

	<b>PLACEMENT SERVICES PLAN</b>		
	DATE OF LAST REVISION	DATE OF LAST REVIEW	COE SELF STUDY REFERENCE
	09/12/2022	09/12/2022	STANDARD 10 STUDENT SERVICES AND ACTIVITIES

The placement of students in satisfactory employment is one of the primary objectives of the Tennessee College of Applied Technology - Knoxville. TCAT Knoxville's Placement Plan assumes equal responsibility among Student Services, instructors, and the students.

#### OBJECTIVES OF PLACEMENT SERVICES

- The placement of students in satisfactory, training related positions
- The maintenance of an active, up-to-date listing of employers and employment opportunities
- Regular communication between the TCAT Knoxville staff and area employers to acquire job listings and information needed to meet the employers' and students' needs
- Deliberate preparation of the student for the world of work
- The maintenance of data regarding placement efforts for informational and evaluation purposes

#### PLACEMENT RECORDS AND REPORTING

- Exit Interview Form – Each student leaving TCAT Knoxville completes an online exit survey to indicate employment status at the time of leaving or graduating school.
- CPL Placement Report – The report is updated monthly and available in Student Services. This record shows all students who have exited and their placement status and information. This information is sent regularly to faculty to assist in updating student placement information. Placement records are maintained in the Student Services Department and are available to faculty and administration.

Employment Update – Instructors submit updates to Student Services to revise any employment information they may obtain on both completers and non-graduate completers from personal communications.