

Booklet 2 : instructions

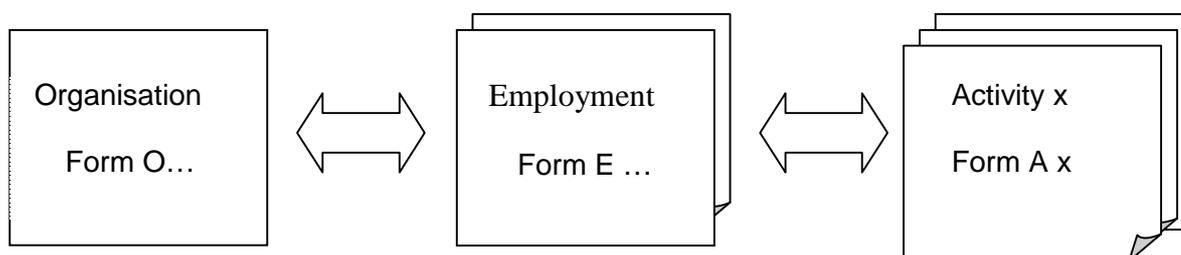
Booklet 2 : why?

Your objective is to obtain a diploma granted by the Ministry of National Education thanks to the accreditation of your prior experience. In booklet 1 you provided information about your experience and, based on this, our department has ascertained that your request is admissible. You must now complete this file which will permit you to present and valorise your experience and skills.

Thanks to the step-by-step questionnaire, this file should allow you to list and to describe, in a detailed manner, your acquired skills, knowledge, aptitudes and abilities which are closely linked to the referenced requirements of the diploma that you are applying for. This file has been designed to allow you to describe your specific activities and to illustrate your approach by using concrete examples.

This information will allow the jury to evaluate your acquired skills and abilities and to compare them to the requirements of the diploma. It is therefore in your interest to complete Booklet 2 with extreme care in order to put yourself in the best light possible. Keeping this in mind, you may provide, any and all, documents which will illustrate your described experience and acquired skills and abilities as an annex to booklet 2 (form X1, X2, etc).

In order to permit the jury to understand the context in which you have developed and applied your acquired skills, for each of the **described activities** in this file (at least **four**), you must complete the form for the **organisation** and the **job/employment** in which you have performed this activity.



How to complete booklet 2?

After having completed all of the descriptive forms of your « career path » (P1, P2 ; P...), you must complete, in a detailed fashion, the « organisation » forms (O1, O2, O ...) and the « employment » forms (E1, E2, E...) corresponding to the four activities that you have chosen to describe (A1, A2, A3, A4, A...).

It is your responsibility to pay the greatest attention to the quality of the information that you provide. In the event that you complete this booklet 2 by hand be sure to write clearly and legibly. Ensure that you are thorough, precise and concise. You may copy the forms as many times as necessary. In this case be sure to number the pages.

What activities to choose?

It would be too long and onerous to ask you to describe precisely all of the activities that you have carried out during your experience. Consequently, you have to choose four of them (at least) among the most significant. These four documents should permit you, in describing and analysing these activities, to highlight your experience and to demonstrate to the jury that you have applied the skills, knowledge and competences expected by the diploma

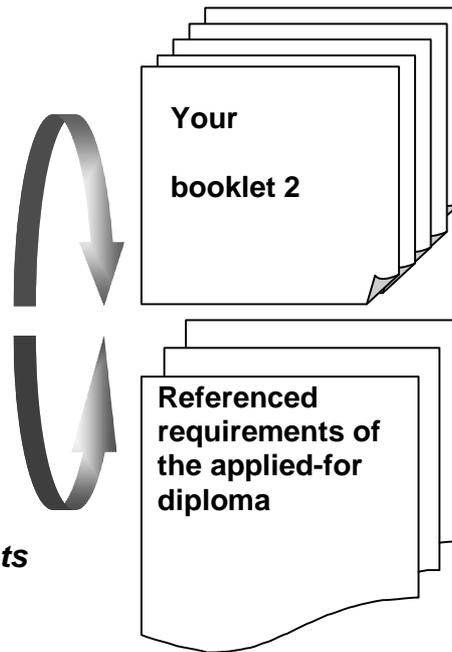
applied for. In order to choose your activities well, we advise you to carefully consult the reference documentation of the diploma. You may photocopy the forms in this booklet 2 as many times as necessary in order to be as complete and precise as possible. (Please don't forget to number them!)

You are free to write as much as is necessary for your answers, the space between questions is simply provided as a guide.

Your acquired skills

are compared
by the JURY

to the requirements



Glossary:

Acquired skills : *totality of knowledge (experience, know-how and inter-personal skills) that a person demonstrates the perfect command of, in an activity, be it professional, social or learning.*

Activity : *the ensemble of complementary tasks necessary to accomplish one or more functions.*

Aptitude : *manner to indicate the potential of an individual with respect to a task or an activity.*

Capacité : *disposition ou faculté permettant à une personne d'accomplir une tâche ou une activité.*

Compétence : *ensemble de savoirs (connaissances, tours de main, comportement, etc) en action pour réaliser une tâche ou une activité.*

Comportement : *manière d'être et de se comporter (savoir-être).*

Emploi : *place occupée dans une organisation correspondant à des activités, des objectifs et des missions.*

Expérience : *activités, situations, problèmes, faits et rencontres vécus par un individu qu'il est capable de formaliser et d'analyser.*

Niveaux de qualification : *ils sont au nombre de cinq. Employé qualifié pour le niveau V ; Technicien pour le niveau IV ; Technicien supérieur pour le niveau III ; Cadre moyen pour le niveau II et Cadre supérieur pour le niveau I.*

Organisation : *groupement de moyens humains, matériels et financiers pour remplir certaines fonctions et atteindre certains buts (entreprise, société, association, artisan, administration, etc).*

Référentiel : *document officiel qui fait l'inventaire des savoirs et compétences ainsi que les activités professionnelles visées exigés pour l'obtention du diplôme.*

Requis : *ensemble des savoirs (connaissances, savoir-faire et savoir-être) attendus d'un titulaire du diplôme.*

Tâche : *élément de l'activité qui s'effectue avec des ressources, dans des conditions de réalisation et avec un niveau de performance attendu.*

déclaration sur l'honneur - D1

Je, soussigné(e)

.....

...

(votre nom et prénom)

déclare sur l'honneur :

- ✓ présenter dans le présent livret mes activités dans le cadre d'une demande de validation des acquis de mon expérience pour le diplôme suivant (*type et intitulé exact avec la dominante ou l'option éventuelle*) :

.....

..... ;

- ✓ confirmer l'exactitude de toutes les informations figurant dans le présent livret.

Fait à, le / / 200

Signature du candidat :