

# **Immokalee Technical College**

## **Placement and Follow-Up Plan**

### **Mission Statement**

**The mission of Immokalee Technical College is to empower students through innovating hands-on training that qualifies and prepares students for achievable employment and future career success in the workforce.**

### **Vision Statement**

**To be the leader of technical training in Southwest Florida, that cultivates student excellence through accessible and achievable workforce education and prepares them to enter employment as a skilled, knowledgeable, and productive member of the Southwest Florida community.**

### **iTECH Placement and Follow-Up Plan**

Immokalee Technical College adheres to this written Student Placement and Follow-Up Plan, which is systematic and continuous, and designed to support student employment outcomes and institutional accountability. The plan ensures that placement services are coordinated, documented, evaluated annually, and used to measure the institution's success in achieving its mission.

This plan consists of the following elements:

- Coordination Responsibilities
- Scope of Placement Services
- Budgetary Resources
- Major Placement Activities
- Data Collection and Record Maintenance
- Program Evaluation and Continuous Improvement
- Student and Employer Survey(s)
- Annual Review

## **Coordination Responsibilities and Communication Network**

Placement services are coordinated through a defined communication network that includes iTECH Administration, Workforce Advisors, Program Instructors, students, and businesses and industries within the service area.

### **iTECH Administration**

- Provides overall supervision of placement and follow-up activities
- Ensures compliance with federal, state, and accrediting agency requirements
- Provides fiscal support for placement services
- Analyzes placement data for institutional improvement
- Evaluates overall effectiveness and recommends programmatic changes

### **iTECH Workforce Advisor(s)**

- Coordinates the implementation of the Student Placement Plan
- Maintains relationships with students, employers, advisory committees, and the local community
- Provides career counseling, employability skills support, and job search assistance
- Maintains job leads, labor market information, and employer contacts
- Coordinates employer interviews, career fairs, and recruitment events
- Collects, enters, and analyzes placement and follow-up data
- Conducts student exit interviews and surveys

### **Program Instructor(s)**

- Maintain effective business and industry advisory committees
- Communicate employment opportunities to Workforce Advisors
- Assist with advertising job vacancies
- Report student industry certification and licensure outcomes

This communication network ensures continuous coordination between placement staff, faculty, and employers.

### **Scope of Services**

The scope of the Student Placement Plan includes comprehensive placement, counseling, follow-up, and outcome-tracking services provided to students and completers of iTECH programs.

### **Services include:**

- Career counseling and employability skill development

- Job search assistance, resume preparation, and interview support
- Identification and communication of employment opportunities
- Employer engagement and workforce outreach
- Placement and follow-up services for program completers
- Maintenance of placement records as a measure of institutional effectiveness

Placement services are available throughout the educational program and after program completion.

### **Budgetary Resources**

The Student Placement Plan is supported through institutional fiscal resources provided by iTECH administration. Budgetary support includes:

- Salaries and benefits for Workforce Advisors, instructors, and administrative staff involved in placement services
- Maintenance of the Student Information System (FOCUS) used to track placement outcomes
- Professional development and in-service training related to placement activities
- Employer outreach and partnership development activities

No additional fees are assessed to students for placement services.

### **Major Activity**

Major activities associated with student placement include:

1. Employer and Industry Engagement
  - a. Establishment and maintenance of employer contacts
  - b. Coordination of interviews, job fairs, and hiring events
  - c. Facilitation of advisory committee meetings
2. Student Counseling and Support
  - a. Career testing and employability skill development
  - b. Resume review and interview coaching
  - c. Individual counseling for students, including special population students
3. Data Collection and Record Maintenance
  - a. Collection of completion, placement, wage, and licensure data
  - b. Entry and maintenance of records in the FOCUS Student Information System
  - c. Maintenance of hard-copy credential records in student files
4. Follow-Up Activities
  - a. Student exit interviews and surveys
  - b. Employer surveys validating placement outcomes
  - c. Ongoing communication with graduates and employers

## **Evaluation of the Plan & Stakeholders with Whom the Plan is Shared**

The Student Placement Plan is evaluated on an annual basis to determine effectiveness and ensure continuous improvement.

### **Evaluation methods include:**

- Review of completion and placement data
- Analysis of student and employer survey results
- Labor market information review
- Feedback from faculty, workforce advisors, and advisory committees

### **Evaluation results are:**

- Shared annually with faculty and staff at the start of each school year
- Reviewed during monthly meetings between administration and Workforce Advisors
- Used to improve placement strategies, employer outreach, and student support services
- Applied to revise the plan as necessary

**The Student Placement Plan is shared with and utilized by the following stakeholders:**

#### **Internal Stakeholders**

- iTECH Administration
- Workforce Advisors
- Program Instructors
- Institutional Support Staff

#### **External Stakeholders**

- Business and industry partners
- Program advisory committee members
- Community organizations and agencies
- Accrediting and regulatory bodies, as required

## **Annual Review and Approval History**

The Immokalee Technical College Placement and Follow-Up Plan is reviewed and updated annually at the start of each school year.

### **Reviewed and Approved:**

- August 17, 2020
- August 3, 2021
- August 9, 2022
- August 8, 2023
- August 6, 2024
- August 4, 2025

### **Summary**

Immokalee Technical College's Student Placement Plan establishes a structured, data driven process for coordinating placement services, maintaining employer partnerships, tracking outcomes, and evaluating institutional effectiveness. Through clearly defined responsibilities, a strong communication network, systematic evaluation, and annual review, the plan supports continuous improvement and the achievement of the institution's mission.