

Validation of Acquired Vocational Skills
BOOKLET 1 – DIRECTIONS FOR USE

Booklet 1 : why ?

In booklet 1, you provide information concerning your experience, particularly your professional experience. On the basis of this information and the documentary evidence you have included, the academic services check that your experience gives you access to the VAVS program and that your application is admissible.

What is booklet 1 ?

Booklet 1 is made up of 12 forms. Each form contains a questionnaire which you must complete.

Each form corresponds to a particular section of your VAVS application :

- your application (forms 1 and 12) ;
- your identity (forms 2 and 3) ;
- your statement upon honour (form 3) ;
- your experience, your jobs and your activities (forms 4 and 8) ;
- your training (forms 9 and 10) ;
- your diplomas, titles and certificates (form 11).

How should you complete booklet 1 ?

It is important that you pay great attention to the quality of the information that you provide. Write clearly.

You can duplicate forms 4 and 10 as many times as is necessary. In this case, you should number each form.

Ensure that you have omitted none of the information required. Incomplete applications will be returned to the applicant.

What documentary evidence should you supply ?

You must provide documentary evidence in support of your statements. This documentary evidence may be very varied in nature.

- **To justify your identity** : a photocopy of your national identity card (recto/verso), or your passport or your current residence permit.
- **To justify your diplomas and your work experience which has already been validated** : a photocopy of your diplomas, certificates attesting to training units acquired or exemptions from certain tests and any notification of prior VAVS decisions.
- **To justify your training** : certificates attesting internships and training.
- **To justify the length (at least 3 years) of your activities relating to the diploma you wish to obtain** :
 - > For your jobs or salaried activities :
 - a work certificate or certificate attesting your employment
refer to the end of the booklet for a model employment certificate
 - or your pay slips (the annual salary statement would be sufficient) ;
 - or the last pay slip that you have available providing that the hire-on date is mentioned ;

REGIONAL EDUCATION AUTHORITY

- or, if you are the salaried general manager of a company (gérant), form 2031 of your annual tax declaration.

 - > For non-salaried activities :
 - a certificate delivered by an authorised organisation, as well as documentary evidence concerning the duration these activities (Commercial Register, Trade Register, U.R.S.S.A.F. or any other document which can certify your activity : tax form 2035 and its addendum and tax form 2342; depending on the circumstances a Kbis).

 - > You are a non-salaried general manager (gérant) of a company : tax form 2065.

 - > For voluntary activities :
 - employment certificate as a volunteer (the certificate should be issued by the president of the association... ;
 - in the event that the association no longer exists, any document justifying your activity (a certificate of the association issued by the state representative, evidence supplied by beneficiaries...)
- see templates*
- **In order to have your statements certified by the company or the association that employs you :** ensure that the document certifying your employment or activity is as accurate as possible.

Important : *documentary evidence written in any other language than French must include a full translation by a court appointed translator.*

How should you present your documentary evidence ?

Number your documents, transcribe this number onto the corresponding form of the booklet and file them in the folder *booklet 1 documentary evidence* which you will have received with this booklet.

Please note : - *the documentary evidence that you supply with your application will not be returned to you. We suggest therefore that you provide photocopies of documents such as pay slips, work contracts, diplomas etc. ;*

- *the academic services may ask you to make the original documents available for inspection (decree n° 2001-899 dated 1st October 2001)*

Employment certification template

Employment certification

I, the undersigned, Mrs or Mr

title :

certify that Mrs or Mr :

born on :

at :

living at :

town or city :

post code :

is employed

full time

part time

details if part time :

since (day/month/year) :

was employed

full time

part time

details if part time :

from (day/month/year) :

to (day/month/year) :

as (give title) :

brief description of the post occupied :

name and address of the company or the public organisation :

town/city :

post code :

company stamp

signed

on :

at :

signature, preceded by the
name and the title of the
signatory :

Please note : your responsibility is engaged for all the information contained in this certificate. Fraud and the use of fraud are punishable by three years imprisonment and a €45 000 fine "

"Any fraudulent alteration of the truth with the intent of causing prejudice and achieving by whatever means, either written or in any other form of intellectual expression whose object or effect establishes the proof of a right or a fact with a legal outcome, constitutes a fraud". (penal code, art. 441-1).

