







Nom du candidat / Last name of the candidate :

Prénoms du candidat / First name of the candidate :

Brevet de technicien supérieur en

ECONOMIE SOCIALE FAMILIALE

(Arrêté du 31 juillet 2009)

Livret de stage - PREMIÈRE ANNÉE

Ce livret est destiné au Président du jury d'examen sous couvert du chef de l'établissement de formation

Advanced Vocational Certificate in FAMILY AND CONSUMER SCIENCES (FCS)

(31 July 2009 Decree)

Internship Handbook — FIRST-YEAR CURRICULUM

This handbook is intended for the Chair of the Board of Examiners under the supervision of the Head of the training center



STUDENT INTERN:		
Legal name of the candidate	:	Married name:
First name (s):	Date	e and place of birth:
TRAINING INSTITUTE:		
Full Mailing Address:		
Phone:	Fax:	E-mail:
By delegation:		
Coordinating teacher's full	name:	
HOST ORGANIZATION:		
HOST SITE/INSTITUTION:		
Full Mailing Address:		·
Phone:	Fax:	E-mail:
By delegation:		
Title/Position:		
COLLABORATIVE ENVIRO	NMENT:	
STAFF CONCERNED WITH	THE INTERI	NSHIP:
- On-Site Supervisor :		
- Other On-Site Staff Member	rs:	
INTERNSHIP DURATION :		weeks



Within the course of their two-year training, students are required to complete two internships. These internships contribute to cumulative work experiences which favor the development of the student's personal and professional project. They participate in her/his future integration into the workplace.

For first-year students, the duration of the internship is six-or-seven week long and it contributes to achieving the goals of the training program, specifically:

- Comprehending the reality and diversity of the workplace,
- Assessing professional situations,
- Putting into practice the skills specified in the certification framework,
- Carrying out activities in full or partial autonomy under the responsibility of an on-site supervisor,
- Mobilizing, strengthening and enhancing the knowledge, procedures and techniques acquired in the training center.

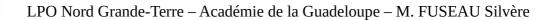
The activities assigned to the student intern must match the skills described in the certification framework in compliance with the objectives of the degree.

Certification Framework for Qualified Professionals in Family And Consumer Sciences

FUNCTION	ACTIVITY	TASKS		
	Operation/Project budget management	 Collecting and sorting through financial data to create a balance sheet Setting up budgets and carrying out their action points Appraising financial solutions (grants, subsidies) Assisting in the drafting of the budget of a program or in the financing of a project and following it through 		
	Household budget counselling	Balancing a budget and curbing debt Monitoring accounts (insurances, maintenance services, utilities,)		
TECHNOLOGICAL EXPERTISE AND COUNSELLING f	Flux management improvement and counselling work: energy and water utilities, wastes	 Collecting and updating data Analyzing need and demand Producing technical studies 		
	Product, materials and equipment purchase consulting	Taking part in the drafting of technical specifications Submitting solutions, conditions of implementation, supervision and assessment Providing assistance during negotiations as part of		
	Supervision and counselling for technical studies of housing issues	guidance services - Negotiating with contractors		
	Grant application process supervision and counselling in the context of housing rehabilitation and improvement programs	 Legal monitoring Controlling rightful access to grants Preparing aid and benefits applications files Following through cases 		
	Rental property management	 Communicating technical and/or legal information to tenants Conducting inventories Passing on information to competent services Managing arrears/late rental payments Improving operational quality 		



