

Pro Way Hair School Plans 2022

**Please review and submit any
recommendations or suggestions in
writing to the Director of Operations.**

Table of Contents

1. Barbering Work Based Plan.....	3
2. Cosmetology Work Based Plan.....	4
3. Effectiveness of Student Services.....	5
4. Health and Safety Plan.....	6
5. Institutional Placement Services and Follow-up Plan.....	8
6. Media Services Plan.....	9
7. Physical Resources and Technical Infrastructure Plan.....	11
8. Placement Services Plan.....	12
9. Privacy, Safety, and Security Plan	13
10. Strategic Plan 2022-2025.....	14
11. Student Retention Plan.....	17

Pro Way Hair School

Work-based Plan

Barbering Program

Pro Way Hair School offers in-house, work-based opportunities for the Barbering Program. This gives the students the opportunity for real-world experiences that will enable them to succeed in the industry.

The Barbering curriculum consists of 1500 hours of training. 280 hours are theory hours and 1220 are work-based service application hours. Work based or clinical time is scheduled through the length of the program. Before a student can begin any work-based activity, the student is clearly made aware of the objectives, experiences, and competencies to be gained as a result of work-based participation. This information is reinforced throughout the length of the program.

The objectives of Barbering work-based participations are to provide an opportunity for students to practice the skills learned in theory in a real-world setting. Students work on live patrons and mannequins.

The experiences the students gain are skilled proficiencies in their program area and confidence in their ability to perform specific skills with limited supervision. Students are required to complete 1220 hours in a clinical setting (salon floor) performing the skills required for Georgia State Board Certification. Hours completed in the clinical setting are recorded to ensure that each student completes the state requirements.

Students in a work-based plan are evaluated on each competency using a school developed evaluation sheet and are required to complete each competency with an 80% grade or higher.

The instructor for the program is responsible for completing the evaluation of the student's competencies daily. The instructor is licensed by the Georgia State Board of Barbers and is qualified to supervise all work-based activities for the Barbering Program.

Pro Way Hair School does not currently have any Written agreements with any other agencies outside of our institution to provide work-based assistance.

Pro Way Hair School

Work-based Plan

Cosmetology Program

Pro Way Hair School offers in-house, work-based opportunities for the Cosmetology Program. This gives the students the opportunity for real-world experiences that will enable them to succeed in the industry.

The Cosmetology curriculum consists of 1500 hours of training. 250 hours are theory hours and 1250 are work-based service application hours. Work based or clinical time is scheduled through the length of the program. Before a student can begin any work-based activity, the student is clearly made aware of the objectives, experiences, and competencies to be gained as a result of work-based participation. This information is reinforced throughout the length of the program.

The objectives of Cosmetology work-based participations are to provide an opportunity for students to practice the skills learned in theory in a real-world setting. Students work on live patrons and mannequins.

The experiences the students gain are skilled proficiencies in their program area and confidence in their ability to perform specific skills with limited supervision. Students are required to complete 1250 hours in a clinical setting (salon floor) performing the skills required for Georgia State Board Certification. Hours completed in the clinical setting are recorded to ensure that each student completes the state requirements.

Students in a work-based plan are evaluated on each competency using a school developed evaluation sheet and are required to complete each competency with an 80% grade or higher.

The instructor for the program is responsible for completing the evaluation of the student's competencies daily. The instructor is licensed by the Georgia State Board of Cosmetology and is qualified to supervise all work-based activities for the Cosmetology Program.

Pro Way Hair School does not currently have any Written agreements with any other agencies outside of our institution to provide work-based assistance.

EVALUATION OF STUDENT SERVICES PLAN

This plan is for determining the effectiveness of student services and ensuring that the plan identifies responsibilities for the coordination of student services and provides counseling for students.

The Director of Education is responsible for the coordination of student services. She is assisted with this duty by the financial aid officer.

The institution has resources available to students that encourage open communication and counseling between the faculty, staff, and the student body. Students receive monthly progress reports and Satisfactory Academic Progress reports at different benchmarks. Students are then counseled by the Director of Education and the Director of Financial Aide.

This plan is evaluated on an annual basis with Faculty, staff, students, and the Advisory Board Committee. These documents may be seen in the Advisory minutes and the staff meeting minutes.

If it is determined that there are measures that can be taken to improve the effectiveness of student services, the Director of Education will share the recommendations at the staff meetings and the advisory board meetings.

