

Keon Academy Ltd

2021 action plan implementation report
(January-December)

The report presents work in the period of January-December 2021
Results in relation to the 2020-2026 strategic goals and the 2021 action plan of
Keoni LLC Academy.

Tbilisi

2021

1. Vision, mission, values -----	3
2. 2020-2026 strategic goals -----	4
3. Strategic goal 1 quality-oriented educational Activity development -----	5
4. Strategic goal 2 promotion of institutional development-----	6
5. Strategic goal 3 Raising awareness of Keoni Academy and Development of public relations system-----	7
6. Strategic goal 4 development of the human resources management system- -----	8
7. Strategic goal 5 Development of professional student services-----	8

Vision, mission, values of Keoni Academy Ltd

Academy's mission to provide hair and beauty services locally and
Competent, competitive, qualified and responsible specialists of the international labor
market
Preparation.

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
Innovative approaches and best international practices are developed
based on implementation. as well as the promotion of lifelong learning, which
A variety of teaching is expressed for the interested public
By offering opportunities.

The values of the academy are:

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

2020-2026 strategic goals of Keoni Academy LLC

Strategic goal 1 quality-oriented educational activity development;

Strategic goal 2 promotion of institutional development;

Strategic goal 3 Raising awareness of Keoni Academy and development of public relations system;

Strategic goal 4 of human resource management system development;

Strategic goal 5 development of student services;

Strategic goal 1 quality-oriented educational
activity development

to achieve the mentioned goal in the period of January-December 2021

The following tasks were planned: educational programs
development, quality assurance of learning/teaching and the whole
Promoting lifelong learning.

Development of educational programs. said task

The following activities were included in the January-December period: research
Updating of questionnaires and organization of research, analysis of research results
and, if necessary, changes in educational programs
to file. In March 2021, the order of the director of the Academy of November 12,
2020 N 122 on the methodology of studies in Keoni Academy was revised
to update survey questionnaires as needed. similar

There was no need, and accordingly, there are no changes in the mentioned rule
implemented. It was carried out in June to evaluate the programs

Survey of vocational education teachers. Questionnaire
was placed on the drive. It was also implemented by professional students

A satisfaction survey involving educational programs
assessment. The results of the study were analyzed based on the analysis

The following programs were implemented: hair services and nail services
Curriculum change. Professional training was also carried out

Evaluation of programs within two receptions. According to the mentioned chefs,
there was no need to make changes in the program.

Evidence: Professional Student Satisfaction Survey Report;

<https://docs.google.com/forms/d/1xulVYU->

[doxdzBdWAwBltc2w6K141_laq06Hg3Xw8qY/edit?usp=drive_web](https://docs.google.com/forms/d/1xulVYU-doxdzBdWAwBltc2w6K141_laq06Hg3Xw8qY/edit?usp=drive_web)

quality

[Assurance manager report card N3764 23.08.2021 Keoni](#)

[Order of the Director of the Academy of October 8, 2021 No. 1-44 Keon](#)

[Order of the Director of the Academy dated October 8, 2021 No. 1-45](#)

[Assurance manager report card N7329 24.11.2021](#)

Learning / Ensuring the quality of teaching. said task

The following activities were included in the January-December period: Verification
Implementation of the mechanism, improvement of distance learning methods,

development of distance assessment methods; Verification in the academy
Performed hair services and nail services professionally
Within the framework of educational programs and professional training programs "hair cutting", "hair dyeing" and "nail care", professional students and

for listeners. Improvement of distance learning methods
For the purpose of the Academy of personnel and professional education
A seminar on beauty was held for teachers on February 24
Regarding hybrid teaching methods in the field of service. The workshop was led by
KEUNE Haircosmetics international trainer Jon Withrington.

