



**National Aviation  
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## **National Aviation Academy Career Services Placement Plan**

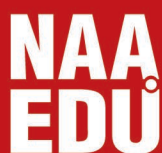
### **Introduction**

Planning enables the Career Services Department to look into the future and discover a suitable course of action for graduates seeking employment opportunities. The plan contained herein has been reviewed and is approved by its process owners on an annual basis. This placement plan is the sole responsibility of the Career Services Department. Students participating in any programs offered will be assisted and tracked for outcome progression as described in this plan. Additionally, graduates are assisted in placement services without regard to the graduation date.

### **Career Services Department**

National Aviation Academy works with current and former students to formulate resumes, cover letters, letters of recommendation, and decline letters. The department builds interview confidence by providing mock interviews, counseling on interviewing techniques, and current interviewing standards and questions. Career Services personnel provide career counseling to aid the student in making career decisions. Employer visits are organized where the students can have face-to-face interaction with employers. Career Fairs are held annually to give unfettered access to employment opportunities within the industry. Job opportunity lists are posted in classrooms and posted on the NAA Facebook Alumni Page. The department consistently visits employers and creates networking opportunities to get the most exposure to employers and students. The Career Services Department is located on the main campus and is staffed full-time with a Career Services Director and Career Services Manager (TB only).

The Career Services department has access to computers and private offices to facilitate on-site video and/or phone interviews and interviews held by employer visits and Career Fair attendees. The scheduled hours for the Tampa Bay Career Service Department are Monday through Friday, with coverage from 8:30 AM - 5:30 PM on Monday, 8:00 AM - 5:30 PM on Tuesday, 8:30- 6:30 PM on Wednesday, 8:00 AM - 6:30 PM on Thursday and 8:00 AM - 4:00 PM on Friday. The New England Career Service Department hours, are Monday through Friday, scheduled as needed on an ongoing basis.



**NAA - Tampa Bay**  
6225 Ulmerton Rd.  
Clearwater, FL 33760  
800.659.2080

**NAA - New England**  
130 Baker Ave. Ext.  
Concord, MA 01742  
800.292.3228



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### **Term Visits**

Career Services will visit each Term throughout the student lifecycle to supply state-of-industry information and remind them of the importance of course completion and licensure. During these visits, students can ask questions and directly engage with the Career Services Department regardless of where they are in the course.

### **4th Term Presentation**

Career Services will give a presentation on day 23 of the 4th Term. The purpose of the 4th Term presentation is to begin to initiate the career search process actively. The "Your Career Ahead" booklet will be distributed and reviewed in this presentation. This booklet is a guide to building resumes, cover letters, letters of recommendation, and tips for interviewing. The resume writer program will be introduced and reviewed. Information on the segments of the industry will be explained in detail to allow the students to start thinking about where they want to begin their careers. The state of the industry will be reiterated as to which companies are currently hiring. The importance of obtaining the proper licensure for employment will be discussed.

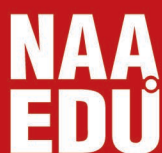
### **5th Term One-on-One Interview**

The Career Services Team meets with all students on a one-on-one basis to review their status on FAA testing, military experience, the status of their resume, and thoughts on where the student would like to work, taking into consideration the geography and sector of the aviation field. Resume assistance is continued. All information is added to the Career Services Internal Grad Class spreadsheet, which contains the student's number, name, contact information, FAA testing status, notes on conversations with the student, and companies in which the student is interested. Career Services Team will periodically check in with students on the status of their goals and resumes via email, text, or in-class visits. A professional portfolio book and digital documentation USB storage are discussed, what accompanies it, and why.

### **6th Term Interaction and Exit Interviews**

One-on-one meetings are again conducted with each student by the Career Services Team. This ensures goals have been met and review companies that have been applied to or will be applied to when a student applies for a position or receives an offer.

Career Services will be notified with the company name, job title, and contact information. Career Services then follows up on this information with the company of the application referenced.