Health and Safety Plan Employees, Students, and Guests

Our Health and Safety Plan is designed to keep our employees, students, and guests safe while in our school environment.

Fire Emergency

1. When a fire is detected, alert all staff members, students, and clients over the phone speaker system. Immediately leave the building by the route indicated on the EMERGENCY EVACUATION PLAN found in each room of the facility.

Note: Please become familiar with the escape routes for each area of the campus before an emergency occurs.

2. After leaving the building, call 911 at a neighboring establishment or using a mobile Phone

3. Call Steve Sullivan, Chief Administrative Officer and Gail Davis, Director of Education if they are not already on campus.

Unruly Violent Patron/Student

If a patron or student becomes overly irritable or violent, simply ask the person to leave the campus. Do not challenge or confront the wrongdoer. If he/she does not comply with your second request, call the Dekalb County Police department and ask for an officer to come and remove the unwanted parties.

Accident

In the event that an accident occurs (i.e. broken glass, electrical hazard, chemical spill), please remove all students from the area and notify the nearest administrative staff member. Proper help will be contacted.

Bodily Injury/Serious Illness

Contact the nearest administrative staff member immediately if a student, staff member, or patron is injured on campus. A first aid kit is available at the receptionist's desk for minor injuries.

For serious injuries or illnesses, call 911. Contact the nearest administrative staff member no matter how minor the injury might be and fill out an incident report.

Break-In

If you see that the campus has been broken into, call the Dekalb County Police department immediately. Keep all students and patrons away from the area and do everything in your power to keep the crime scene exactly as you found it. Call Steve Sullivan, Chief Administrative Officer, and Gabrielle Caslin, Director of Operations after the police have been notified.

Reporting Incidents

Any and all incidents listed above should be reported to management immediately or as soon as physically possible. An incident report should be filled out after each incident.

Investigation

Once management has been notified, Mr. Sullivan and Mrs. Caslin will seek to determine the following information:

1. Are there measures that the institution can take to ensure that a similar incident will not happen again? If so, what are they?
2. Should the institution compose an official statement to the student body and employees that addresses the issue.
3. Are there issues that should be brought before the Institutional Advisory Committee? If so, can the issue wait until the next meeting, or do they warrant an emergency meeting?

This plan has been provided through our website and is reviewed annually by students and employees and revised when necessary. The review process is explained on the website.

Institutional Placement Services and Follow-up Plan

This written plan is created to ensure that Institutional Placement and program outcomes follow-up is systematic and continuous.

The Director of Operations is the individual responsible for coordination of the placement services plan. She is aware that any career, particularly the beauty industry, demands high standards for those who are successful.

Pro Way Hair School instructors and the Director of Education play key parts in assisting the Director of Operations in the implementation of this plan. The Director of Operations, provide information to the instructors and the Director of Education regarding the placement of students and if there are any problems or difficulties during the process.

Pro Way utilizes our Job preparation, planning, exit interviews and passing rates as provided by the state approved testing agency, PSI as our method of data collection. Pro Way Hair School provides job information to students, by posting on the placement board, emails, and during exit interviews. Because Pro Way Hair School is a smaller school, we use telephone conversations, personal interactions, and emails to stay in contact with students.

The information collected through these methods is then used to determine the program effectiveness of our completers.

Upon graduation, students are given an exit interview to assess the level of satisfaction with the education they received. This form is filled out by the student with prospective employment opportunities. This information along with follow-up information is inputted into Pro Way Hair School's computer system and shared during staff meetings to make determinations or suggestions on improvements that may have been suggested by a completer or salon or shop owner.

It is the responsibility of the Director of Operations to verify the placement, satisfaction, and preparedness of our graduates with their employers.

The follow-up plan is reviewed annually. The Director of Operations maintains an open line of communication with graduates, faculty, businesses in the industry and

the employers of graduates. Any information collected is used to evaluate and improve the quality of the program outcomes.

This plan is reviewed annually by faculty and revised as necessary through personal contacts.

Media Services Plan

The Director of Education and the Director of Operations is responsible for monitoring the scope and availability of Learning Resources, including media services such as:

1. Media equipment, video/audio equipment, computers, and printers, reference books, such as periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access to sites with educational and reference material appropriate to program offerings.
2. Media services implementation and coordination and the orientation for all user groups
3. Developing budget support for the plan and any requests for necessary expenditures for instructional supplies including repair/replacement of the media equipment, video/audio equipment, computers, and printers are requested by Director of Education and approved by the CAO.

The Director of Education, D. Gail Davis, is responsible for implementing this plan and the coordination of media services. Her duties include the organization, stocking, and distribution of the media from the library.

Pro Way has a designated location for media services. The physical location is at the Main Campus. Pro Way Hair School research the availability of new technology and content to add to Media Services on an annual basis.

Repair and maintenance of the media equipment, video/audio equipment, computers and printers are provided by The Chief Administrative Officer and the Director of Operations. If they can't repair or maintain the equipment, it is contracted out to a 3rd party IT consultant. Unrepairable equipment is disposed of, and the item is taken off the inventory list. The item is then replaced by the purchase of a similar item within 30 days and paid for from the operating budget of the institution.

Repairs and maintenance of the equipment and furniture on clinical floors and in the classroom/labs is done under the following procedure:

- Problem is identified and reported to the Director of Education
- Determination is made on the cost of effectiveness of the repair
- Should the repair costs exceed 50% of the cost of new equipment, the purchase of replacement for new equipment is initiated within 30 days. The broken equipment is disposed of instantly. Should the broken item need to be replaced immediately, emergency purchases shall be made.

This plan and our Media services are evaluated annually by the faculty during their annual review and quarterly staff meetings.

Physical Facilities and Technical Infrastructure Plan

The purpose of this plan is to address the adequacy and improvement of the physical facilities and that the technical infrastructure has been developed, is maintained.

This plan is used by Pro Way Hair School on an ongoing basis to access the presence and adequate maintenance of physical/technical resources appropriate and essential for the achievement of each program objective.

Considerations are given to recommendations from students, staff, and guests as well.

4) The Chief Administrative Officer is responsible for coordinating the improvements and the budgetary authorization process.

5) The equipment and supplies are an integral part of the Operations and Maintenance Plan.

6 & 7) The plan follows all relevant Georgia and federal laws, codes and procedures that apply to the institution's operation and maintenance. The Director of Operations works diligently to ensure that all Federal, State and City regularity requirements are met and satisfied. Any notice of deficiency will be escalated to the Chief Administrative Officer who will then take immediate corrective action.

8) All staff, students and faculty have the opportunity to view the current plan on our website. After reviewing the plan anyone can make comments, suggestions, or recommendations to the Director of Education.

9) This plan is evaluated annually and revised as needed by the Advisory Boards and Staff meetings as previously provided in minutes from these meetings.

Plan for Placement Services

The Director of Operations is the individual responsible for coordination of the placement services plan. She is aware that any career, particularly the beauty industry, demands ambitious standards for those who are successful.

Pro Way Hair School instructors and the Director of Education play key parts in assisting the Director of Operations in implementing this plan. The Director of Operations provides information to the instructors and the Director of Education regarding the placement of students and if there are any problems or difficulties during the process.

Pro Way utilizes our Job preparation, planning, exit interviews and passing rates as provided by the state approved testing agency, PSI as our method of data collection. Pro Way Hair School provides job information to students, by posting on the placement board, emails, and during exit interviews. Because Pro Way Hair School is a smaller school, we use telephone conversations, personal interactions, and emails to stay in contact with students and the various businesses that are hiring.

The Director of Operations receives emails, phone calls and drop-ins from businesses in the area that are hiring.

Upon graduation, students are given an exit interview to assess the level of satisfaction with the education they received. This form is filled out by the student with prospective employment opportunities. This information along with follow-up information is inputted into Pro Way Hair School's computer system and shared during staff meetings to make determinations or suggestions on improvements that may have been suggested by a completer or salon or shop owner.

Maintenance of placement records for completers is used to measure the institution's success in achieving this mission.

This plan is evaluated annually and revised as needed. This plan is evaluated at our Advisory Board and staff meetings. Any recommendations, or suggestions are used for continuous improvement in the program.

The Director of Operations is responsible for verifying the placement, satisfaction, and preparedness of our graduates with their employers.

PLAN TO ENSURE PRIVACY, SAFETY AND SECURITY OF DATA WITH THE TECHNICAL INFRASTRUCTURE

Pro Way Hair School ensures privacy, safety and security of data contained within the technical infrastructure of the institution. All electronic student files and data are password protected to protect the integrity of the data and well as to protect the students' private information. The institution uses FAME to maintain students' academic information, financial aid records and enrollment information. This system is backed up in FAME cloud storage as much of the data is an internet-based program. There are back-up systems in place as well as security measures to monitor and protect anyone using computer equipment within the organization. With the secured wireless network for our employees, it also adds an additional layer of security. Measures are taken to prevent identify theft as prescribed by the personal privacy act.

