



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 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 ENVIRONMENT:

STAFF CONCERNED WITH THE INTERNSHIP:

- On-Site Supervisor :

- Other On-Site Staff Members :

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
TECHNOLOGICAL EXPERTISE AND COUNSELLING	Operation/Project budget management	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Balancing a budget and curbing debt - Monitoring accounts (insurances, maintenance services, utilities, ...)
	Flux management improvement and counselling work: energy and water utilities, wastes...	<ul style="list-style-type: none"> - Collecting and updating data - Analyzing need and demand - Producing technical studies
	Product, materials and equipment purchase consulting	<ul style="list-style-type: none"> - Taking part in the drafting of technical specifications - Submitting solutions, conditions of implementation, supervision and assessment
	Supervision and counselling for technical studies of housing issues	<ul style="list-style-type: none"> - Providing assistance during negotiations as part of guidance services - Negotiating with contractors
	Grant application process supervision and counselling in the context of housing rehabilitation and improvement programs	<ul style="list-style-type: none"> - Legal monitoring - Controlling rightful access to grants - Preparing aid and benefits applications files - Following through cases
	Rental property management	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Developing, implementing and monitoring procedures, protocols - Dealing with the management and procurement of supplies, materials, and equipment - Waste management
	Linen utilization and laundry management	<ul style="list-style-type: none"> - Taking part in the drafting of technical specifications - Monitoring and reviewing subcontractors contracts
	Spatial planning	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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
TRAINING DELIVERY PROFESSIONAL COMMUNICATION	Design, organization and implementation of individual and collective educational initiatives	<ul style="list-style-type: none"> - Public reception - Building professional documentation - Assessing needs and constraints and taking them into consideration - Setting goals - Planning training sessions/teaching sequences - Evaluation
	Production of professional and technical documentation	<ul style="list-style-type: none"> - Producing methodological tools and technical documents - Producing written/oral/visual communication media
	Teamwork development and ongoing monitoring	<ul style="list-style-type: none"> - 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.	



**COMPETENCIES TO BE DEVELOPED IN RELATION WITH
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***



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

Training Center / School:

Full mailing address

Phone:

Fax:

E-mail:

Student Intern:

Last name:

First name:

Name of Coordinating Teacher:

Organization:

Full mailing address

Phone:

Fax:

E-mail:

Senior Manager:

Position:

On-site Internship Supervisor:

Position / Status:

STUDENT INVOLVEMENT

Professional attitudes	<i>Very satisfactory</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>
Ability to take into account the characteristics of the host organization (staff, visitors, work process, organization ...) and its context.			
Organizational skills (time and workspace, punctuality...)			
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 achieved	Objectives partially achieved	Objectives not 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:

Mark:	/20
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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:

Has completed an internship in accordance with the regulations of the Advanced Vocational Certificate In Family And Consumer Sciences (FCS) (Annex 2 of the 31 July 2009 decree)

From :

To :

Duration in weeks:

company or organization (name, address, phone number) :

Field of work of the company or the organization

Work entrusted with the student intern:

Official stamp from the host organization
(Mandatory)

Name, position and signature of
the On-site Internship Supervisor

Date of agreement: