep them moving forward. Such resources include, but not limited to:

- R U Ready Student Profile for work skills
- Resume building services
- Strategies to prepare for the interview
- Job Alert http://employment.dadeschools.net/job_alert/

Job Alerts are shared monthly via email to all faculty and staff and placed on the student communications board. Additionally, students are orientated to additional career forecasting websites.

Professional Staff/Roles and Responsibilities

Individual program instructors are the primary contact for all placement services for their students. However, our counselors and job placement coordinator assist with all students to ensure they have the necessary skills to be placed upon completion of their current programs. The job placement coordinator oversees the placement services and makes recommendations with the assistance of the School Administrators for its use and improvement.

Orientation/Gainful Employment Literature

Before enrollment students are orientated to the Gainful Employment literature required by the federal government for all students seeking to enroll in a career certificate program. Students are also orientated on the placement services and the accessibility, as part of the students' program orientation. The placement services plan evaluation is shared with all faculty and staff at the opening of school's meeting.

Additional Occupational Resources

- U.S. Bureau of Labor Statistics
 - <https://www.bls.gov/>
- CORE: Comprehensive Occupational Resources
 - <https://www.indeed.com/cmp/Core-Comprehensive-Occupational-Resources>
- O*NET OnLine
 - <https://www.onetonline.org/>

Maintenance of Placement Records for Completers

Student placement records (Local Placement Data Form (FM# 5948) are housed in the student folder and are reviewed and used as a means of measuring the success of the institution in achieving its mission.

Evaluation of Placement Services

At the opening of the school's meeting, the Educational Excellence School Advisory Council committee (EESAC) is made aware of the Placement Services Plan. Additionally, the program advisory committee evaluates the plan. Comments, recommendations, and information are heard and are used to revise the plan and adjust if necessary, to ensure continuous improvement.