

**Adult & Community Education, Columbus City Schools**  
**HVACR**  
**Student Placement Services Plan**  
**Council on Occupational Education Standard 10**

**Objective**

To provide and utilize a plan for provision of job placement services for students who complete their program

**Purpose**

This plan will help ensure that Adult & Community Education, Columbus City Schools uses effective strategies to place program completers in employment settings.

**Council on Occupational Education**

This plan helps meet criteria for COE Standard 10, Objective 2.

**Implementation of the HVACR Student Placement Services Plan**

The Director of Adult Education is responsible for implementation of the HVACR Student Placement Services Plan.

**Strategies Used to Facilitate the HVACR Student Placement Services Plan**

- **Establish and use a communications network to support student placement.**  
The HVACR Program Coordinator, faculty, staff, and local business and industries collaborate and coordinate efforts to identify areas of need, to recommend placement options, and to support program completers' employment placements. The network connects students with industry-specific employment opportunities and state partners (i.e., Ohio Means Jobs). A job fair (virtual and/or face-to-face) is hosted by ACE for program completers.
- **A list of employers and employment opportunities is maintained.**  
A list of local employers and employment opportunities, which is updated regularly, is kept by the Communications Coordinator and is provided on the ACE website.
- **Provide placement counseling and assistance to students.**  
Placement counseling and assistance are provided by Student Services staff members to participating and graduated program completers, including job searches, preparation of resumes, references, and thank you letters.
- **Placement records of program completers are maintained.**  
The Communications Coordinator initiates and emails a Completion, Placement, and Licensure Evaluation survey to program completers three months after graduation. The Communications Coordinator provides the survey data to 1) the Student Services Coordinator who enters the placement information into Infinite Campus, the district's student database; and 2) the HVACR Program Coordinator who shares it at faculty meetings and Occupational Advisory Committee meetings.

- **Evaluation results are shared with faculty and staff.**

The Completion, Placement, and Licensure placement survey results are shared by the HVACR Program Coordinator with faculty and staff during ACE-COE meetings, who make recommendations for continuous improvement for placement services.

### **Annual Plan Evaluation**

The Student Placement Services Plan will be reviewed no less than annually by the Director of Adult Education, HVACR Program Coordinator, Occupational Advisory Committee, faculty, Student Services staff members, and students and revised as necessary.