



## **COMPLETION AND PLACEMENT POLICY**

### **Completion**

Texas Workforce Commission (TWC) defines a completer as a student who completed a vocational training program during the reporting period of September 1 to August 31. The training program approved by TWC is intended to lead to an entry-level job and graduation (received a certificate of completion or degree) from the school during the reporting period. Completion Rate is the number of students who graduated as a percentage of all students who left school, not counting those who left because they entered other post-secondary education program, the military, or incarceration; or died.

Council on Occupational Education defines a completer as a student who has demonstrated the competencies required for a program and has been awarded the appropriate credential (graduate completer) or has acquired sufficient competencies through a program to become employed in the field of education pursued or a related field as evidenced by such employment (non-graduate completer).

When a student withdraws from the program, a Withdrawal Form should be used.

### **Placement/Employment**

Precision Welding Academy LLC strives to place each student as soon as he/she graduates from the program. Job placement assistance is offered to all students. All graduates' work statuses will be documented, and the results will be measured to demonstrate clear and positive training outcomes. TWC's benchmark for employment (placement through school's help or placement found by student) is 60%. COE's benchmark for placement is 70%.

TWC measures the employment rate as a calculation of the number of graduating students who were employed in an occupation for which they were trained by the program, as a percentage of all students who graduated from the program, not counting those who entered another post-secondary education program or the military full-time, were incarcerated, or died. Employed students include both those that were actively assisted in obtaining their job by the school (Placed) and those that were not (Not Placed). By law, schools are required to maintain an employment rate of 60% or higher.

COE measures the total placement rate by dividing the total completers employed in positions related to the field of instruction by ((Graduate Completers and Non-Graduate Completers) – (Graduate Completers Unavailable for Employment - Graduate Completers Who Refused Employment)) each program.

The School President, Director of Operations, or the graduate completes a CSC-072A (Completer Evaluation Survey) each student at the time of placement. Placements are reviewed at least quarterly by the School President or Director of Operations.

## **Placement Tracking**

Students must work for 7 days to work to count as a placement.

## **Completion Waivers**

Students who are unable to complete the program may be counted as a completion waiver if supporting documentation is provided to demonstrate their inability to graduate based on the following criteria:

- Students who transferred to another program **within** the institution
- Students who received a 100% refund of tuition after withdrawal from the program or those who only attended class the first day.
- Students documented to be unavailable to earn a credential in their programs due to situations such as: pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, etc.
- Students who left their program of study before completion to serve with a foreign aid service of the Federal government, such as the Peace Corps; to serve on an official church mission; or, due to military duty activation or relocation (for those students who are active national guard or military before and during program enrollment).

## **Criteria for Defining and Validating Placement**

### **Full-Time Employment as a Placement**

A completer is considered placed upon the completion of 7 days of continuous employment which is in a training-related field.

### **Self-Employment as a Placement**

A completer who is self-employed is considered placed upon the completion of 7 days of continuous employment which is in a training-related field.