	Promotion of health and well-being by raising awareness about nutrition and day-to day sustainable development	 Collecting and updating data Analyzing need and demand Producing technical studies Taking part in public health awareness initiatives Submitting solutions, conditions of implementation and assessment
TECHNICAL MANAGEMENT OF DAY- TO-DAY OPERATIONS IN A SERVICE UNIT OR IN AN ORGANIZATION	Food service management	 Contributing to meal planning Determining meal provision options Taking part in the drafting of technical specifications Getting involved with subcontractor contracts negotiations Developing and supervising meal provision processes and food waste management
	Maintenance of premises	Developing, implementing and monitoring procedures, protocols Dealing with the management and procurement of supplies, materials, and equipment
	Linen utilization and laundry management	 Waste management Taking part in the drafting of technical specifications Monitoring and reviewing subcontractors contracts
	Spatial planning	Contributing to the configuration of facilities including reception areas, recreation rooms, common eating areas, technical rooms Monitoring and assessment
	Contribution to the improvement of operational quality	 Developing procedures and documentation related to quality control in accordance with current standards Implementing quality procedures Effectiveness monitoring Identification and analysis of atypical or dysfunctional situations Suggesting solutions for improvements
	Design, organization and implementation of individual and collective educational initiatives	Public reception Building professional documentation Assessing needs and constraints and taking them into consideration Setting goals Planning training sessions/teaching sequences Evaluation
TRAINING DELIVERY PROFESSIONAL COMMUNICATION	Production of professional and technical documentation	 Producing methodological tools and technical documents Producing written/oral/visual communication media
	Teamwork development and ongoing monitoring	Organizing and coordinating teamwork Monitoring teamwork operations Contributing to team member performance reviews Assessing training needs and suggesting a training program





INTERNSHIP PROJECT (First-year curriculum)

Each internship should achieve some of the goals listed below: Over the course of the first and second internships, all of these objectives must be completed.

Specify the tasks that will be assigned to the student with regard to the objectives defined by this internship program.

INTERNSHIP OBJECTIVES	ASSIGNED TASKS
Comprehending the reality and diversity of the workplace	
Analyzing the characteristics of an organization or an establishment and/or a service, a local area in its various perspectives.	
Identifying the characteristics of targeted individuals; Their needs and demands, and suggesting appropriate solutions.	
Identifying and analyzing the services offered by the organization and its partners; Contributing to their implementation.	
Identifying and engaging in institutional and inter-institutional dynamics; Engaging in collaborative partnerships or networks.	
Participating in studies and operations carried out in the areas of expertise, consulting, technical management.	
Participating in daily life planning in a service/in an organization.	
Participating in the development of a project-based approach/a quality-based approach.	
Making use of training techniques for participatory meetings and workshops	
Assessing the events and operations that have been carried out	
Contributing to teamwork development; Reporting on one's work within the organization.	



<u>COMPETENCIES TO BE DEVELOPED IN RELATION WITH</u> THE FCS CERTIFICATION FRAMEWORK

Competency framework	Competencies to be gained from the internship ¹
C1.1: Providing technical, scientific and legal monitoring. ²	
C1.4: Conducting a technical study in the areas of consumption, budget, housing, environment-energy, health-nutrition-hygiene.	
C1.5: Developing and implementing projects for local management of the ecological environment with local residents and local organizations.	
C1.6: Setting up a budget; Getting financing documents together.	
C1.7: Managing the budget of an individual or collective event.	
C1.8: Maintaining and measuring service quality.	
C1.9: Coordinating a team.	
C2.B.1: Measuring the needs of targeted individuals. ²	
C1.3; C2.C.1; C2.C.2: Establishing and/or designing and/or conducting consultancy, educational workshops and training activities related to everyday life.	
C2.C.3: Assessing the activities and operations that have been rolled out.	
C3.1: Developing a communication plan for targeted individuals.	
C4.1: Develop work processes through partnerships/organizational networks and joining in institutional dynamics.	
C4.2: Complying with institutional logics and organizational strategies	
C4.7: Contributing to the drafting of contract documents with partners/counterparts.	
C5.1: Planning and/or coordinating operations within a service or an organization.	
C5.2: Dealing with the management and procurement of supplies, materials, and equipment.	
C5.3: C5.3: Monitoring the state of living spaces	

During the course of the internship, the student intern will develop a project in relation to at least one of the objectives assigned to this internship.

Based on a professional situation experienced during the internship, and with regard to a clearly identified need, the student intern is expected to develop all or part of an advising, facilitating and training project. The project will focus on the fields of everyday life: food-health, budget, consumption, environment-energy, housing.

At the end of the internship, the student is expected to complete and submit a summary report/note. Section E4 examination is related to the assessment of the project.

1Check the corresponding boxes 2Competencies used but not evaluated

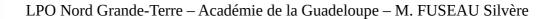


Internship terms

To be completed by the on-site supervisor: Specify the supervisory modalities of the student intern both from the organizational and professional training perspectives.

This training project commits the three partners to the training course.

On-Site Internship Supervisor's signature Coordinating Teacher's signature Student Intern's signature





Training Center / School:

Full mailing address

Phone:

E -----il-

Fax:

At the end of the first-year internship, the performance of the student intern is evaluated from a professional standpoint and assigned a mark by the on-site internship supervisor with regard to the objectives selected and with regard to the student's involvement.

The student will produce a 4-page note focused on the detailed analysis of an activity that was conducted and which corresponded to one or more objectives.

This note will be marked by the educational supervisor or the coordinating teacher.

The two marks mentioned above will be averaged out to compute the final mark, this mark will be used for the intermediate second-year results.

ON-SITE INTERNSHIP SUPERVISOR'S FINAL ASSESSMENT

Phone:

E maile

Fax:

Organization:

Full mailing address

E-man.	L'-IIIaII.		
Student Intern:	Senior Manager:		
Last name:	Position:		
First name:			
	On-site Internship S	upervisor:	
Name of Coordinating Teacher:	Position / Status:	-	
STUDENT INVOL	<u>VEMENT</u>		
STUDENT INVOL	VEMENT		
Professional attitudes	Very satisfactory	Satisfactory	Unsatisfacto
Ability to take into account the characteristics of the	host		
organization (staff, visitors, work process, organization	ion)		
and its context.			
Organizational skills (time and workspace, punctual	lity)		

Interpersonal Skills / Human relations skills (communication skills, tactfulness, discretion, respect for professional ethics) Intellectual curiosity Ability to take responsibility and initiative Ability for self-assessment Subtotal (out of 6)



ACHIEVEMENT OF OBJECTIVES

Objectives of the internship	Objectives fully achi patia lly	Objectives achieved not	Objectives achieved	Objectives not evaluated
Comprehending the reality and diversity of the workplace				
Analyzing the characteristics of an organization or an establishment and/or a service, a local area in its various perspectives.				
Identifying the characteristics of targeted individuals; Their needs and demands, and suggesting appropriate solutions.				
Identifying and analyzing the services offered by the organization and its partners; Contributing to their implementation.				
Identifying and engaging in institutional and inter- institutional dynamics; Engaging in collaborative partnerships or networks.				
Participating in studies and operations carried out in the areas of expertise, consulting, technical management.				
Participating in daily life planning in a service/in an organization.				
Participating in the development of a project-based approach/a quality-based approach.				
Making use of training techniques for participatory meetings and workshops				
Assessing the events and operations that have been carried out.				
Contributing to teamwork development; Reporting on one's work within the organization.				
Subtotal (out of 14)				
Objectives stated in bold must be set first and foremost.	•			
General appreciation:				
		M	lark:	/20
FULL NAME: Position:	Signature and official stamp			
I hereby (the student intern) confirm that I have read and understood all the above statements. (Signature)			Date :	



INTERNSHIP CERTIFICATE

Documents required for admission

Legal name of the candidate :	Married name:
First name (s):	Date and place of birth:
	ordance with the regulations of the Advanced Consumer Sciences (FCS) (Annex 2 of the 31 July
From:	То :
Duration in weeks:	
company or organization (name, ad	ldress, phone number) :
Field of work of the company or the	organization
Work entrusted with the student inte	rn:
Official stamp from the host organizatio (Mandatory)	on
	Name, position and signature of the On-site Internship Supervisor
	Date of agreement: