



**The English Center
3501 SW 28th Street
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**INSTITUTIONAL PLACEMENT
SERVICES PLAN**

2025-2026

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The English Center offers placement services for all current and former program graduates. A placement specialist manages these services. While the specialist mainly handles placing graduates, a team that includes an administrator, CTE instructors, the placement specialist, and each program's occupational advisory committee may also be involved. As a result, a communication network has been created. Occupational advisory committees for each career technical program, consisting of faculty, representatives from various businesses, and industry experts, meet annually. They discuss placement and other industry needs. These committees also provide potential employers in each industry with access to recent graduates for employment. These business partners review the program to ensure it remains aligned with industry demands and provide recommendations to improve the program's quality outcomes. The placement specialist interacts with teachers and students and visits classrooms to gather feedback and find the best ways to support students in securing employment.

The placement specialist maintains a log of employment opportunities and students who were placed in those openings. Job Alerts, a monthly report of job openings, compiled by our placement specialist, is accessible to students and instructors as it is posted on a designated Job Display Board on campus. Additionally, career/technical instructors create a bridge between the school and the industry to solicit job opportunities. Instructors receive job opportunities, which are disseminated to the students and the placement specialist. The placement specialist assists students with preparing their resumes and exploring job placement opportunities.

Counseling of students occurs when the placement specialist directly meets with students to discuss placement opportunities and refers them to potential employers. Additionally, personnel are assigned to provide free resume-writing services upon request.

There is a Local Placement Data form that tracks each student's placement status, including whether they are currently employed and, if so, where. The placement specialist collaborates with the CTE registrar, who maintains a record of placement data in the TEC CPL Excel Spreadsheet. The CTE registrar is responsible for securing, maintaining, and safeguarding this document.

Follow-up on non-program completers is conducted by either the CTE registrar, placement specialist or the teacher to monitor all students, including non-graduate completers.

Placement records for both completers and non-program completers are attached to each student's electronic folder to monitor the institution's success in fulfilling its mission.

Local Placement Data Forms serve as documentation for completing the COE Annual Report. The completion, placement, and licensure rates, along with any follow-up information, are reviewed annually at The English Center's Educational Excellence School Advisory Council (EESAC), also known as the Institutional Advisory Committee, and a faculty and staff meeting. This process allows the school's stakeholders to review and evaluate the success of the institution's placement efforts.

Faculty and staff are asked to complete a survey regarding the effectiveness of the Institutional Placement plan. The results are presented in a chart during the Opening of Schools meeting for review, and recommendations are made on what additional measures can increase our institution's placement. This plan is designed to enhance the institution's placement rate through continuous improvement.

The Institutional Placement Services Plan is reviewed and updated annually as necessary.