

Keon Academy Ltd

January-December 2020

The results of the 2020 work are presented in the annual report of Keoni LLC Academy
with the Academy's 2020-2026 strategic goals and 2020 action plan
with regard to

Tbilisi

2020

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Vision, mission, values of Keoni Academy Ltd

The mission of Keon Academy Ltd. is:

in the field of hair and beauty services locally and internationally
Competitive, qualified and relevant to the requirements of the labor market
Training of specialists with civic responsibility.

The vision of the academy is to be a leader in the local market, focused on quality
A training institution in the field of hair and beauty services, which
It develops with the introduction of innovative approaches, international relations
On the basis of. Also promoting lifelong learning, new
Skills for new employment that represent growth and work
The main aspect of providing seats and what will enable
citizens to fully participate in public life.

The values are:

- Professionalism; •
- Focus on quality and development; • teamwork; •
- social
- responsibility;

2020-2026 strategic goals of Keoni Academy LLC:

Strategic goal 1: planning and development of educational programs;

Strategic goal 2 ensuring financial sustainability;

Strategic goal 3 introduction of profientation mechanisms
, promotion of graduate employment, public relations
development;

Strategic goal 4 human resources development;

Strategic goal 5 development of student services;

Strategic goal 6 quality assurance and development;

Strategic goal 1: planning and development of educational programs;

In order to achieve this goal, the following was planned for 2020

Tasks: Academy's internal regulatory documentation/legislation

Development/development of the database and organization and evaluation of the training process.

a) Academy's internal regulatory documentation/legislative base

The development was successfully completed. revised this year

Academy's internal regulatory documentation and authorization standards

In order to comply, some changes were made in them.

Evidence: Order N1-22 of some documents of Keoni Academy LLC

on approval 12.10.20; Order N1-23 of limited liability

Community of Keoni Academy's professional educational program

Approval of the rule of development, making changes to it; 12.10.20 order N1-24 Approval

of the rule of management of the educational process of Keoni Academy 12.10.20 order

N1-25 Some documents of the limited society Keon Academy

On the approval of 15.10.20 order N1-26 limited society Keon

On the approval of the academy personnel management policy 15.10.20

b) Organization and evaluation of the educational process. To accomplish this task,

five activities were planned, which included learning tables

preparation, purchase of consumables, survey of professional students and persons

implementing the professional program, administration and

Self-evaluation of professional education teachers. existing in the country

educational process based on the epidemiological situation

In order to facilitate this, the academy has developed a distance learning rule. This

activity was not included in the 2020 action plan.

Evidence: order N 1-11 10.06.2020 Keon LLC in the remote academy

Approval of the teaching method by Eka Tsitlidze, the manager of the learning process

Report card N 3730 28.12.20

Study tables for both vocational education programs

It was held continuously, in accordance with the curriculum and was accessible

Both for vocational education teachers and professional

for students.

Evidence: tables posted in a prominent place in the academy, tables uploaded in closed facebook groups.

Professional students participated in three studies during the year participation, namely "learning process evaluation research", "student". Survey of satisfaction with services" and "Difficulties in distance learning". The results of the research were analyzed, areas for improvement were identified, and issued appropriate recommendations. In order to develop educational programs Both professional students and professional teachers became reality Assessment of each module. Vocational education teachers also participated in the "difficulties of distance learning" research. Vocational education teachers got acquainted with the results of the study at the summary meeting of the year.

Evidence: Learning Process Evaluation Research Analysis Document; Student Services Satisfaction Research Analysis Document, Difficulties in Distance Learning Research Analysis Document; quality Security manager Nana Khitarishvili's report card N 3729 28.12.20 <https://keuneacademy.ge> ; <https://www.facebook.com/KeuneAcademyGe>

As for the purchase of consumables necessary for the implementation of the program, the purchase of materials was ongoing. There were materials Available and sufficient for every professional student.

Evidence: material/raw material purchase and write-off acts, training between the process manager and the professional education teacher Acceptance/handover acts of signed raw materials and consumables. Accountant NATO Chadunelli report card N3732 28.12.20

Note: Considering that 2020 is the year of teaching in October-November It took place in a mixed form (partially remotely, partially in the Academy) and from the end of November it became completely remote and theoretical Materials/raw materials intended for the modules (meaning marker, paper, eraser) should not be handed over to the vocational education teacher. happened.

