



Patronymic name :

Marital name:

First name :

Application number :

(number appearing on the acknowledgement of receipt of booklet 1)

V alidation of the A ssets of the E xperience

Regional Education Authority :

BOOKLET 2

EXPECTED DIPLOMA/CERTIFICATE

Type :

.....
(example :PROFESSIONAL DIPLOMA)

Exact heading :

.....
(example : HAIRDRESSING option STYLIST)

Reserved to the administration

Date of admissibility : / / 200

Date of receipt : / / 200

Decision of admissibility enclosed

Sign and Seal

NB : this booklet 2 must be submitted within a year after the decision of admissibility

CONTENT OF THE BOOKLET

(check that all the following elements are in your file and write the number)

<i>documents</i>	<i>codification</i>	<i>number</i>
◆ Statement of honour	<i>D1</i>	<i>1</i>
◆ Descriptive form of the curriculum	<i>P1</i> <i>P2</i> <i>P...</i>	
◆ Descriptive form(s) of your organization(s)	<i>O1</i> <i>O2</i> <i>O..</i>	
◆ Descriptive form(s) of your jobs /positions /occupations	<i>E1</i> <i>E2</i> <i>E3</i> <i>E...</i>	
◆ Descriptive form of your activities	<i>A1</i> <i>A2</i> <i>A3</i> <i>A4</i> <i>A...</i>	
◆ acknowledgment of receipt of booklet 2	<i>R1</i>	<i>1</i>
◆ Annex /appendix	<i>X1</i> <i>X...</i>	

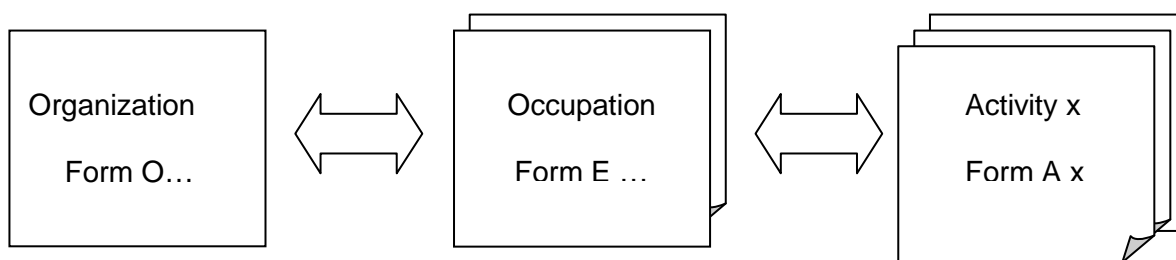
BOOKLET 2 : How to use it

Booklet 2 : why?

Your objective is to obtain a State Education diploma (public) thanks to the validation of the assets of the experience. In booklet 1, you have given information on your experience, which has been validated and judged admissible by our services. You now need to complete this file whose purpose is to allow you to present and promote your skills and experience.

Thanks to a guided questionnaire, you will be able to make the inventory and to describe, in details, your assets, knowledge, abilities and capacities related to the diploma you expect to validate. This file has been conceived to allow applicants to describe their specific activities illustrating them with clear-cut examples. The jury will then evaluate your assets (based on the information provided) and will compare them to what is required in the diploma. It is then of paramount importance to fill in the file 2 with the greatest care so as to give value to your work. You have the possibility to provide all the documents (annexes) that could illustrate the description of your experience together with your assets (forms X1, X2, etc).

You must fill in the form « organization » and the form « occupation » for each activity described in this booklet (you need to develop at least 4 activities) so that the jury can appreciate in which context the activity was performed .



How to fill in booklet 2?

Once the descriptive forms are filled in , you then need to fill in (with as many details as possible) , the forms « organisation »(O1, O2, O ...) and the forms « occupations »(E1, E2, E...) corresponding to the four activities you have chosen to describe (A1, A2, A3, A4, A...).

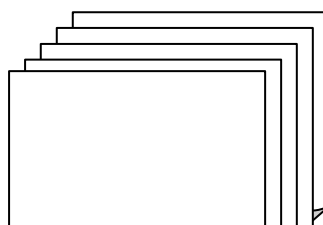
This is your responsibility to grant the greatest care to the quality of the information you produce. If you decide not to type this file, please use a clear hand writing . Be comprehensive, accurate and concise .You can duplicate as many forms as you want but you will need to give them a number.

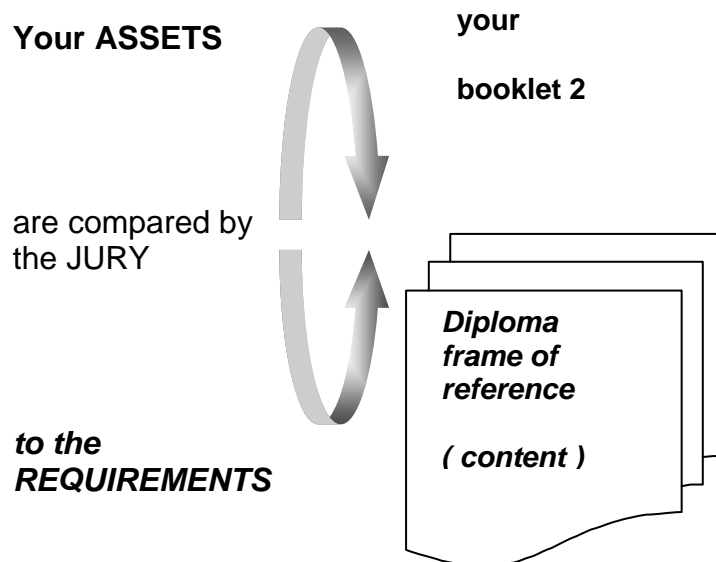
Which activities should you choose?

It would be too long to ask you to describe all the activities you performed during your professional experience ; that's why you need to choose four of them (at a minimum) , the most meaningful

Those four forms should normally allow you, while describing and analysing these activities , to value your experience and show the jury that you have used the knowledge and skills expected by the diploma . So as to choose the right activities, we advise you to carefully refer to the frame of reference of the diploma. To describe the forms of booklet 2, you can duplicate as many forms as you want (don't forget to number them)

You can be more or less thorough as the spaces given in-between the different questions are just meant to give you an idea.





Don't forget to :

- ✓ enclose the decision of admissibility ;
- ✓ duly write your name in the provided spaces ;
- ✓ report on each form the number of the presented activity ;
- ✓ number each form you have duplicated ;
- ✓ report the number of the activity on each complementary form you have used ;
- ✓ complete the acknowledgement of receipt of booklet 2;
- ✓ number your annexes /appendix ;
- ✓ enclose a stamped envelope with your address on it .

Glossary :

Skill : *knowledge , know how , know how to behave, transferrable skills a person can display in a professional or social activity , or even during a training period.*

Activity : *coordination of complementary tasks which are necessary to the performance of one or more duties*

Ability : *way to refer to the person's potential in respect to a task*

Capacity : *ability allowing a person to accomplish a task*

Competence : *set of knowledge (behaviour , etc ...) displayed to perform a task*

Behaviour : *know how to behave.*

Occupation : *position in an organization corresponding to activities , objectives and missions.*

Experience : *activities, situations, problems, facts and socializations experienced by a person who is able to analyse and formalise*

Levels of qualification : *there are five of them. Skilled employee(level V) ; Technician (level IV); certified technician (level III) ; junior executive (level II) and top executive(level I).*

Organization : *work force , financial and material means to fulfil positions and to reach goals (company , society , association , independent companies , administration , etc...)*

Diploma frame of reference (content) : *official document / inventory of knowledge and skills together with professional activities necessary to obtain the diploma .*

Requirements : *set of knowledge (knowledge , know-how , know-how to behave) expected from the diploma holder.*

Task : *part of the activity which can be done with resources, in specific conditions and with a level of performance defined in advance .*

Statement of honour - D1

I , the undersigned

.....
(your full name)

assert :

✓ present in this file my activities with a view to ask for a validation of the assets of my experience for the following diploma (exact name , specialty , options):

..... ;

✓ choose as a foreign language :

..... ;

✓ confirm the rightness of all the information provided in this file

sign and seal, / / 200

Applicant's signature

The official services / regional education authorities have the right to verify all your declarations. In case of misstatement, the diploma won't be granted and the administration will have to register/to lodge a complaint.