Plans are reviewable for staff, students, and faculty through our website. Instructions for comments or suggestions are also explained.

Pro Way Hair School Strategic Plan 2022-2025

Mission and Vision Statement

OUR MISSION

Pro Way Hair School recognizes that every student who enrolls does so with the goal of achieving training which will enable the individual to prepare for their career enhancement. Pro Way Hair School is dedicated therefore to assist each student in reaching his or her job-orientated goals.

Pro Way Hair School is committed to bringing together an appropriate staff and curricula, physical facilities and instructional equipment, and all other components needed to implement and to maintain a satisfactory level of achievement of its philosophy and purpose.

OUR VISION

To inspire the students of today in our profession, to begin with the end in mind.

THREE YEAR GOALS AND OBJECTIVES

1. Increase Enrollment, by advertising, following leads and word of mouth. The goal is to enroll 80+ Barbering students and 30+ Cosmetology students by the end of the fiscal year, June 30. Enrollments will be reviewed monthly to see how far we are from reaching the goal.

2. Assisting current and former students in every feasible and reasonable way. Assisting current students in the area of retention, exams, and practical's, to ensure that they will graduate from the program and become licensed in their chosen field of study. Students' progress is evaluated monthly.
3. Tighter control on finances and expenditure. Monitor what is being wasted and recycle if possible.
4. Updated technology. A budget of \$20,000 has been set to update technology. Once enrollment has increased, updating of technology and equipment will be discussed.

STRATEGIES FOR ACHIEVEING OBJECTIVES

1. Engage prospective students through a more aggressive social media presence. Involvement in more community outreach and career fairs. Engage current students for referrals and our business partners who employ our graduates.
2. More in-person counseling to assist students with daily challenges to ensure a higher retention rate and ultimately a higher graduation rate. Make students aware when we see a drop in attendance, GPA or other difficulties they may be encountering.
3. Stricter inventory controls are implemented to reduce waste and overuse of products.
4. Research new techniques of teaching through technology such as Smart Boards, Milady's CIMA program and other technology-based learning techniques.

BUDGETS RELATING TO PAYING FOR ITEMS IN THE STRATEGIC PLAN

Pro Way Hair School is a small business with a small organizational structure. Any expenditures related to the Strategic Plan will be handled by the Chief Administrative Officer, who will then determine if the funds are available.

STRATEGIES FOR EVALUATING PROGRESS TOWARDS ACHIEVING OBJECTIVES

We will continue to evaluate the progress toward achieving these objectives with the comments and recommendations from our Institutional and Occupational Advisory Committee, with additional formal staff meetings and interactions. We will also consult graduate employers on methods they may recommend.

Plan for Addressing the Retention of Students

Purpose of this plan

- To create a stable educational environment, Pro Way Hair School developed a plan focused on the effectiveness of student retention.
- The plan will include input from faculty, staff, and students.
- The plan is evaluated on an annual basis and revised as necessary
- The plan will show how results are shared with faculty and staff.

It is our responsibility to provide services that help students efficiently move through the Pro Way Hair School experience, help them to feel welcome and assist them in their success in the areas of completion, placement, and licensure. It is our goal to work efficiently while treating each student with respect and genuine encouragement. Training programs that include skill development necessary for the career include work-based activities. For most of the training program, the work-based activities are included in the on-campus training. These work-based activities have a course syllabus that details the objectives and competencies required for successful completion. The syllabus also defines the method of evaluation and the grading components that will constitute the student's grade.

The faculty is dedicated to student success and is expected to meet monthly with students regarding their academic progress. Faculty is available to assist with attendance and required academic progress. Faculty can identify potential risk factors for withdrawing from school and connect students to possible resources. Classroom observation is used to evaluate student interaction and comprehension. Students who identify as needing additional academic support are referred to the Director of Education where students can receive the best support.

This plan has been provided through our website and is reviewed annually by students and employees and revised when necessary. The review process is explained on the website and during student orientation.

Data is updated as needed. Faculty and staff can review data in real time throughout the year by logging into the college's FAME reporting software. Program and student survey results along with the withdrawal rates are evaluated by the administration to identify areas of concern.