It was implemented by the administration and vocational education teachers self-esteem. As a result of analyzing the self-assessment questionnaires, it was revealed The needs of professional education teachers and

The administrative staff has. To eliminate the mentioned needs
Work is planned to continue in 2021.

Evidence: administrative staff and professional education
Teachers' self-evaluation analysis document, professional education
Acts of transfer of raw materials for teachers, consumables
Acts of purchase and write-off.

Strategic goal 2 ensuring financial stability

In order to ensure financial sustainability, in 2020 Keoni Academy planned to develop professional training programs and
Obtaining the right to exercise. The Academy has acquired the right to offer the following professional training programs. These are, "hair dyeing" "hair".
Intrusion" and "Nail Care".

Professional training/professional retraining has been developed in the academy
Rules for killing programs.

Evidence: National Center for the Development of Education Quality
Order MES 3 20 0032013 27.03.2020

Order of the National Center for the Development of the Quality of Education of the LSI MES 5
20 0032015 27.03.2020

Order of the National Center for the Development of the Quality of Education of the LSI MES 4
20 00320918 30.03.2020

Strategic goal 3 introduction of profientation mechanisms
, promotion of graduate employment, public relations
development;

The mentioned goal in turn included the following activities: professional
promotion of education, employment of graduates
Promotion, promotion of effective relations with society.

Meetings were planned to promote professional education
To be held in different schools across Tbilisi. Unfortunately in the country

The created epidemiological situation prevented the implementation of the mentioned activity
He didn't give us a chance. In order to promote professional education
The director of the academy and the manager of the learning process were present
TV company in Imedi, in the program of the day, where Prof. of education
On the importance, the professional carried out by Keoni Academy
on popularity and employment of programs.

Proof <https://keuneacademy.ge> <https://www.facebook.com/KeuneAcademyGe>

Graduate Employment Academy takes care promotion.
on the employment of graduates. career planning and orientation
Databases of potential employers are created by the manager and are made
Connecting vocational students and employers. Due to the current epidemiological
situation in the country, unfortunately
Professional students for admission 2019-2020 have not yet
Graduated teaching and therefore research about employment at the academy
has been conducted. It is worth noting that different beauty salons have their own
They contact the academy on their initiative and invite them after the program is over
Graduates to work.

Evidence: employer databases

In order to promote effective relations with the public, in 2020, the academy developed
a rule of public relations, which contains details
channels Written received from various communication
Stages and deadlines for information/incoming message processing. also
It is permanently posted on the Academy's website and Facebook page
posting news.

Evidence: order N 1-12 of some documents of Keoni Academy LLC
about approval; Mariam of the manager of orientation and career planning
Kipshidze report card N3731 28.12.20 <https://keuneacademy.ge>
<https://www.facebook.com/KeuneAcademyGe>

Strategic goal 4 human resources development; said purpose
In turn, it includes the following tasks: evaluation of staff performance and
Professional development needs research and staff development
Encouraging related initiatives

Assessment of staff performance and professional development needs research. In order to develop human resources, the Academy developed the needs of staff performance evaluation and professional development Research paper. Personnel self-assessment was carried out in 2020 in December. In order to increase/develop the quality of teaching, in 2020, the Academy updated the base of professional education teachers, and sought labor Qualified personnel in the market, with whom the appropriate has been signed agreements.

Encouraging initiatives related to staff development is evident from the self-assessment of professional teachers

Education teachers need help in creating/developing assessment tools, to continue working in the mentioned direction

It is planned for 2021. Professional regarding distance learning

Education teachers are permanently provided with materials remotely

About the methods used in teaching, as well as various organizations

about online trainings related to distance learning

Links.

Evidence: order N 1-12 of some documents of Keoni Academy LLC about approval; signed with vocational education teachers service agreements; Quality Assurance Manager Nana Khitarishvili report card N 3729 28.12.20

Strategic goal 5 development of student services;

The mentioned goal combined two tasks, namely; 1. Professional Protecting the rights of students / trainees, which in turn includes the following

Activities: a) informational meetings with professional students planning/implementation; b) professional student support measures

extermination 2. To encourage extracurricular activities and

Improvement of the support system of student initiatives

a) professional informational meetings

planning/implementation; In the academy, professional training is carried out permanently with students

informational meetings. The meetings refer to the learning process, the evaluation method and getting acquainted with the conditions, rights and obligations of students, safety norms. Mobility rules, student status

Grounds for suspension, academy mission and bylaws, professional

In case of making changes in educational programs, mechanisms of education provision, etc

Evidence: agenda of the held meeting, presentation, professional

A signature sheet for attending the meeting from the students

b) cancellation of events supporting professional students; was conducted

A survey of professional students' satisfaction with student services

about. A research analysis document was prepared, where recommendations were written. Various types of professional seminars are permanently held in the academy, professional students have the opportunity to work with already working stylists. to attend the mentioned seminars and deepen their knowledge in practical direction.

Evidence: A survey analysis of satisfaction with student services

Document, <https://keuneacademy.ge>

c) Encouraging extracurricular activities and student

Improvement of the support system of initiatives.

In the current year, professional students are not in the administration

Some initiatives were voiced. However, within the framework of the research, it was revealed that professional students had some suggestions, but

About only each other and the vocational education teacher

They were talking. Different types are permanently implemented in the academy

Seminars to attend for professional students

is available. E.g. "hair lightening seminar"; and "hair processing and dyeing

Basic seminar of modern technologies".

Evidence: Student satisfaction with professional services

Document of research analysis, profitation and career planning

Manager Mariam Kipshidze's report card N 3731 28.12.20 <https://>

[keuneacademy.ge](https://www.facebook.com/KeuneAcademyGe) <https://www.facebook.com/KeuneAcademyGe>

Strategic goal 6 quality assurance and development

This strategic goal combines several tasks, namely: evaluation of the educational process; student body management; Proceedings and register management; Library, nursing office.

a) Evaluation of the educational process. Epidemiological in the country
Depending on the situation, teaching in the academy is carried out by teaching mixed method. The main part of the lectures is conducted remotely, therefore a study was conducted in the academy to determine the difficulties that
It is accompanied by distance learning. A relevant document was prepared. educational Lectures are conducted continuously for effective administration of the process
Compilation of tables, both for professional teachers and for professional students. The mentioned tables are in agreement
with curricula of professional educational programs. in the academy
It was conducted to conduct the educational process in a quality and efficient manner
Close cooperation with the teachers of the Academy on teaching methods and in the development of assessment tools. It takes place before the beginning of the educational process provided by the modular professional educational program
Checking the calendar plans of all study modules and their readiness
Determination for module implementation.

The verification process has started in the academy, the completion of which is expected in the country the current epidemiologic situation and the remote mode of work
The transition prevented.

Evidence: study tables; calendar plans; difficulties
Research Analysis Document in Distance Learning; on the lecture process
completed attendance records;

b) In order to manage the student corps, the register was verified as professional Student statuses.

Evidence: www.e-vet.emiss.ge

c) Proceedings and management of the register were renewed and unified this year
The database reflected:

- Persons having the right to enroll in the program/enrolled information about;

- Defined start/ end dates Each subject program
- modules included in each educational program Start/End Dates
- Professional student enrollment/suspension/status termination information;
- About the personnel implementing the educational program information;

As for the proceedings, the following types of documentation are produced in the Academy:

- Incoming documentation
- past documentation; internal documentation;

Each document is processed in the academy according to the rule.

Evidence: www.e-vet.emiss.ge

Proceedings approved by the director's order N1-12 of 13.02.2019 rule

d) library. "Hair service" preserved in the library of the Academy "Nail Service" professional educational programs Educational material necessary for implementation, which is available for professional students. Posted by the library in the library Rules of use. The librarian carries out inventory book and Registration of books taken out of the library by professional students to fill the journal. Vocational students actively benefited with the services of a librarian. The interior of the library is professional Students like it.

e) Nursing office. There is a nursing office in the academy Vocational students also use the service. The survey showed that Those professional students who are medically useless They are satisfied with the service. The Academy has opened registration of orders A journal describing the cases recorded in the academy and about them Response mechanisms.

Evidence: Case Journal, by Professional Services
Professional Student Satisfaction Survey Analysis Paper. quality
Security manager Nana Khitarishvili's report card N 3729 28.12.20