



## Diamonds College Placement & Follow-Up Plan FY 2022 – 2023

### Supporting the Mission of Diamonds College

*The mission of Diamonds College is to educate individuals to develop the knowledge and skills that will enable them to achieve their professional goals, improve the productivity of their organizations, and provide leadership and services to their communities. Through this education, we will prepare each student to be employable in the job market.*

#### Introduction

DCBC believes that it is very important that our student services be available to support our mission and to ensure that our students succeed after graduation. All staff and faculty are involved in supporting our graduates with placement and follow-up.

We do not guarantee job placement, but the DCBC staff works diligently to prepare and help our graduates find a position after their program is completed.

#### Responsibilities:

The Program Director, General Manager, Financial Aid Administrator, and faculty are responsible for the coordination of all placements and follow-up activities.

#### Methods of data collection

- The Financial Aid Administrator prints a TDLR Pass/Fail report each month, quarterly the Director follows up by email with untested or failed graduates.
- Position information is entered into the SMART system to retain the information given by the completers or the employers.

#### Methods of surveying

- Students are asked to complete training and job possibilities before graduation.
- When a student nears graduation, the Director will ask them to complete a survey with their training evaluation and where they plan to work. The Financial Aid Administrator will update the student's file with the survey, results of the written exam, and any possible job opportunities.
- Text messages from our SMART system are sent to our graduates requesting placement information.
- Graduates are surveyed to determine their satisfaction with the program and to provide suggestions for improvement and where they plan to work.
- Employers are surveyed for feedback on training at Diamonds College.

#### Strategies:

- Jobs are posted on the bulletin board with contact numbers. This list contains the salon, location, and position available.
- Salon managers are invited to come to the school during career days and speak to the classes.
- Board Prep Practical section led by instructor
- Written exam – the director encourages students to schedule an exam at 900 hours. 1 week before the student takes the test, they will be blocked off the service floor to allow for time to study.

- The process of board prep and standards will be reviewed by instructors and the director in a staff meeting annually or as needed if laws or tests change.

Evaluation:

- Administrative staff will discuss what changes could be made to make things better. The results are communicated to staff and the advisory board for more ideas and suggestions. Diamonds College administration will make necessary adjustments to best serve its community.
- A yearly ratio is calculated and the enrollment, graduation, drop, and placement percent shall be discussed on an annual basis to improve the quality of our program where needed. Faculty and staff are informed of data at staff meetings.
- Annual Completion, Placement, Licensure Reports, and feedback from surveys are provided to the staff, executive council, and the Advisory board.