As for remote assessment, on February 26, programs
The head held a meeting of professional education
with teachers by the National Center for Quality Development
Familiarity with centrally developed evaluation tools and
In general, the evaluation process is conducted in a thorough and valid manner
Familiarity with existing approaches to creating assessment tools
purpose. Based on the current epidemiological situation in the country, since the
permission to carry out face-to-face assessments in March
Therefore, the remote assessment platform was no longer implemented. Evidence:

Keoni Academy Director's Order of March 29, 2021 N1-14 Keoni

Order of the Director of the Academy of April 19, 2021 N1-15 Keon

Order N1-22 Keon of the Director of the Academy of July 8, 2021

Order of the Director of the Academy of August 18, 2021 N1-28 Keon

Order of the Director of the Academy of September 29, 2021 N1-38 Keon

Order of the Director of the Academy of November 11, 2021 N1-47 Keon

Order of the Director of the Academy of December 8, 2021 N1-49 degree

Assurance manager's report card N 3272 13.07.21

Report of the head of professional educational programs

Card 3521 N 29.07.21 quality assurance manager's report

Card N 4959 05.10.2021 quality assurance manager's report

Card N 3829 27.08.2021

Quality assurance manager's report card N 7497 30.11.2021 Quality assurance manager's report card N 7861 12.13.2021

Quality assurance manager's report card N 7860 13.12.2021 Photo material depicting meetings, meeting agenda.

Promoting lifelong learning is the stated task

The following activities were included in the month of January-December: informal Developing a mechanism for recognition of education, finding a consultant, submitting an application to the National Center for the Development of Education Quality Add eligibility and training/retraining programs to determine the need. In the academy, informal education was developed recognition mechanism, and conducted research training/retraining To determine the need and direction of adding programs. Currently working as a non-formal education recognition consultant on the search.

Evidence: Keoni Academy Director's order dated November 22, 2021 No. 1-46

Quality assurance manager report card N 7565 02.12.2021

Strategic objective 2 Promotion of institutional development

To achieve the mentioned goal in the period of January-June 2021

The following tasks were planned: restoration of financial stability, development of material resources, information resources Development, development of organizational culture.

In order to ensure financial sustainability, it was launched in the academy Professional training programs. It was carried out in the period of May-June "Hair cutting" and "nail care" programs

In the October-November period, "hair cutting", "hair dyeing" and "nails "Maintenance" programs of occupied Georgia

Labor, health and social protection of IDPs from the territories For the beneficiaries of the ministry.

Evidence: services (professional training-retraining exchange rate) purchase agreement No. 0514 dated 21.04.2021 and

Agreement N 0546-TB 30.09.2021 Keoni Academy Director's order N2-06 28.05.2021 Keoni Academy director's order N2-09 15.07.2021

Keoni Academy director's order N2-14 21.10.2021

Kekeoni Academy Director's Order N2-20 02.12.2021 Keoni

Order of the Director of the Academy N2-2-21.16.12.2021 Education management information system

In order to develop material resources, the library of the Academy

The resource is enriched with ten guidelines for evidence:

www.keuneacademy.ge

Work and leisure space for professional students

It is improved, professional students are satisfied with the mentioned in space.

Evidence: Professional Student Satisfaction Survey Report

A mechanism for the protection of sanitary norms, material, has been developed
Method of assessment and disposal of resources

Evidence: Academy director's order dated February 15, 2021 N1-06 on the approval of the rules for the protection of sanitary numbers; Order of the Director of the Academy dated February 19, 2021 N1-09 on approving the rule of assessment and disposal of material resources;

In order to develop organizational culture in the Academy on March 11

A meeting was held with the teachers of professional education and the program Regarding the development of calendar plans between the head. Also on February 26, the head of programs held a meeting

National Quality Development with Vocational Education Teachers
assessment tools developed centrally by the Center

Existing approaches for conducting the dating and assessment process in general
and creating valid assessment tools

for dating purposes. The mentioned meetings have a permanent character.

Evidence: photo material of the meeting, filled in attendance
sheets; Head of professional educational programs

Report card 3521 N 29.07.21 of the quality assurance manager

Report card NN 3272 13.07.2021

Informative was developed for the purpose of developing information resources
Technology management procedure

Evidence: Order of the Director of the Academy dated February 25, 2021 N1-10
Information Technology Management Procedure
about approval;

E-mail has been activated for Unified professional groups
students.

Evidence: Academy e-mail

Organization of team building - from the pandemic situation in the country
Therefore, the mentioned activity was not implemented in 2021.

