

CONTACT INFORMATION



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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

- ◆ 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

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

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

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

Legal Framework

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

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.