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*Policy Name: COMPLETER FOLLOW-UP POLICY*

*Policy Owner: Director*

*Policy Code: 102*

*Policy Effective Date: July 25, 2017*

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#### 102.1 - COMPLETERS FOLLOW-UP

A student that has demonstrated the competencies required for a program and has been awarded the appropriate certificate and/or diplomas.

#### 102.2 – PURPOSE

The Completers Follow-Up is to establish a systematic and continuous process of tracking student upon completion of their program. This is to ensure that the completers are functioning at a proficient and efficient level in their field.

#### 102.3 – RESPONSIBILITY

It will be the responsibility of the assistance administrator to monitor and maintain an effective line of communication. The assistance administrator will ensure that our students are counseled and given direction to assure the placement process has been completed. Upon completion of the student program hours the student will visit with the owners of the placement program. Student visits will allow the student to have a better perspective on where they would like begin their barbering career. Upon agreed selection of placement options, the student will be placed in the program and thus beginning our Follow-up program. The Institution will monitor the student progress every three (3) months by contacting the placement owners as well as the student to ascertain the student development and need for re-training.

#### 102.4 – Functions

The Completers will have an opportunity to express their perspective to the institution that will allow the institution an insight on how to continue or better prepare our present and future students. The owner of the Placement establishment will inform the institution on the progress and lack of the student so that the institution can gain a better perspective on how the improve our program and student development.