The law penalizes whoever does misstatements:

"a fake is a fraudulent alteration of true facts , causing damage , done in a written document or other means, whatsoever , having legal consequences. Forgeries and the use of forgeries are punished of three years of imprisonment with a fine of 45.000 ." (penal code, art. 441-1)

"the fact of unduly obtaining (from a public administration) a document giving access to a right , a quality , an authorization or an identity , by a fraudulent means , whatever it is , is punished by law , of two years of imprisonment with a fine of 30.000 euros." (penal code art. 441-6)

NAME :

DESCRIPTIVE FORM CURRICULUM - P1

Fill in your complete curriculum in the table . You will have to specify in the column « form » the code of the form in which you describe the organization (O1, O2 , ...) the occupation (E1, E2, ...) and the activities (A1, A2, A3 andA4) keeping in mind that for each chosen activity, the jury will need the description of the corresponding occupation together with the organization wherein the activity was performed .You must choose at least four activities. Thus , it could be four activities chosen for the same occupation (job) or up to four activities for four different occupations / jobs . (example below : two activities A1 and A2 in occupation E1, one activity A3 in an other occupation E2 and an other activity A4 in an other occupation E3 , the whole in two different organizations O1 et O2). The duration must be transformed in months . Start below after the examples given .

ORGANIZATION(S)			OCCUPATION :JOB(S)			ACTIVITIES	
Corporate name	form	Duration months	nomination	form	Duration months	heading	form
<i>Dubroca company</i>	O 1	65	<i>Accountant level 1</i>	<i>E 1</i>	30	<i>accountancy/suppliers -----</i>	<i>-----A 1</i>
						<i>accountancy/ customers-----</i>	<i>-----A 2</i>
			<i>Accountant level 2</i>	<i>E 2</i>	35	<i>depreciations, Provisions -----</i>	<i>-----A 3</i>
						<i>Balance, profit and loss account</i>	
<i>Dugroin company</i>	O 2	30	<i>Administrator</i>	<i>E 3</i>	30	<i>Treasury -----</i>	<i>-----A 4</i>
						<i>Tax return</i>	

NAME :

DESCRIPTIVE FORM CURRICULUM - P2

ORGANIZATION(S)			OCCUPATION / JOB(S)			ACTIVITIES	
Corporate name	form	Duration months	nomination	form	Duration months	heading	form

NAME :

DESCRIPTIVE FORM CURRICULUM - P

ORGANIZATION(S)			OCCUPATION/JOB(S)			ACTIVITIES	
Corporate name	form	duration months	nomination	form	duration months	heading	form

NAME :

DESCRIPTIVE **FORM ORGANISATION - 01**

Corporate name :

Status (*society, artisan, association, etc*) :

Activities (*sales, services, etc*) :

Workforce (*number of employees*) :

Volume of activities (*turnover, etc*) :

Other quantitative or qualitative data (*position on the market , legal form of the business, etc*) :

Date of creation : / /

Does this organisation still exist ? yes no

NAME :

DESCRIPTIVE **FORM ORGANISATION** - O1

Corporate name :

Status (*society, artisan, association, etc*) :

Activities (*sales, services, etc*) :

Workforce (*number of employees*) :

Volume of activities (*turnover, etc*) :

Other quantitative or qualitative data (*position on the market, legal form of the business, etc*) :

Date of creation : / /

Does this organisation still exist ? yes no

NAME :

DESCRIPTIVE **FORM ORGANISATION - 01**

Corporate name :

Status (*society, artisan, association, etc*) :

Activities (*sales, services, etc*) :

Workforce (*number of employees*) :

Volume of activities (*turnover, etc*) :

Other quantitative or qualitative data (*position on the market , legal form of the business, etc*) :

Date of creation : / /

Does this organisation still exist ? yes no

NAME :

O1 - DESCRIPTIVE FORM OCCUPATION - E1

YOUR OCCUPATION (*EXACT POSITION*) :

Were you employed

.....
(*executive, worker, etc*)

self-employed

.....
(*artisan, enterpriser, self-employed worker, etc*)

unpaid

your work unit (*management, workshop, etc*) :

Place of this work unit in the organization , constitution and workforce (*you can enclose an organization chart or other documents in annexes*) :

What position do you have in this work unit ?

Who defines , controls and evaluate your activities?

