

PLAN FOR WORK-BASED ACTIVITIES



Upper Kutz Barber & Style College

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Purpose:

The work-based portion of any program enhances and applies the instructional competencies learned in the classroom. Students develop interpersonal, communication skills, real-world hands-on training and employability/soft skills needed to secure a position in the world of work. The Vice President's office is responsible for establishing and implementing this plan.

Objective:

1. Apply competencies learned in the classroom to the work-based site.
2. Demonstrate employability skills.
3. Apply management skills in the workplace.
4. Demonstrate positive human relations and leadership skill in the workplace.
5. Demonstrate ethical business behavior

Procedure:

Students will implement the skills that were taught within the program as it relates to appropriate behavior on a work site (school's clinical lab) such as performing services on live clients and mannequins while implementing client safety, universal precautions, sanitation and infection control procedures. Some of the specific skills are client consultation, applying a proper drape for service, station set up and sanitation, retailing products, and client retention. The work-based learning program ensures that students become knowledgeable of the position that they have selected, and to be able to relay the knowledge effectively in the work place.

Instructors will provide students with skills that will increase their chances in being employed with the company in which they are applying. These skills include: knowing how to be punctual for an interview, dressing appropriate for an interview and being able to ask and answer questions with confidence and with the appropriate physical gestures.

Students will learn the importance of consistency and teamwork which are key elements to moving into managerial positions on a job. Instructors will create scenarios that can give the students a visual hand on approach to implementing these skills when needed.

Students will be taught the importance of staying positive and giving positive vibes within the work environment. Students will be able to utilize skills learned as it relates to never giving up and be patient when developing their craft.

Students will learn the importance of ethics in the work place and how it can affect their success on a job. Students will be taught that respect is necessary toward their superiors and coworkers. Instructors will stress the importance of keeping the environment business like and never personal in the work place.

Evaluation:

The work-based site (school's clinical lab) will complete an evaluation of the student to be submitted to the instructor at intervals determined by the program instructor. Students are ranked on their personal and professional trait, as well as their work habits and abilities. Students complete an evaluation upon completion of their work-based activity based on their experience in the clinical lab and the effectiveness of the activity. All final evaluations are the responsibility of the program instructor which is based on instructor observations and the input from the student's work-based patron (client).

Distribution:

Upper Kutz Barber & Style College appreciates and utilizes input from both students and employees. The Management Team reviews summaries of evaluations and reviews/revises plans, policies and procedures as warranted. Employee policies and procedures are continually updated as they are considered a work in progress.