

Baldwin Park Unified School District
Adult and Community Education

Student Placement Services Plan

Revised February, 2012

Baldwin Park Adult and Community Education (BPACE) provides job development services to all BPACE students with the focus on those students enrolled in our Career Technical Education (CTE) training program.

A. Identification of responsibility for coordination of services

Job placement services are provided for all CTE program completers as follows:

1. All students enrolling in BPACE CTE program receive orientation information on job placement services during their first quarter in school.
2. BPACE CTE instructor(s) share with students, during the first week of enrollment, data on job market and various industry careers related to the occupation being taught.
3. BPACE CTE instructor(s) monitor student's progress throughout classroom instruction and provide feedback and career advice.
4. BPACE CTE instructor(s) refer students to academic/career counseling services to help the student maintain satisfactory progress.
5. Periodically, the Job Placement staff visits classrooms to give presentations to individual classes on job related topics.
6. The Job Placement staff also organizes various activities throughout the school year to give students additional opportunities to hear latest information on the job market and related topics. The activities include employer panel presentations, industry guest speakers, and career fairs.
7. During the last 400 hrs of student training (last week of class for CNA class), the instructor completes a job placement referral card for job placement services and helps the student develop a resume tailored to course objectives and industry standards.
8. The Job Placement staff meets with each referred student and determines specific services needed and develops customized job placement services to meet the needs of the student. The services include: reviewing job resume, filling out the job application, preparing for the interview, job referral and follow up. All CTE students must meet with Job Placement staff before course completion certificate is issued.
9. During the job placement services process, if the student or the Job Placement staff feels there is a need for academic/career counseling services, then a Counseling Referral form (ADS CO29) will be completed and a BPACE counselor will be called on to provide those services.

10. The Job Placement staff fills out the Job Placement Referral form and sends a copy to the referring instructor on the status of students referred.
11. The Job Placement staff develops and disseminates to BPACE CTE instructors and administration a quarterly Student Placement Report.

B. Communications network between the Job Development Office, the staff, the faculty, and various businesses and industries of the service area.

The Job Placement staff is central to the communications network and is responsible to maintain communications between the student, teacher, and business community. The Job Placement staff communications network includes the following:

1. The Job Placement staff communicates with local businesses to provide various activities such as employer panels, industry guest speakers, and career fairs
2. The Job Placement staff provides feedback to referring instructors using the referral cards to report the status of students. Instructors can request information from the Job Development Office on the status of individual students.
3. The Job Placement staff communicates with employers in the community by way of phone, email, job fairs, and the Occupational Advisory Committee meetings.
4. The instructor or Job Placement staff can refer a student to the library staff for additional resources and assistance in the job search and resume development.
5. During the job placement services process, if the student or the Job Placement staff feels there is a need for academic/career counseling services, then a BPACE counselor will be called on to provide those services. (ADS CO29)
6. The Job Placement staff attends monthly scheduled CTE department meetings. Staff communicates and responds to any concerns regarding the Job Placement Office.

C. File/listing of employers and employment opportunities.

The job development staff is responsible for collecting labor market information and conducting a study as required by the California Department of Education. The study is reviewed every two years and updated as needed to reflect current labor market data.

The study includes the following:

1. Educational projections;
2. National, state and local employment statistics;
3. State and local employment statistics;
4. State and local occupational projections;
5. State and local labor market conditions;

6. BPACE current and future proposed training programs.

The job development staff search job openings and collect information as follows:

1. Employers who hired BPACE students or utilized BPACE job development office.
2. Local businesses job postings announcements including Internet sites.
3. BPACE business partners job opening in the region.
4. BPACE Business Advisory Committee Members feedback.
5. Former BPACE students.
6. EDD job posting site.

The job development office staff maintains an employer database to utilize as follows:

1. Receive feedback on BPACE job development services and the quality of preparing student for jobs.
2. Receive input on employment outlook and training curriculum.
3. To contact and utilize employer services for various BPACE activities.
4. Provide support and establish an on-going partnership with employers.
5. The database will include: company name; contact name and title; address and phone number; and industry type and services.

Current employment opportunities are compiled, posted and maintained in the Job Development Office by the Job Development staff. This posting is available to all BPACE students. Program specific employment opportunities are also communicated directly to the instructor.

D. Counseling of Students

Each student has the opportunity to receive counseling services throughout their training period as needed to ensure they accomplish their goals.

1. All students complete basic academic skills assessment prior to enrollment regardless which career-training program they want to enroll in.
2. If the student is not sure whether specific training area is the appropriate one for them and needs further career assessment, then the counselor will decide which assessment tools ~~to use~~ **are** applicable to the need.
3. BPACE instructional staff may refer students to receive counseling services for academic, behavioral, or career to ensure their success.
4. Student may utilize BPACE counseling services to help transition to 2 or 4-year College.

E. Maintenance of placement records for completers as a means of measuring the success of the institution in achieving its mission.

Student placement records are electronically filed in the job development office. The Job Development office staff maintains student placement records and database ~~as well as~~ and generates quarterly and year-to-date reports on placement activities.

The report will show the following:

- 1) Number of students who received job development services.
- 2) Number of students placed in positions.
- 3) Number of graduate completers placed in positions related to the field of instruction by program.
- 4) Number of graduate completers placed or hired in positions unrelated to the field of instruction by program.
- 5) Number of graduate completers unavailable for employment by program
- 6) Number of graduate completers who refused employment by program.
- 7) Graduate completers seeking employment or of unknown status by program.