

INFORMATION SHEET

(Thank you for filling this document very LEGIBLY)

BTS TOURISM

School year 201__ / 201__

STUDENT

Course : Tourism Year : (1) or (2)
Surname : _____ First name : _____
Tel : _____ Email address : _____

LOCATION OF TRAINING PERIOD

Corporate name : _____
Address : _____
Post code : _____ City : _____
Tel : _____ Calling code : _____ Country : _____

Person in charge of supervising the trainee (i.e. the supervisor)

Surname First name : _____ Position : _____
Tel : _____ Email address : _____

ORGANISATION (if different from the above-mentioned information)

Corporate name : _____
Address : _____
Post code : _____ City : _____
Tel : _____ Calling code : _____ Country : _____

Signatory of the training period agreement:

Surname First name : _____ Position : _____
Tel : _____ Email address : _____

TRAINING PERIOD

Date : From : _____ to : _____ Duration ____ weeks

Days of week (Mark the days of presence in internship) :

| | | | | | | |
|--------|---------|-----------|----------|--------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|

Daily schedule :

From : ____ H ____ till ____ H ____ **and from :** ____ H ____ till ____ H ____

A – EDUCATIONAL DETAILS

STUDENT

Course : Tourism Year : (1) or (2) : _____
Surname : _____ First name : _____ Tel : _____

1 Purpose of the training period

2 Responsibilities and missions of the trainee (please tick the corresponding boxes)

- | | | | |
|---|--------------------------|---|--------------------------|
| Welcoming customers | <input type="checkbox"/> | Marketing–Computer-aided sales | <input type="checkbox"/> |
| Welcoming in English | <input type="checkbox"/> | Follow up of customer files and data | <input type="checkbox"/> |
| Managing the sales point | <input type="checkbox"/> | Creating multi-media products | <input type="checkbox"/> |
| Participating in trading or designing commercial operations | | | <input type="checkbox"/> |
| After-sales follow up | <input type="checkbox"/> | Event organisation and follow-up | <input type="checkbox"/> |
| Tour and Group leading | <input type="checkbox"/> | Running the sales point or the welcoming desk | <input type="checkbox"/> |
| Sales Negotiation | <input type="checkbox"/> | Designing sales support | <input type="checkbox"/> |
| Back office management | <input type="checkbox"/> | Updating databases | <input type="checkbox"/> |
| Providing information – travel advice in French and English | <input type="checkbox"/> | Designing tours | <input type="checkbox"/> |
| Multimedia and computer-aided counseling | <input type="checkbox"/> | Production – quotation | <input type="checkbox"/> |

3 Details of the specific tasks and duties entrusted to the trainee

4 Method and educational support of the supervisor in the organisation

The supervisor will undertake to follow the trainee's work, to give some information and to help him or her to carry out his or her tasks successfully. The trainee will respect the privacy and confidentiality policy.

5 Communication between the supervisor and the teacher in charge

The supervisor and the teacher in charge will exchange information quickly on any type of trouble concerning the trainee or the training period.

6 Visits of the teacher in charge to the trainee and the supervisor

If the organisation is close enough, the teacher will visit the trainee and the supervisor preferably by appointment.

7 Description of professional situations

The trainee will prepare a sheet to describe professional situations to present on the day of the exam.

A digital version of the training period agreement will be sent to you later

B – FINANCIAL DETAILS

8 Minimum fare concerning the realisation of possible missions during the training period

The organisation will undertake to reimburse the trainee's expenses if he/she is sent on a mission outside of its premises (transport, food).

Other expenses

| | covered by | |
|-----------------------|--------------------------|--------------------------|
| | The trainee | The organisation |
| Trip | <input type="checkbox"/> | <input type="checkbox"/> |
| Food | <input type="checkbox"/> | <input type="checkbox"/> |
| Accommodation | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (explain) _____ | <input type="checkbox"/> | <input type="checkbox"/> |

If the organisation undertakes to reimburse the above-mentioned expenses, the student must provide all the necessary receipts (bus tickets, sale slips....)

9 Potential bonus (reminder of the legal framework)

When the duration of the training period within the same organisation exceeds two consecutive months, a bonus must be given to the trainee. The trainees who will carry out a training period within the same organisation for more than two months even non consecutively during the same school or academic year shall benefit from a compulsory bonus which will be paid monthly starting from the first day of the first month of the training period.

Signature of the person in charge **required**

Signature of the teacher in charge

At _____

Surname, First Name _____

Date _____

Stamp of the organisation **required**