

**REVISION RECORD**

Revision Number	Date	Pages	Revision Description	Initials
Original	5/29/14	All	Original Document	tjy
1	1/21/16	All	Policy re-written to reflect revised ACCET Document 28.1	tjy
2	3/16/16	3,4	Added retention rates and FAA Report of Statistical Data on Student Success sections	tjy

## COMPLETION AND PLACEMENT POLICY

**Rationale:** The School of Missionary Aviation Technology seeks to ensure the value and effectiveness of their course(s) and program(s) by regularly assessing, documenting, and validating the quality of the training services provided through completion rates, sponsor and student/graduate satisfaction, and job placement rates. Credible completion and placement rates serve the students' best interests and, in turn, enhance public confidence in accredited institutions and the accreditation process.

**Policy:** The School of Missionary Aviation Technology will document completion rates for its programs. Additionally, SMAT will provide job placement assistance to all eligible graduates and document the results in order to demonstrate clear and positive outcomes from the training. Completion and placement records will be maintained in an orderly, comprehensive, and accurate manner for all students and must be verifiable. The completion and placement data will be recorded at least every quarter using ACCET Document 28.1 - Completion and Placement Statistics. ACCET Document 28.1 in conjunction with ACCET Document 12.c will be submitted to the ACCET office no later than May 1<sup>st</sup> unless otherwise directed by ACCET staff. Completion is defined as having successfully completed the program or course for which a student was enrolled.

The target benchmark for completion is 67%, and the target benchmark for placement is 70%.

SMAT uses the following criteria for defining and validating placement:

**Full-Time Employment as a Placement:** A graduate is considered placed upon the completion of 30 days of continuous full-time employment which is in a training-related field.

**Self-Employment as a Placement:**

Students shall be informed and acknowledge their understanding in writing that they may be self-employed by:

1. At the time of enrollment, acknowledge their understanding in writing that self-employment is a common vocational objective of the program.
2. Upon graduation, graduates who seek self-employment related to the training must sign a statement acknowledging that they seek self-employment in a field related to the training and that such employment would fulfill their vocational and monetary objectives.
3. No sooner than 30 days following graduation, a graduate must acknowledge in writing that he/she is satisfied with self-employment as a \_\_\_\_\_ (e.g. Flight Instructor) and that he/she is making training-related income.

Students in any program for which self-employment is not a common vocational objective and who at the conclusion of the program seek self-employment related to the program must meet the above requirements noted in # 2 and # 3 above.

**Part-time or Temporary Employment as a Placement:** In addition to an employment verification, a student signed attestation is required. After 30 days of employment on a part-time basis (as defined by the employer or graduate) or a temporary basis (working multiple sites through a temporary agency), the graduate must acknowledge in writing that he/she is satisfied with part-time or temporary employment as a \_\_\_\_\_ (e.g. A&P Technician) and that he/she is making training-related income.

**Self-Assessed Progress as a Placement Factor:** Students graduating from the flight program may experience significant delays in employment, as the FAA requires pilots to log a certain amount of flight time before attaining a commercial pilot's license. As a result, SMAT may allow students to attest to their progress in achieving the required flight time. These results may serve as measurable performance criteria of a graduate's self-assessment of progress during the period when he /she must build a record of experience (e.g. flight time) to be considered viable candidates by future employers.

**Continuing Employment as a Placement:** In addition to an employment verification, a student signed attestation is required. No sooner than 30 days following graduation, after which a graduate communicates his/her intention to continue employment at the same company in a training-related position, the graduate must attest that he/she is satisfied with continuing employment as a \_\_\_\_\_ (e.g. A&P Technician) and that he/she is making training-related income.

#### **Obtaining Feedback From Employers and Graduates:**

SMAT will at a minimum annually seek to query employers who have hired our students and graduates of our programs to determine the quality of our programs with regard to how well the employer felt we prepared the graduates for the job that they are fulfilling and from the student for how well they felt the training provided prepared them for the job that they are fulfilling.

#### **Retention rates**

Completion of graduation and retention rates are reported as required on the schools IPEDS (Integrated Postsecondary Education Data System) and ACCET Document 28.1, (Completion and Placement) annual and quarterly reports. Information regarding the IPEDS report is available through the National Center for Education Statistics, College Navigator web site at <http://nces.ed.gov/collegenavigator/>. Paper copies of the ACCET Document 28.1 report can also be made available to any student upon request prior to enrollment or entrance into any financial obligation with the school.

**FAA Report of Statistical Data on Student Success**

The Federal Aviation Administration collects data from all certified / licensed schools in aviation maintenance. This information is available on the internet at [http://www.faa.gov/data\\_research/aviation\\_data\\_statistics/test\\_statistics/](http://www.faa.gov/data_research/aviation_data_statistics/test_statistics/).