

BEAUMONT ADULT SCHOOL

Placement and Follow Up Plan

OVERVIEW

Supporting student / graduate short- and long-term success is a cornerstone of our vision.

Beaumont Adult School

MISSION STATEMENT

To welcome and support students in learning and inspire them to achieve their goals and further their education.

GUIDING PRINCIPLES

We value an environment that inspires and provides opportunities to succeed and move beyond expectations. We value a safe learning environment that provides: integrity from all, dignity and respect for all, and physical safety for all. We value honesty and integrity in all relationships.

PAST TRAJECTORY AND RESULTS

BAS Student Services have always been key to the success of our students. Financial Aid counseling and on-campus student resources have been in place for many years, but were significantly expanded in 2017 with the addition of a Coordinator of Career Planning and Placement and Tutoring Services. A formal system of Outcomes Tracking and Reporting was developed to ensure this data is collected, reported and verified to meet accreditation and other approving agency standards. Placement Services were designed to provide current, quality career preparation support to our students.

MANAGEMENT CONSTRUCT

Beaumont Adult School is governed by the BUSD and is managed by a Principal assisted by two Administrative Coordinators.

SERVICE DEVELOPMENT

SERVICES

Job Readiness Workshops, Resume Preparation, Interview Preparation, General and Targeted Job Leads, Career Assessment and Advising, Outcomes Tracking, Outcomes Reporting, Employer Outreach, Partnerships, Labor Market Research.

ROLES / RESPONSIBILITIES

The Coordinator of Career Planning and Placement oversees all aspects of the Plan, provides direct assistance with resumes and interview preparation, teaches job readiness workshops, develops workshops for staff, prepares the CPL Report annually and provides career assessment and advising services to students. Instructional staff, the Medical Arts Secretary, Data Clerk III and Medical Clerk III assist with Outcomes verification. The Data Clerk III enters Service Hours, Verifies Licensures and Certifications and assists with all aspects of Data Collection, Verification and Reporting.

TIMELINE

Medical student completions are entered as they occur. CNA certifications are entered following state testing on campus. VN licensures are verified approximately 30 days following graduation, or as NCLEX testing results are received. Placement is verified within 60 days following graduation, and monthly thereafter for students not employed or not reachable at first contact. Medical instructors assist with Outcomes tracking as they receive updates. **Administrative and Instructional staff receive outcomes data annually following submission of our COE annual report.**

METHODS

Student outcomes collected by phone or in person are directly entered into Outcomes Spreadsheets, outcomes are also verified using Verification Forms completed by Instructors, and by email and social media.

SITUATIONAL ANALYSIS (SWOT)

INTERNAL FACTORS

STRENGTHS (+)

Extremely high growth and demand occupations being offered, high placement rates, strong local name recognition and reputation, high partnership potential and interest

WEAKNESSES (-)

Limited facility space for events and activities, limited staff with multiple, competing responsibilities, staff training

INTRODUCTION

PURPOSE	The Purpose of the Placement and Follow Up plan is ensure that a formal process is in place to meet the needs of Medical Arts students and employers, while ensuring data collection and reporting requirements are met.
GOAL	The goal of the Placement and Follow Up plan is ensure that graduates of our Medical Arts Programs are provided the support and services they need to secure employment in their field. Additionally, the placement and follow up plan defines the process and timelines for Outcomes verification and reporting.
AUTHORITY	BAS Placement and Follow Up Services fall under the Responsibility of the Coordinator of Career Planning and Placement. These services are provided and supported by the Financial Aid Technician, Medical Programs Secretary, Data Clerk III, Medical Clerk III, and Medical Arts Instructors.
SCOPE	The Placement and Follow Up plan encompasses the following services, processes and timelines: student employment readiness and preparation, resume and interview assistance, job leads, and outcomes tracking.
DOCUMENTATION	Documentation related to the Placement and Follow Up plan includes Outcomes Spreadsheets, Employment Verification Forms, Employment Verifications from sources such as Social Media and Email, Records of Workshop Attendance, Service Hours Reports, Student Resumes and Posted Job Leads.
EVALUATION	Evaluation of the Placement and Follow Up plan occurs continuously through analysis of student outcomes as recorded on the Outcomes Spreadsheets. Additionally, services are evaluated through student feedback received directly and on student surveys, and through OAC feedback gathered twice annually as part of the OAC meetings. The purpose of this evaluation is to analyze program effectiveness for various modes of delivery, relevance to job requirements, and quality of program outcomes.