

## 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/).

### *Procedures:*

#### Placement Verification / Document 28.1

Log on to ACCET's web page to review the current Document 28 as well as Document 28.1. The date of the most current version is in the upper right-hand corner. If the date is later than the previous year, take note of any changes or additions.

From the Google Drive, refer to the Placement Verification & Add'l Annual ACCET Reports folder which is located in the master folder for the previous Class of \_\_\_\_\_. From this folder copy all sub-folders and documents to a newly created folder for Placement Verification & Add'l ACCET Reports under the master folder for the Class of \_\_\_\_\_. Delete the contents as applicable and update the 5 fillable employment verification forms to reflect appropriate dates.

On orientation day, AMT & AFT domestic students are encouraged to sign the *Consent to Release Placement Information* form, which some employers may require

prior to releasing placement information. Scan and save each signed form in the Placement Verification & Add'l Annual ACCET Reports folder previously created in the master folder for the Class of \_\_\_\_\_.

Creating and maintaining the *List of Students Used to Compile 28.1 Statistics* is very important as it allows the preparer to keep an accounting of each graduate and contacts made until able to count him or her as placed. It is also a good place to make notes relative to unique situations, which may be referenced in the future.

Completion of the first Document 28.1 (for the month of September) requires compiling a count of students according to instructions for columns 1, 4, and 5. Refer to the previous year's *Names for Gross.Net Starts.Completions* (PDF in folders named 28.1 for \_\_\_\_\_ Cohort). Once the count is complete, the remaining eleven reports should remain unchanged.

NOTE: Even though this policy only requires completing 28.1s on a quarterly basis, more accurate and timely statistics are available if completed monthly. The Google calendar has been populated with monthly/annual reminders.

At the conclusion of training, some graduates have already found aviation related employment and are able to provide the required information for the appropriate Placement Verification Form (PVF). (Refer to the *Student Contact Update Form* saved in the Year End Student Info Updates folder, which is located in the master folder for the Class of \_\_\_\_\_. Also note that "Placement" Verification Form and "Employment" Verification Form are used interchangeably.)

For all remaining graduates, individual e-mail (or telephone) contact is the preferred way to gather employment information. With the information obtained, create an initial PVF and save-as (last name and TBC [to be completed]) in the Completed Verification Forms folder located in the Placement Verification & Add'l Annual ACCET Reports folder.

In addition to the basic *Employment Verification Form*, which pertains to being employed in a full-time position for a minimum of 30 days following graduation (graduate's signature not required), there are three additional types of employment that require the graduate to sign the specific attestation form applicable to their situation. A graduate may also elect to waive placement assistance. If so, a signature is required on the Placement Assistance Waiver form. Forms containing a signature will most likely need to be scanned and saved in place of the previously

saved TBC document. When SMAT has verified information with an employer, complete and save the form then rename the document to indicate "complete."

[REMINDER: unless previously accomplished, as various forms and reports are completed, scan/save or save-as in the appropriate year's folders.]

Document 28.1 for the month ending April 30 is also the Annual 28.1, which is submitted to ACCET as part of the Annual Completion and Placement Statistics Report, Document 12.c.

Document 28.1 is a fillable form found on ACCET's web page under the Documents & Forms tab. Note: columns 1 (Net), 6, if appropriate, 7, 8, 10, and 13 are designed to compute a number or percentage; however, the figure appearing in column 7 may be altered.

In addition to completing all Documents 28.1, an *On-Site Sampling Verification: Completion, Placement and Academic Data* form needs to be completed as part of the December and April (annual) reporting periods. While not being submitted to ACCET as part of the annual reporting, the form needs to be available in the event of a Quality Assurance Visit. The Grade Point Average is obtained from each program director.

ON-SITE SAMPLING VERIFICATION FORM: COMPLETION, PLACEMENT VERIFICATION																
Name of Institution: _____				Program: _____												
City/State: _____				Cohort - Class Completion Date (Mo/Yr): _____												
Date of Visit: _____				# in Cohort: _____				# Sampled: _____								
Reviewer: _____				% of Sample Size (#sampled/ #in cohort): _____				# of placements verified in cohort: _____								
TO BE COMPLETED BY INSTITUTION										TO BE COMPLETED BY TEAM						
Student Name	L/O	M/Y	Y/N	Y/N	GPA	%	Y/N	Y/N	FT/PT Temp/ Cont./ Self	Employer Contact Name/Phone #	Y/N	Y/N	Y/N	Y/ N	Y/ N	Comments

Under the Documents & Forms tab on ACCET's web page, open All Documents and scroll to 28.2 and download the form. Complete the top of the form with the school

name, program, city/state, and class completion date (Note: you will need to change from 'Custom' on the tool bar to 'Text' in order to type the month and year and some font sizes need to be reduced if you want the full information to appear). The form accommodates information for 12 graduates so for the AMT graduates either save-as individually in the Documents 28.1 for 20\_\_ AMT Cohort folder located in the Placement Verification & Add'l Annual ACCET Reports folder or print and scan all pages to save as one document in the noted folder.

To proceed, clear the student information and continue with the next 12 graduates. A separate form will be required for the AMT graduates, and AFT graduates. Save all completed forms in the appropriate folders. When finished, close the ACCET form but DO NOT save changes. NOTE: referring to the previous year's folders will provide assistance.

### Employment Satisfaction Survey

From the Google Drive File Stream (G:) then My Drive, refer to the Placement Verification & Add'l ACCET Reports folder which is located in the master folder for the previous Class of \_\_\_\_\_, From this folder, open the Employment Satisfaction Survey [ESS] folder and then open the Google Employment Satisfaction Survey form. Make a copy of this form by clicking on the menu dots in the top right corner of the screen and selecting "make a copy." You may change the name of the form by deleting the words "copy of" then proceed by searching for and finally selecting the appropriate year's folder for this saved copy, then click the "select" button.

This "copy" will be the Google form from which individual graduate surveys will be made. So, in the Employer Satisfaction Survey folder create a new folder and title it "Individual Surveys."

When ready to begin sending the Employer Satisfaction Survey, open the ESS folder and proceed with making a copy of the Master Google ESS form. Rename it by using the graduate's name, ie. Joseph Brown Employer Survey and then save it in the Individual Surveys folder.

When sending each form, you will want to "ask" that you receive an email notification when the employer has responded. To do so, you will need to click on the word "Responses" at the top of the form then click on the menu dots in the top right corner of the screen and select "Get email notifications for responses."



When a response is received you will want to “save as” in the Individual Surveys folder using the previous file name and replacing that file with the new file. After that rename the file including the word “Response” at the end.