VOLUNTARY WORK CERTIFICATION

I, the undersigned, Mrs or Mr :

president of the association :

certify that Mrs or Mr :

born on : at :

living at :

town/city : post code :

worked as a volunteer on behalf of the following association :

nature of the activities carried
out :

since the (day/month/year) :

weekly work time (hours) :

duration of these activities (up to the date of the application for the
VAVS) :

worked as a volunteer on behalf of the following association :

nature of the activities carried
out :

since the (day/month/year) :

weekly work time (hours) :

duration of these activities (up to the date of the application for the
VAVS) :

name and address of the association or the organisation in which the voluntary activity has been carried
out :

town/city : post code :

stamp and signature of the president preceded by the following hand-written note “ *I certify on my
honour that the information contained in this document is exact and true* ”.

signed on :
at :

*Please note : your responsibility is engaged for all the information contained in this certificate. Fraud and the use of fraud are punishable by three years imprisonment and a
€45 000 fine **

**Any fraudulent alteration of the truth with the intent of causing prejudice and achieving by whatever means, either written or in any other form of intellectual expression whose
object or effect establishes the proof of a right or a fact with a legal outcome, constitutes a fraud*. (penal code, art. 441-1).*

Training certification template

TRAINING CERTIFICATION

Surname and Christian name of the person who has undergone the training :

Title of the training :

Name and address of the training school or organisation :

Duration of the training (start and end dates) :

details : full time part time by correspondence

Training programme objectives and content :

Has the training resulted in the participant obtaining :

a diploma a title a certificate

The director of the training school or organisation :

Date and signature :

Stamp of the organisation :

*Please note : your responsibility is engaged for all the information contained in this certificate. Fraud and the use of fraud are punishable by three years imprisonment and a €45 000 fine **

**Any fraudulent alteration of the truth with the intent of causing prejudice and achieving by whatever means, either written or in any other form of intellectual expression whose object or effect establishes the proof of a right or a fact with a legal outcome, constitutes a fraud". (penal code, art. 441-1).*

Regional Education Authority :

Surname :

Christian name :

Validation of Acquired Vocational Skills
BOOKLET 1 – YOUR APPLICATION

Reserved for the Regional education authority :

Application n° :

Date received

--	--	--	--	--	--	--	--	--	--

Application admissible

Application not admissible

Date

Regional education authority stamp :

--	--	--	--	--	--	--	--	--	--

Notification of admissibility is sent to the applicant and booklet 1 of the VAVS, in which the decision of admissibility is recorded, is kept by the Regional education authority

Your application : forms 1 and 12

Your identity : forms 2 and 3

Your experience : forms 4 to 8

Your training : forms 9 and 10

Your diplomas, titles and certificates : form 11

Request for the validation of acquired vocational skills

Article L.335-5 of the Education code – Decree n° 2002-615 dated April 26th, 2002

CAP BEP MC BacPro BP BTS

Tick the box corresponding to your diploma

others :

Technology bac, BMA...

Surname (at birth): _____

capital letters

Customary name (if different from above) : _____

capital letters, married name in the case of married women

Christian name(s) : _____

in the order recorded on the birth certificate

I hereby request the validation of acquired vocational skills for the following diploma :

Give the exact name of the diploma and the special field concerned : for example : professional baccalaureat, maintenance of automated mechanical systems

Dominant subject or option (if appropriate) : _____

example : option B – manufacturing of pulp, paper, cardboard ...

Mandatory living languages as appropriate : _____

In the Regional education authority of _____

If my application fulfils the conditions of admissibility, I wish to be interviewed by the VAVS board

Please note : the jury may request you to attend an interview in any case

Signed in _____ on ____ / ____ / _____

Signature of the applicant :

Your identity

Mrs _____ Mr _____

capital letters ; your surname at birth

Your customary name : _____

capital letters ; married name in the case of married women

Your Christian names : _____

in the same order as recorded on the official birth register

Your nationality : _____

Your date of birth ____ / ____ / ____ Your country of birth _____

Your village, town or city of birth _____ County _____

If borne in France ; 99 in all other cases

Your address : _____

Your postal code _____ Town or city _____ Country _____

Home phone n° _____ Professional phone n° _____

Cell phone n° _____ Fax n° _____

e-mail _____

this information is optional

Your employment status at the time of filing your application for validation of acquired vocational skills :

Tick one or more of the following boxes as appropriate

- trainee within a further education scheme
- salaried employee
- civil servant - salaried employee working for a government or state agency (education, ministry, hospital etc.)
- self-employed
- other (parental leave, awaiting redeployment,...), give details _____
- unemployed

If you are unemployed, please note whether you have been unemployed for :

less than six months more than six months 1 year or more

Have you official (COTOREP) handicapped worker status ? Yes No

Your statement on your honour

I, the undersigned _____

Surname at birth and Christian names of the applicant

declare on my honour :

- guarantee the accuracy of all the information contained in this booklet;
- that I have submitted the request for the validation of acquired vocational skills for the following diploma:

give details of the diploma and note the exact title and the dominant subject or possible options ; you should use the same terms as those used on form 1

- that I have not submitted a request for the validation of acquired vocational skills for the same diploma, during the current calendar year, to another Regional educational authority:
- that I have not submitted more than three requests, for different diplomas or titles, during the current calendar year.

Signed at _____ On ____ / ____ / _____

Signature of applicant :

*The Regional education authorities reserve the right to verify the accuracy of your statements.
In the event of a false statement, the requested diploma will not be attributed to the applicant, and the authority will undertake legal action against the applicant.*

The Law punishes anyone who is guilty of deliberately making a false statement :

“Any fraudulent alteration of the truth with the intent of causing prejudice and achieving by whatever means, either written or in any other form of intellectual expression who’s object or effect establishes the proof of a right or a fact with a legal outcome, constitutes a fraud.

Fraud and the use of fraud are punishable by three years imprisonment and a €45 000 fine ” (penal code, art. 441-1)

“The fact of wrongfully obtaining a document, who’s nature establishes a right, an identity, a status or which bestows an authorisation, from a public agency or from any other organisation responsible for providing public services, is punishable by two years imprisonment and a €30 000 fine.” (penal code, art. 441-6)

Your name _____ Your Christian name _____

Your experience (1/5)

Are you currently employed or have any other function ? Yes No

If the reply is Yes, complete questionnaire A below ; otherwise, complete questionnaire B on the reverse side of this document.

Questionnaire A – Your current job or other function

Give a brief description of this job or activity _____

*reproduce the information appearing on your work contract or salary slip...
if this job title does not correspond exactly to reality, give details*

Your status salaried employee non-salaried employee volunteer

You carry out this activity since ____/____/____

Does this job bear a relation to the diploma that you wish to obtain ? Yes No

If yes, give the following details :

- the working week _____ hours per week
- the total length of service at the time of submitting your application :
_____ months or _____ hours *in the case of part-time activities or successive contracts...*

Your employer or the organisation where you are currently working

Name : *company name, trade name, logo...*

Complete address : _____

Principal activities : _____

Telephone number : _____

Documentary proof n° : _____

Your name _____ Your Christian name _____

Questionnaire B – Your last job or other function

Briefly describe this job or function _____

reproduce the details appearing on your work contract or salary slip...

if the job title does not correspond exactly to the reality of the job, give details

Your status salaried employee non-salaried employee volunteer

You occupied this position from ___/___/_____ to ___ ___ / ___ ___ / _____

Did this job bear a relation to the diploma that you wish to obtain ? Yes No

If yes, give the following details :

- the working week _____ hours per week
- the total length of service at the time of submitting your application :
_____ months or _____ hours *in the case of part-time activities or successive contracts...*

Your employer or the organisation where you worked

Name : *company name, trade name, logo...*

Complete address : _____

Principal activities : _____

Telephone number _____

Documentary proof n° : _____

Your name _____

Your Christian name _____

Your experience (2/5)

You have had one or several jobs as a *salaried employee* or *non-salaried employee* (excepting jobs as a volunteer) in relation to the diploma that you wish to obtain. Describe them in the context of your application for the validation of acquired vocational skills.

List all of the jobs that you have had up to the present date, either in France or abroad, in reverse chronological order starting with the most recent.

Use as many copies of the present form as are necessary. In this case, number each copy.

N.B. : You may have held different job positions within the same company or organisation.

Job or function _____

Job or function effectively held :

Name of the company or organisation :

Your status salaried employee non-salaried employee Address : _____ Full time Part time _____

Working week _____ hours _____

Job or function held : Telephone _____

from ___ ___ / ___ ___ / to ___ ___ / ___ ___ / Principal activities _____

Proof supplied : Yes No _____

Documentary proof n° : _____

Job or function _____

Job or function effectively held :

Name of the company or organisation :

Your status salaried employee non-salaried employee Address : _____ Full time Part time _____

Working week _____ hours _____

Job or function held : Telephone _____

from ___ ___ / ___ ___ / to ___ ___ / ___ ___ / Principal activities _____

Proof supplied : Yes No _____

Documentary proof n° : _____

Job or function _____

Job or function effectively held : _____ Name of the company or organisation : _____

Your status salaried employee non-salaried employee Address : _____
 Full time Part time _____
 Working week _____ hours _____

Job or function held : _____ Telephone _____
 from __ __ / __ __ / to __ __ / __ __ / Principal activities _____

Proof supplied : Yes No _____
 Documentary proof n° : _____

Job or function _____

Job or function effectively held : _____ Name of the company or organisation : _____

Your status salaried employee non-salaried employee Address : _____
 Full time Part time _____
 Working week _____ hours _____

Job or function held : _____ Telephone _____
 from __ __ / __ __ / to __ __ / __ __ / Principal activities _____

Proof supplied : Yes No _____
 Documentary proof n° : _____

Job or function _____

Job or function effectively held : _____ Name of the company or organisation : _____

Your status salaried employee non-salaried employee Address : _____
 Full time Part time _____
 Working week _____ hours _____

Job or function held : _____ Telephone _____
 from __ __ / __ __ / to __ __ / __ __ / Principal activities _____

Proof supplied : Yes No _____
 Documentary proof n° : _____

Your name _____ Your Christian name _____

Your experience (3/5)

You hold or you have held one or several positions or jobs as a **volunteer in relation to the diploma that you wish to obtain. Describe them in the context of your application for the validation of acquired vocational skills.**

List all of the jobs that you have had as a volunteer to the present date, either in France or abroad, in reverse chronological order starting with the most recent, including the post that you hold at present. Use the present form in as many copies as are necessary. In this case, number each copy.

N.B. : You may have held different job positions within the same company or organisation.

Voluntary job or function _____

Job or function effectively held : _____ Name of the organisation : _____

 Full time Part time Address : _____

Working week _____ hours _____

Job or post held : _____

from ___ / ___ / _____ to ___ / ___ / _____ Telephone _____

Total term _____ month or _____ hours Principal activities _____

Proof supplied : Yes No

Proof n° : _____

Voluntary job or function _____

Job or function effectively held : _____ Name of the organisation : _____

 Full time Part time Address : _____

Working week _____ hours _____

Job or post held : _____

from ___ / ___ / _____ to ___ / ___ / _____ Telephone _____

Total term _____ month or _____ hours Principal activities _____

Proof supplied : Yes No

Proof n° : _____

Voluntary job or function _____

Job or function effectively held :

Name of the organisation :

Full time Part time

Address : _____

Working week _____ hours

Job or post held :

from ___ / ___ / _____ to ___ / ___ / _____

Telephone _____

Total term _____ month or _____ hours

Principal activities _____

Proof supplied : Yes No

Proof n° : _____

Voluntary job or function _____

Job or function effectively held :

Name of the organisation :

Full time Part time

Address : _____

Working week _____ hours

Job or post held :

from ___ / ___ / _____ to ___ / ___ / _____

Telephone _____

Total term _____ month or _____ hours

Principal activities _____

Proof supplied : Yes No

Proof n° : _____

Voluntary job or function _____

Job or function effectively held :

Name of the organisation :

Full time Part time

Address : _____

Working week _____ hours

Job or post held :

from ___ / ___ / _____ to ___ / ___ / _____

Telephone _____

Total term _____ month or _____ hours

Principal activities _____

Proof supplied : Yes No

Proof n° : _____

Your name _____

Your Christian name _____

Your experience (4/5)

Your other salaried activities, non-salaried activities or voluntary activities which do not have a direct relation to the diploma you wish to acquire (optional).

If you wish, you can describe the jobs or functions which do not bear a direct bearing on your application and which you have done to the present day, in France or abroad, starting with the most recent and continuing to the oldest.

You could describe, for example, activities you have carried out as a member of the workers committee, as coach to an intern or group of interns ...

Use the present form in as many copies as are necessary. In this case, number each copy.

N.B. : You may have held different job positions within the same company or organisation.

Other job or function _____

Job or function effectively held : _____

Name of the company or organisation : _____

Your status :

salaried non-salaried volunteer

Full time Part time

Address _____

Address : _____

Working week _____ hours

Job or post held :

from ___ / ___ / _____ to ___ / ___ / _____

Telephone _____

Total duration _____ month or _____ hours

Principal activities _____

Proof supplied : Yes No

Proof n° : _____

Other job or function _____

Job or function effectively held : _____

Name of the company or organisation : _____

Your status :

salaried non-salaried volunteer

Full time Part time

Address _____

Address : _____

Working week _____ hours

Job or post held :

from ___ / ___ / _____ to ___ / ___ / _____

Telephone _____

Total duration _____ month or _____ hours

Principal activities _____

Proof supplied : Yes No

Proof n° : _____

Other job or function _____

Job or function effectively held :

Name of the company or organisation :

Your status :

salaried non-salaried volunteer

Address _____

Full time Part time

Address : _____

Working week _____ hours

Job or post held :

from ___ / ___ / _____ to ___ / ___ / _____

Telephone _____

Total duration _____ month or _____ hours

Principal activities _____

Proof supplied : Yes No

Proof n° : _____

Other job or function _____

Job or function effectively held :

Name of the organisation :

Full time Part time

Address : _____

Working week _____ hours

Job or post held :

from ___ / ___ / _____ to ___ / ___ / _____

Telephone _____

Total term _____ month or _____ hours

Principal activities _____

Proof supplied : Yes No

Proof n° : _____

Other job or function _____

Job or function effectively held :

Name of the organisation :

Full time Part time

Address : _____

Working week _____ hours

Job or post held :

from ___ / ___ / _____ to ___ / ___ / _____

Telephone _____

Total term _____ month or _____ hours

Principal activities _____

Proof supplied : Yes No

Proof n° : _____

Your surname _____

Your Christian name _____

Your experience (5/5)

Your principal activities.

Describe in a brief and concise manner one or several of your jobs or functions and give details of the principal activities and tasks which make up the job and which are in direct relation to the diploma that you wish to obtain. See some examples in italics in the following schedule.

You can duplicate this form in as many copies as are necessary. In this case, number each copy used.

It is possible to give details of several activities for the same job or function.

Present detailed information in the form of lists.

job or function	activities, tasks, work	resources and products used, material employed, machines ...
<i>Secretary to management</i>	<i>Organising meetings...</i>	<i>Document management, office tools, (pcs and productivity software), plannings, internet, intranet ...</i>
<i>Mason OP2</i>	<i>Putting up and dismantling scaffolding...</i>	<i>Modular scaffolding, site plans, stowing equipment</i>

Your surname _____ Your Christian name _____

Your training

Your school syllabus, your apprenticeships, your university studies ...

You have followed the general school syllabus through the following classes (grade)

end of primary (prep) school 1st 2nd 3rd 4th 5th 6th form

You have undertaken the following university studies

- 1 _____
- 2 _____
- 3 _____

Describe them from the most recent to the oldest. Please provide proof.

You have undertaken professional and technology studies

Please state the principal stages of your formal education. See the example in the following schedule. List the events in reverse chronological order, starting from the most recent to the oldest.

You can make as many copies of this document as are necessary. In this case, number each copy used.

year	class or level	speciality	educational establishment	town, county
1989	1st and 2 nd year CAP	electro-technology	lycée Champlain	Chelles, 77

Your surname _____

Your Christian name _____

Your further education

You have undergone additional training during your periods of salaried, non-salaried or voluntary employment

List the different training courses you have taken (courses – business training – qualification contracts – individual training sabbaticals – social promotion...) as indicated in the following examples in italics, starting with the most recent and ending with the oldest. You can copy this form as often as required. In this case, please number each copy used.

Period	Title of the training course	Name of the training organisation or company	Duration	Attendance certified	
				Yes	No
<i>Fm : 11/09/94 to : 13/09/94</i>	<i>Productivity tools – advanced word processing functions</i>	<i>GRETA Tertiary North</i>	<i>10 days</i>	<i>X</i>	
Fm : to :					
Fm : to :					
Fm : to :					
Fm : to :					
Fm : to :					
Fm : to :					
Fm : to :					
Fm : to :					
Fm : to :					

Period	Title of the training course	Name of the training organisation or company	Duration	Attendance certified	
				Yes	No
<i>Fm : 11/09/94 to : 13/09/94</i>	<i>Productivity tools – advanced word processing functions</i>	<i>GRETA Tertiary North</i>	<i>10 days</i>	X	
Fm : to :					
Fm : to :					
Fm : to :					
Fm : to :					
Fm : to :					
Fm : to :					
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Fm : to :					
Fm : to :					

Your surname _____ Your Christian name _____

Your diplomas, titles and certificates

You possess one or more diplomas, titles and certificates Yes No

diploma, title, certificate	Regional education authority	year	documentary proof n°

Please attach photocopies of your diplomas etc.

In the last five years you have obtained one or several units of the diploma for which you have requested the validation of your skills and knowledge : Yes No

test, unit, advantage	Regional education authority	year	documentary proof n°

Please attach photocopies of your certificates concerning the tests and units obtained previously.

You have already benefited from favourable VAVS decisions for the diploma that you wish to obtain : Yes No

If yes, describe the units validated :

units validated	Regional education authority	year	documentary proof n°

Please attach photocopies of previous decisions

Acknowledgement of receipt of your application

It will be sent to you by the Regional education authority

Section to be completed by the applicant

Mrs _____ Mr _____
write in capital letters ; you name at birth

Your customary name : _____
Write in capital letters ; married name for married women

Your Christian names : _____
In the same order as they appear on the official birth register

Your date of birth _____ / _____ / _____

Your address : _____

Post code _____ Town/city _____

Diploma for which the validation of acquired vocational skills is requested :
(exact title of the diploma)

Dominant subject or option (if appropriate) : _____
example : option B – manufacturing of pulp, paper, cardboard

Mandatory living languages as appropriate : _____

If my application fulfils the conditions of admissibility, I wish to be interviewed by the VAVS board
Please note : the jury may require you to attend an interview in any event

Section to be completed by the academic authority

Dear Sir or Madam,

I hereby acknowledge receipt of your application for the validation of acquired vocational skills (booklet 1), filed with the Regional education authority on the _____ //

After examination of the information and the documents that you have supplied, you will be informed in the near future and in writing of the decision concerning the admissibility of your application.

Regional education authority of _____ Service (stamp) :

Date : _____ / _____ / _____

Name of the signatory and signature : _____

N° of the application : _____

If appropriate

Regional education authority :

Name :

Christian name :

Validation of Acquired Vocational Skills

BOOKLET 1 – DOCUMENTARY EVIDENCE

LIST OF DOCUMENTARY EVIDENCE SUPPLIED WITH THIS APPLICATION

Documents supplied	Number	Your comments as appropriate
Proof of identity <i>give details of the document supplied</i>		
Proof of employment and activities		
Work certificate(s) <input type="checkbox"/> yes <input type="checkbox"/> no		
Employment certificate(s) <input type="checkbox"/> yes <input type="checkbox"/> no		
Pay slip(s) <input type="checkbox"/> yes <input type="checkbox"/> no		
Employment contract(s) <input type="checkbox"/> yes <input type="checkbox"/> no		
Other : <i>give details</i>		
Proof of diploma(s) <input type="checkbox"/> yes <input type="checkbox"/> no		
Proof of validated work experience <input type="checkbox"/> yes <input type="checkbox"/> no		
Proof of training <input type="checkbox"/> yes <input type="checkbox"/> no		

FORM RESERVED FOR THE ACADEMIC AUTHORITIES

Documents supplied by the applicant	Number	Your comments as appropriate
Proof of identity		
Proof of employment and activities		
Work certificate(s)		
Employment certificate(s)		
Pay slip(s)		
Work contract(s)		
Other : <i>give details</i>		
Proof of diploma(s)		
Proof of validated work experience		
Proof of training		

Glossary of terms

Document reference : Booklet 1 your Application

Page	Acronym	Expanded form	English equivalent
1/21		Académie	Academy / regional education authority
3/21	CAP	Certificat d'Aptitude Professionnelle	Vocational training certificate / City and Guilds examinations
	BEP	Brevet d'Etudes Professionnelles	Technical school certificate / professional studies
	MC	Mention complémentaire	Supplementary credits to the CAP, BAC and BTS after 1 year additional training
	BacPro	Baccalauréat Professionnel	A level equivalent / professional studies
	BP	Brevet Professionnel	Vocational training certificate / professional studies
	BTS	Brevet de Technicien Supérieur	Vocational training certificate / higher technology studies
	Bac technologique	Baccalauréat Technologique	A level equivalent / technology studies
	BMA	Brevet des Métiers d'Art	Vocational training certificate / artistic studies
4/21	COTOREP	Commission Technique d'Orientation et de Reclassement Professionnel	The state organisation that examines and approves applications for access to UK day centres.
16/21		5 ^{ème} - terminale	5th form to A level classes
18/21	GRETA	Groupement d'Etablissements publics locaux d'enseignement	Colleges of adult education or further education establishments

Document reference : Directions for use

2/6		Registre de Commerce	Commercial Register
		Registre des Métiers	City and Guilds Register
	URSSAF	Union pour le Recouvrement des cotisations de la Sécurité Sociale et des Allocations Familiales	The state organisation that collects and redistributes social security contributions and family allowances
	Kbis	Kbis	An official corporate identity certificate supplied by the Commercial Register