

## CONTACT INFORMATION



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### English Teacher

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# WORK EXPERIENCE ABROAD



« **BTS SAM** »

**Technical Degree for Personal  
Assistants**

Our students prepare a two-year post A-level course to become Personal Assistants. During their training, they are required to do two work placements in various organisations. We encourage them to do one of these placements in a foreign country.

## Objectives

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- ◆ To develop professional skills in real-life situations (communication, organisation...)
- ◆ To improve their knowledge of the working life and duties of Personal Assistants
- ◆ To behave properly and to adapt to a different cultural environment
- ◆ To enhance their ability to communicate in another language

## Content

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Trainees should help managers to reach their goals in specific projects. Therefore you may give them various assignments to carry out in order to

- ◆ develop oral and written communication skills (welcome visitors, create a brochure, write a report ...)
- ◆ organise simple activities and take on specific working methods (organisation of a meeting, open day or business trip...)
- ◆ develop their ability to analyse, adapt and work in a team as well as show an initiative.

Trainees will work under the supervision of a tutor who will guide them and check their work.

## Schedule

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Two work placements are scheduled during their two-year course:

- ◆ 1<sup>st</sup> year : a six-week work placement from mid-May to June (that can be extended until the end of July)
- ◆ 2<sup>nd</sup> year : a six-week work placement from January to mid-February

## Legal Framework

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A work placement agreement is signed between your organisation and our school. You are not required to pay the student (see enclosed *work placement agreement*).

## Validation

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At the end of the work experience, you are required to fill in a *work placement assessment form* to give us details about our student's behaviour, progress, involvement and quality of work.