If you experienced important changes in the evolution of your job (position) what kinds of changes were there ?

How did you cope with these changes ?

Explain if you had the opportunity to propose or to introduce changes yourself :

State how much initiative and autonomy you have:

Do you have the opportunity to supervise staff ?

Give examples of unpredicted situations you had to face and explain how you coped with them :

NAME :

O - DESCRIPTIVE FORM OCCUPATION – E2

YOUR OCCUPATION (*EXACT POSITION*) :

Were you employed

.....
(*executive, worker, etc*)

self-employed

.....
(*artisan, enterpriser,, self-employed worker, etc*)

unpaid

your work unit (*management, workshop, etc*) :

Place of this work unit in the organization , constitution and workforce (*you can enclose an organization chart or other documents in annexes*) :

What position do you have in this work unit ?

Who defines , controls and evaluates your activities?

If you experienced important changes in the evolution of your job (position) what kinds of changes were there ?

How did you cope with these changes ?

Explain if you had the opportunity to propose or to introduce changes yourself :

State how much initiative and autonomy you have:

Do you have the opportunity to supervise staff ?

Give examples of unpredicted situations you had to face and explain how you coped with them :

NAME :

O - DESCRIPTIVE FORM OCCUPATION – E

YOUR OCCUPATION (*EXACT POSITION*) :

Were you employed

.....
(*executive, worker, etc*)

self-employed

.....
(*artisan, enterpriser, self-employed worker, etc*)

unpaid

your work unit (*management, workshop, etc*) :

Place of this work unit in the organization , constitution and workforce (*you can enclose an organization chart or other documents in annexes*) :

What position do you have in this work unit ?

Who defines , controls and evaluates your activities?

If you experienced important changes in the evolution of your job (position) what kinds of changes were there ?

How did you cope with these changes ?

Explain if you had the opportunity to propose or to introduce changes yourself :

State how much initiative and autonomy you have:

Do you have the opportunity to supervise staff ?

Give examples of unpredicted situations you had to face and explain how you coped with them :

NAME :

O1 E1 - DESCRIPTIVE FORM ACTIVITY - A1

Heading :

Describe this activity :

This activity is : daily frequent quite frequent rare

Why is this activity important in your daily job (position) ?

To perform this activity , you need to communicate with people working in the company :

<i>With Who (position, department, etc) ?</i>	<i>What for ?</i>

To perform this activity , you need to communicate with people who don't work in the company :

<i>With Who (position, department, etc) ?</i>	<i>What for ?</i>

To carry out this activity , you deal with information :

<i>Which information do you need ? how and who do you obtain them from ?</i>	<i>How do you use them? What do you do ?</i>	<i>Do you forward any information ? who ? what for ? How ?</i>

What are the materials , tools , techniques , soft wares , products you use to carry out this activity ?

Does this activity lead to any particular constraints ? (*safety, deadline, hygiene, etc*) ?

Describe how you organize yourself to perform this activity :

What are the skills , know-how or qualities (care , rapidity) required to perform this activity ?

What particular but necessary knowledge do you need to accomplish this activity (*scientific, economic, legal, geographical, statistic, lingual, etc*) ?

NOM :

O E - DESCRIPTIVE FORM ACTIVITY – A2

Heading :

Describe this activity :

This activity is : daily frequent quite frequent rare

Why is this activity important in your daily job (position) ?

To perform this activity , you need to communicate with people working in the company :

<i>With Who (position, department, etc) ?</i>	<i>What for ?</i>

To perform this activity , you need to communicate with people who don't work in the company :

<i>With Who (position, department, etc) ?</i>	<i>What for ?</i>

To carry out this activity , you deal with information :

<i>Which information do you need ? how and who do you obtain them from ?</i>	<i>How do you use them? What do you do ?</i>	<i>Do you forward any information ? who ? what for ? How ?</i>

What are the materials , tools , techniques , soft wares , products you use to carry out this activity ?

Does this activity lead to any particular constraints ? (*safety, deadline, hygiene, etc*) ?

Describe how you organize yourself to perform this activity :

What are the skills , know-how or qualities (care , rapidity) required to perform this activity ?

What particular but necessary knowledge do you need to accomplish this activity (*scientific, economic, legal, geographical, statistic, lingual, etc*) ?

NAME :

O E - DESCRIPTIVE FORM ACTIVITY – A3

Heading :

Describe this activity :

This activity is : daily frequent quite frequent rare

Why is this activity important in your daily job (position) ?

To perform this activity , you need to communicate with people working in the company :

<i>With Who (position, department, etc) ?</i>	<i>What for ?</i>

To perform this activity , you need to communicate with people who don't work in the company :

<i>With Who (position, department, etc) ?</i>	<i>What for ?</i>

To carry out this activity , you deal with information :

<i>Which information do you need ? how and who do you obtain them from ?</i>	<i>How do you use them? What do you do ?</i>	<i>Do you forward any information ? who ? what for ? How ?</i>

What are the materials , tools , technique , soft wares , products you use to carry out this activity ?

Does this activity lead to any particular constraints ? (*safety, deadline, hygiene, etc*) ?

Describe how you organize yourself to perform this activity :

What are the skills , know-how or qualities (care , rapidity) required to perform this activity ?

What particular but necessary knowledge do you need to accomplish this activity (*scientific, economic, legal, geographical, statistic, lingual, etc*) ?

NAME :

O E - DESCRIPTIVE FORM ACTIVITY – A4

Heading :

Describe this activity :

This activity is : daily frequent quite frequent rare

Why is this activity important in your daily job (position) ?

To perform this activity , you need to communicate with people working in the company :

<i>With Who (position, department, etc) ?</i>	<i>What for ?</i>

To perform this activity , you need to communicate with people who don't work in the company :

<i>With Who (position, department, etc) ?</i>	<i>What for ?</i>

To carry out this activity , you deal with information :

<i>Which information do you need ? how and who do you obtain them from ?</i>	<i>How do you use them? What do you do ?</i>	<i>Do you forward any information ? who ? what for ? How ?</i>

What are the materials , tools , techniques , soft wares , products you use to carry out this activity ?

Does this activity lead to any particular constraints ? (*safety, deadline, hygiene, etc*) ?

Describe how you organize yourself to perform this activity :

What are the skills , know-how or qualities (care , rapidity) required to perform this activity ?

What particular but necessary knowledge do you need to accomplish this activity (*scientific, economic, legal, geographical, statistic, lingual, etc*) ?

NAME :

O E - DESCRIPTIVE FORM ACTIVITY – A

Heading :

Describe this activity :

This activity is : daily frequent quite frequent rare

Why is this activity important in your daily job (position) ?

To perform this activity , you need to communicate with people working in the company :

<i>With Who (position, department, etc) ?</i>	<i>What for ?</i>

To perform this activity , you need to communicate with people who don't work in the company :

<i>With Who (position, department, etc) ?</i>	<i>What for ?</i>

To carry out this activity , you deal with information :

<i>Which information do you need ? how and who do you obtain them from ?</i>	<i>How do you use them? What do you do ?</i>	<i>Do you forward any information ? who ? what for ? How ?</i>

What are the materials , tools , techniques , soft wares , products you use to carry out this activity

Does this activity lead to any particular constraints ? (*safety, deadline, hygiene, etc*) ?

Describe how you organize yourself to perform this activity :

What are the skills , know-how or qualities (care , rapidity) required to perform this activity ?

What particular but necessary knowledge do you need to accomplish this activity (*scientific, economic, legal, geographical, statistic, lingual, etc*) ?

ACKNOWLEDGEMENT OF RECEIPT - R1

*It will be sent back by the Regional Education Authority , provided that you have enclosed
(in your booklet 2) a stamped envelope with your address on it*

PART TO BE FILLED IN BY THE APPLICANT

Mrs Ms Mr :

(patronymic name in capital letters)

Marital name :

(for married women)

First name(s) :

Date of birth : / / 19

Address :

Postal code :

city :

Exact heading of the diploma :

Option :

Foreign language:

I would like to have an interview : yes no *(if not proposed)*

Part to be filled in by the Regional Education Authority

Madam, Sir,

I acknowledge receipt of your booklet 2 (validation of the assets of the experience), presented to our department on (date) / /

Possible comments :

Sign and Seal

Date : / / 20

Name and signature :

NAME :

ANNEX /APPENDIX– X1

NAME :

ANNEX / APPENDIX- X