

INFORMATION SHEET

(Thank you for filling this document very LEGIBLY)

BTS MANAGER ASSISTANT

School year 201__ / 201__

STUDENT

Course : Manager Assistant 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
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Daily schedule :

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

A – EDUCATIONAL DETAILS

STUDENT

Course : Manager Assistant

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)

- | | | | |
|----------------------|--------------------------|----------------------------|--------------------------|
| Reception | <input type="checkbox"/> | Organisation of events | <input type="checkbox"/> |
| Marketing | <input type="checkbox"/> | Statistics and survey | <input type="checkbox"/> |
| Site management | <input type="checkbox"/> | Information and technology | <input type="checkbox"/> |
| Computing operations | <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.

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**