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*Policy Name: COMPLETER FOLLOW-UP POLICY*

*Policy Owner: Director*

*Policy Code: 102*

*Policy Effective Date: February 28, 2023*

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## Purpose

The Completers Follow-Up Plan 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.

## Scope:

102.1 Requirements

102.2 Responsibilities and Data Collection

102.3 Collecting Information and Surveying

### 102.1 Requirements

Students who have demonstrated enough competency to work in the field and/or students who have met all the requirements of their program of study and graduated with a proper credentials.

### 102.2 – Responsibilities and Data Collection

The Administration Department (AD) will monitor and maintain an effective line of communication. The administration department 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 barber shop owners of their choosing from 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 for 36 months by contacting the completers' barber shop owner as well as the student to ascertain the student development and need for re-training. The administration department will keep data collection on spreadsheet.

### 102.3 – Collecting Information and Surveying

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, who employed student, will inform the institution on the progress and/or lack of the student so that the institution can gain a better perspective on how to improve our programs and student development. This feedback will be documented on the placement and follow – up evaluations done in the field.

**\*Placement and follow-up information will be made available at least annually to all instructional personnel, faculty, and administrative staff. \***