MIAMI LAKES
EDUCATIONAL CENTER
& TECHNICAL COLLEGE

STUDENT PLACEMENT AND FOLLOW-UP PLAN

PLAN. PREPARE. EXECUTE. EXCEL.

ACADEMIC YEAR / 2026 - 2027

STUDENT SUCCESS

CAREER FOCUSED

COMMUNITY PARTNERSHIPS

CONTINUOUS IMPROVEMENT

Introduction

Miami Lakes Educational Center and Technical College has established a comprehensive Student Placement and Follow-Up Plan. This initiative is coordinated by a dedicated team consisting of the community/business/industry liaison, activities director, instructional staff, and counselors, each with clearly defined responsibilities as outlined in the plan.

Purpose

The primary objectives of the Student Placement and Follow-Up Plan are as follows:

- To cultivate a culture of high performance and collaboration, enabling the College to support students in developing employability skills, conducting job searches, securing employment, and receiving ongoing follow-up.
- To provide services such as résumé development, interview preparation, nonverbal communication techniques, professional attire guidance, soft skills training, research strategies for prospective employers, commonly asked interview questions, and role-play scenarios.
- To strengthen existing partnerships with industry leaders, professional organizations, and prospective employers.
- To identify and develop new strategic partnerships with targeted employers and industry sectors.
- To ensure compliance with the Council on Occupational Education (COE) standards by maintaining accurate records of student placements and licensure attainment.

Personnel Responsibilities

At Miami Lakes Educational Center and Technical College, job placement and follow-up activities are supported collaboratively by Student Services staff and program instructors. Together, they equip students with the tools needed to obtain gainful employment. Upon enrollment, counselors and the job placement specialist conduct orientation sessions focused on job search strategies and employability skills.

Student Counseling Services

During orientation, counselors introduce students to the College's job placement services and outline the range of support available, including academic skills development, time

management strategies, and referrals to social services. Throughout the academic year, the job placement specialist leads workshops covering résumé writing, interview skills, soft skills, teamwork, conflict resolution, and time management. Additionally, all instructors integrate employability skills into their program curriculum.

Data Collection Process

Graduating students complete a Clearance Packet, initiated by their instructors, which includes a program summary form, Occupational Completion Point (OCP) certificates, program evaluation surveys, and the Local Placement Data Form. This form collects vital contact and employment information to facilitate ongoing follow-up.

The registrar, in coordination with instructors and under the supervision of the career and technical education administrator, maintains placement records for all program completers. Employment data is stored in each graduate's file and uploaded to the FOCUS Information System. Instructors, counselors, and the job placement specialist remain in contact with graduates to support licensure exam completion and collect proof of licensure, which is scanned and filed appropriately.

If licensure documentation is not available, follow-up calls are made using the contact information provided by the student. Online resources may also be used to verify licensure status. Program administrators monitor and ensure accurate and timely recording of student completion and placement data.

Job Placement Services

Administrators, counselors, instructors, and the job placement specialist work together to ensure all students have access to job placement assistance. Students are encouraged to maintain communication with school personnel to report employment progress or challenges. Follow-up is ongoing, with regular outreach to graduates and job opportunities shared continuously with eligible students.

Instructors maintain direct relationships with employers, businesses, and advisory board members to facilitate student placements. Job openings are advertised on bulletin boards throughout the school, including a high-traffic board located in the Student Services department in Building 1. These postings include a range of employment opportunities, from entry-level positions to skilled roles.

The job placement specialist manages a centralized database of potential employers and opportunities. When a student expresses interest in a specific employer, the specialist provides support in accessing relevant information and matching students with suitable job openings, in collaboration with instructors.

Employers also proactively contact the College to share job openings. This information is relayed by administrators to the appropriate instructors and the job placement specialist, who then connect qualified program completers with those opportunities.

Follow-Up Plan

Placement and follow-up data play a critical role in the ongoing evaluation and improvement of program outcomes. All graduates complete a program evaluation survey as part of the clearance process to provide feedback on the quality and relevance of their training.

The College also engages with employers to gather input on graduates' performance, professionalism, and preparedness. Feedback is collected through employer surveys, both formal and informal discussions, and used to identify areas for program enhancement.

Use of Placement and Follow-Up Information

Program evaluation forms allow students to assess the effectiveness and relevance of their training. All forms are reviewed by the program administrator and maintained in student records. Programs receiving exemplary evaluations are recognized and used as models for continuous improvement.

Employer feedback is compiled and reviewed by administrators and shared with instructors during departmental meetings to inform instructional and programmatic improvements. Evaluation results are also presented to faculty and staff annually, and updates to the placement and follow-up plan are made as needed. All documentation is available in the program administrator's office.

The Student Placement and ollow-Up Plan is reviewed annually during the opening of school meetings and revised as appropriate. Copies of the plan are available in the Student Services office and the Media Center.