BTS Small Medium-Sized Enterprise Management

Apprenticeship

CHALON-SUR-SAONE
Autonomous groups

>> Public (M/F)

All audiences
subject to compliance with the age conditions linked to the apprenticeship contract (see prerequisites).

>> Dates

Entry/exit on fixed dates
From 01/09/2022 to 12/07/2024
Registration from 20/01/2022 to 01/09/2022

>> Duration

Indicative duration: 2 Year(s)
Total duration: 3310 hours
Duration in business: 1960 hours
Duration in the training center: 1350 hours

>> Funding

Support possible depending on your status.

Financed by the OPCO of the company in which the apprenticeship contract takes place.
For public companies, contact the CFA.
No remaining costs to the apprentice.

>> Place of training

LPO Hilaire de Chardonnet
1 Henri Dunant Street
71100 CHALON-SUR-SAONE

☑ Building Accessibility
☑ Catering : *Self Service*
☐ Accommodation

>> Contact

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>> Responsible body

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>> COURSE OBJECTIVES

- Participate in operational management of the company, through their involvement in the management of relations with customers and suppliers in its administrative, human, accounting, or even commercial dimensions (manage the relationship with customers and suppliers of the SMME)
- Contribute to risk management and ensure conditions for the sustainability of the company by adapting to changes in its environment
- Manage staff and participate in the development of human resources
- Contribute to improving the company's efficiency by improving its organization
- Support and accompany its development by participating in the monitoring of the activity by producing information and setting up indicators submitted to management (supporting the operation and development of the SMME)

>> PREREQUISITES

- Entry level required : Level 4 to European qualifications framework
- Be between 16 and 29 years old *(No age limit for a recognized disabled worker)*.

>> COURSE CONTENT

Content of the training divided into blocks of skills

- BLOCK 1: Manage the relationship with SMME customers and suppliers
- BLOCK 2: Participation in risk management of an SMME
- BLOCK 3: Manage staff and contribute to the management of Human Resources of the SMME
- BLOCK 4: Supporting the operation and development of the SME
- BLOCK 5: General Culture and expression
- BLOCK 6: Economic, legal, and managerial culture
- BLOCK 7: Understanding a foreign language - Oral and written productions and interactions
- BLOCK 8: LV2 optional

>> COURSE MODALITIES

- Full face-to-face training
- Alternating

The training combines periods of general and professional education, occurring in UFA and periods of work in a company for the application of know-how.

- Pedagogy adapted to people with disabilities

People with disabilities should contact the organization for a preliminary study of the possibilities of adapting the methods according to your requirements and needs.

>> TEACHING MEANS AND MODALITIES

Pedagogical document, Practical work, Case study

>> ADMISSION AND RECRUITMENT PROCEDURES

- Admission after interview
- Admission on file

Definitive registration after signing an apprenticeship contract.

>> EVALUATION AND RECOGNITION(S) OF EXPERIENCE

BTS Small Medium-Sized Enterprise Management (Level 5)
Pre-evaluation and training (CCF) and punctuality test.

>> EDUCATORS

- Experienced trainers specialized in their area of expertise
- Professionals

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