Strategic goal 3 Raising awareness of Keoni Academy and
development of public relations system;

to achieve the mentioned goal in the period of January-December 2021

The following tasks were planned: Promotion of Keoni Academy
Promotion, development of the orientation system and the community
Development of relationship system.

Organization of charity events with the support of Caritas of Georgia

A charity event was held in June. Keon Academy Hair Services

Vocational students visited Georgia for one day

in the humanitarian canteen of Caritas where they will serve their beneficiaries.

Charity should be organized according to the action plan

to be implemented in December, however, based on the fact that the Academy

In the academic year 2021-2022, no professional students were accepted, it was mentioned

The event could not be implemented. Evidence: www.keoneacademy.ge

Professional students craft presentation and artwork online

For the exhibition, it was placed on the website of the Academy in the 2020-2021 academic year

Accepted works of professional students.

Evidence: www.keuneacademy.ge

Guidelines for potential students of the Academy have been prepared

About the activity:

Evidence: www.keuneacademy.ge

Preparation of commercial: a commercial video Keon has been prepared
About the Academy.

Evidence: www.keuneacademy.ge

Due to the epidemiological situation, it could not be implemented
A visit to secondary schools, however, found five
School across Tbilisi and Keon's presentation was sent to them
About the Academy:

Proof: info@keuneacademy.ge

The development of the public relations system has been started
Work on updating the website of Keoni Academy is being done systematically
the latest information about the processes taking place in the academy; has started
Translation of the web page into English is proof of www.keuneacademy.ge
Strategic goal 4 of the personnel performance evaluation system
Development In order to achieve the mentioned goal, the following task was planned
for the period of January-December 2021:
System development and promotion of human resources development.

Revised the Keoni Academy Personnel Management Policy document
In order to improve the personnel evaluation system, it was included in the document
Changes, however, not in the mentioned part, because it was not required
changes.

Evidence: Order N1-19 of the Director of Keoni Academy dated 26.06.2021

It was implemented in order to promote the development of human resources
Research of the professional needs of the staff was identified as a result of the research
Necessary for professional development of Academy staff
Directions Based on the fact that the academy did not receive professional students
in the 2021-2022 academic year, the professional education
Trainings for teachers were no longer held. was also implemented
Administrative staff assessment of professional education
from the teachers.

Evidence: quality assurance manager's report card N 3876 31.08.2021

Quality assurance manager's report card N 6230 19.10.2021 Strategic goal 5
Development of professional student services

to achieve the mentioned goal in the period of January-December 2021

The following task was planned: professional students/trainees

Development of rights protection mechanisms, extracurricular activities

Development and professional counseling for students and

Development of support services.

mechanisms for protecting the rights of professional students/trainees

For the purpose of development, information sessions with professional students have been conducted meetings, the number of partner colleges of the Academy has increased.

Evidence: minutes of meetings held with the professional student, photo material, agenda, filled in by the professional student

Evaluation sheet

Memorandum of mutual cooperation signed with SSI College Opizar

About 04.11.2021

It was planned to develop extracurricular activities

The following activities: conducting professional webinars/seminars

For students, creating professional student portfolios, developing professional student/trainee services for research

Implementation, student conference.

During the year, three seminars were held for professional students, portfolios of professional students were created, research was conducted on the services of professional students/trainees.

Research has been conducted for the purpose of development. It is held on the basis of the Academy

One student conference, plus a Keon Academy professional

Students and vocational education teachers participated

In a conference organized by the Association of Private Colleges.

Evidence: photo material depicting the held conference, topics prepared, agenda.

Professional Student Services Development Research Report

Counseling and support services for professional students

For the purpose of development, the following activities were planned: development of the mechanism for promoting the employment of professional students, distance services offered to professional students

Identify, implement remote services. updated

Employer base with three new employers surveyed in February

Distance learning services for professional students

In order to identify, two services of library services were identified
Telecommuting and conducting remote meetings. A remote meeting service was
introduced in the Academy. It was held during the mentioned period
Two remote meetings with professional students.

Evidence: remote services Offered
Identification research report, photo showing service in operation
material.