

HACIENDA LA PUENTE ADULT EDUCATION



FOLLOW-UP AND PLACEMENT PROCEDURES

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

February 2013

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Follow-Up and Placement Plan

1. Teachers monitor attendance on a daily basis. Students are informed of the attendance policy during the enrollment orientation and receive the attendance policy in either the Student Handbook given at the appraisal assessment/orientation or at the program specific assessment/orientation.
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. During the last twelve weeks of training, if the student has not completed a resume in the program 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. Teachers and/or staff document employer information if employed in web attendance system.
8. Prior to a completion certificate being issued and to assist in the transition to the workplace, within the last twelve weeks of training the student has the following Job Placement Services:
 - Participate in an Exit Orientation facilitated by the Workforce Department, the Job Specialist, and/or CTE staff for specific job placement services Job Placement services will be scheduled each April of each year and will include, but is not limited to:
 - Review of industry specific resume
 - Access to the Job Specialist counseling
 - Employments Skills Classes
 - Job Placement Opportunities

- On-going coordinated effort between CTE instructors and Workforce Department staff to provide job placement services
 - For all licensure preparation programs, services are provided to gather documents and assist with the State Licensure Application packets.
9. 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.
 10. 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.
 11. The certificate of completion is issued to the student and follow up is implemented.
 12. 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 surveys 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.

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

1. 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 the computerized web attendance reporting system.
2. Access the BVNPT website to monitor licensure status
3. Access Cosmetology state board website to monitor licensure status as well as Pharmacy Technician and Certified Nurse Assistant
4. Encourage students to report back to report placement successes.

5. 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 an individual student file on each student referred by the instructors.