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## **Postgraduate Follow Up and Data Collection**

Post-graduation, employment, and FAA testing information are entered into the company database. Once employment is secured, verification forms are requested, completed, scanned, and saved digitally with Career Services and uploaded to the company database. A copy of this verification is placed in an Employment Verification binder in alphabetical order and by academic year, then scanned digitally into the Career Services drive. These verifications can come via email from the student or company that he/she is employed by, or, if done in person, a verification form is utilized, or a screenshot of the email, text, or social media message between school staff and alumni.

In cases where a school can show diligent efforts have been made to secure such written documentation without success, the school maintains employment verification records that include a) the graduate's and employer's name and (graduate) contact information, b) a signature of school staff attesting to verbal employment verification with the employer or graduate, and (c) the date(s) of verification.

Students who do not receive employment or proper licensure before graduation should expect to be contacted via phone or email regarding their status. If employment or appropriate licensure has not been obtained, Career Services will make efforts to assist the student in obtaining their career goals.

## **Employment Opportunities**

The Career Services Department is the point of contact for employers searching for skilled, qualified job applicants. Upon receiving information about an available opportunity, it is the responsibility of Career Services to relay that information to the respective students. Career Services will employ collaborative efforts with students and facilitate their communication with employers. The Career Services Department verbally posts the employment opportunity to the students with term visits, written form by delivery to terms, and on the Facebook NAA Alumni Relations page. Emails and texts are also utilized when appropriate. When a student sees a position, they would like to apply for, the student should contact the Career Services staff and schedule an appointment to discuss details of the opportunity, complete and/or update their resume, conduct a mock interview, and apply for employment. Career Services contacts the potential employer to advise that the student has applied with a copy of the student's resume directly to be forwarded to the hiring manager. The email to the employer advises direct contact with that student.

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## Licensure

National Aviation Academy offers only programs in Aviation Maintenance. The AMT Aviation Maintenance Technology (AMT) program prepares the student for the Federal Aviation Administration's written, oral, and practical Airframe and Powerplant rating examinations. The curriculum trains students for employment as entry-level Aviation Maintenance Technicians with the ability and authority to inspect, maintain, alter, and repair aircraft, large or small, jet- or propeller-driven, in both the airline or general aviation categories; or, for career opportunities in non-aviation-related fields, with the appropriate technically transferable skills. This program is offered at both the Tampa Bay and New England Campuses. Also, the Tampa Bay Campus offers the Aviation Maintenance Professional (AMP) program, consisting of 3000 total hours, combining both the AAS program and the AMT Program. The Aviation Maintenance Professional program is a combination of the Advanced Aircraft Systems (AAS) program for the Federal Communication Commission (FCC) and National Center for Aerospace and Transportation Training (NCATT) certifications and the aforementioned Aviation Maintenance Technology (AMT) program for Airframe and Powerplant Certification. Career Services is responsible for the collection and reporting of student licensure information. Both programs provide the student with a comprehensive knowledge base preferred by employers looking for an applicant with more than entry-level training. This approach helps the student gain confidence by sharpening the overall troubleshooting skills employers need to give the graduate a competitive edge in the job market.

Reporting of licensure is from the FAA Airman's Lookup Website.

## Evaluation of Available Services

Career Services must continuously examine how its programs, resources, and policies impact student outcomes. A comprehensive process for evaluating policies is crucial in determining program success and identifying opportunities for improvement. Staff, students and the community are surveyed and queried for input on potential improvement of facilities and processes.

Our career fairs gather employers from around the country and form the basis of our Advisory Committees. The members of this committee provide invaluable feedback for the self-improvement of the campus, the instruction, and the services provided.

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Campus plans and policies are evaluated on an annual basis. In addition, employers of alumni and alumni satisfaction are surveyed quarterly.

NAA Follow-up and Placement Plan can be found in the Career Services section of the NAA website.

**National Aviation Academy addresses all applicable state and federal laws.**

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