

Hacienda La Puente Adult Education Placement Services Plan



Mission Statement: Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve their goals.

HACIENDA LA PUENTE ADULT EDUCATION
Student Placement Services for Program Completers

1. Instructors monitor attendance on a daily basis. Students are informed of the policy during the enrollment orientation and receive the attendance policy in either the Student Handbook given at the assessment and orientation. Students are also given an Entry Survey to begin data collection and monitoring.
2. After a student enrolls in a HLP AE CTE program, the student receives the pink copy of the enrollment form and the teacher is given the yellow copy. If a student adds or changes a class, the teacher is given a computerized print-out of the new student schedule.
3. If the student does not attend 24 hours (4 days), the student may be referred to the counselor to be put on a Student Contract.
4. Teachers monitor attendance and if students exhibit irregular attendance, after the teacher has counseled the student internally, the student is referred to the counselor and put on a Student Contract by the counselor or administration.
5. If students encounter barriers that may affect their success in program, counseling staff and administration are available to assist students with completion of training programs and support attendance. Teachers, counselors, and administration work collaboratively to seek resources to meet student needs.
6. If the student has not completed a resume at the conclusion of training, he/she is referred to the Employment Skills Class to develop interviewing skills, create an industry specific resume, practice basic keyboarding skills, and receive instruction on workplace ethics and writing skills.

7. Students are given an Exit Survey to update and maintain connection to the student and Teachers and/or staff document employer information if employed in web attendance system.
8. Additional surveys upon completion of the training program are to measure the effectiveness of workplace preparation in terms of delivery and relevance to job requirements and an instructor evaluation to measure the effectiveness of classroom instruction, assignments, tests, textbooks, teacher clarity and support.
9. Prior to a completion certificate being issued and to assist in the transition to the workplace, the student has the following Job Placement Services through the America's Job Center of California:
 - i. Review of industry specific resume/licensure requirements
 - ii. Access to the Job Developer counselling
 - iii. Employments Skills Classes
 - iv. Job Placement Opportunities/Referrals
 - v. Access AJCC Services to include interactive tutorials for workplace readiness
10. On-going coordinated effort between CTE instructors, Workforce Department and AJCC staff to provide job placement services.
11. For all licensure preparation programs, services are provided to gather documents and assist with the State Licensure Application packets.
12. For all licensure preparation programs, services are provided to gather documents to assist with the State Licensure Application packets. Licensure applications are tracked.
13. Many programs provide externship activities, support, and follow-up strategies. Student progress and attendance is monitored by the instructor for additional practical experience and training.

14. The teacher completes the CTE Completion Certificate Request form and submits to the designated person indicating that all employment skills activities have been completed successfully and is ready for job placement.
15. The certificate of completion is issued to the student and follow up procedures are implemented.
16. The teacher is responsible to input student completions into the computerized web attendance system (ASAP).

Teachers and office staff duties after completion of the program:

1. Complete individual student portfolio to include important documentation to be submitted for job placement or licensure.
2. Assist with the transition to continuing education through articulation and/or to a two or four year college.
3. Post cards are mailed out upon completion of training by the HLPUSD.
4. Email Follow-up survey are sent to students to gather information.
5. Student spreadsheets are created and distributed to teachers and data workshops are scheduled at the close of each semester for teachers to call each student that was enrolled during the previous semester and document status.
6. Resources are provided to graduates acquired through relationships with Employment Development Department, Labor Market studies, and Institutional Advisory connections.

HLP AE Administration and designated staff follow-up duties on completers:

1. HLP AE Administration, CTE instructors, and the Occupational Advisory Committee will review placement and follow-up information (COE Annual

Report), and will work collaboratively to improve the quality and relevance of instruction and the student experience.

2. When a student is reported as being employed, periodically, the employer may be contacted to verify. That information is documented on the Follow-Up Survey in HLPAE's digital web attendance reporting system and in the AJCC record keeping system.
3. For the vocational nursing, psychiatric technician, pharmacy technician and C N A programs, access the BVNPT website regularly to monitor completers' licensure status.
4. For the Cosmetology, Barbering and Esthetician programs, access the state board website to monitor licensure status.
5. Encourage students to report back to report placement successes.
6. Strengthen relationships through community events and advisory committee meetings with local businesses that may be in a position to hire our graduates and gather information from them.

The Workforce Department staff maintains individual records for students referred by the instructors.