

VAE support program

Target audience, Prerequisites	<ul style="list-style-type: none"> - Any person who has carried out one or more activities related to the requested diploma for 1 year. - Hold a valid notification of admissibility issued by the certification body. - Know how to read and write (French) - Know how to use word processing software - Know how to use the Internet: carry out documentary research - Use an email box
General presentation	<p>The different stages of VAE support following the State charter which defines the stages of support</p> <p>Feasibility study of the VAE project</p> <p>1. in-depth reflection allowing the certification request to be placed in one's professional and personal project</p> <p>Questions to ask yourself before undertaking the VAE process:</p> <ul style="list-style-type: none"> - Specify your professional project - Identify the diploma or title to be validated and its level, adapted to your experience, - Identifier of the institution issuing the diploma or title in question, - Choose the institution that issues the diploma or certificate in question to obtain from it the conditions of admissibility of applications, the type of file to be submitted, the procedure to be followed, the methods of evaluation and validation of experience and the documents to be provided in the file. <p>Assistance in preparing the validation file</p> <p>2. A look back at his career: You are asked to make an inventory of your professional, salaried, and voluntary experiences.</p> <p>3. A descriptive analysis interview of its activities: The questions asked by the guide make it possible to describe and explain with sufficient precision the context of his activities and the procedures implemented.</p> <p>4. Assistance with the written description of his/her activities: the candidate must present in writing in his/her file the activities described orally. At this stage, the questions and comments from the supervisor help to achieve the level of precision expected by the validation jury. This step is carried out in individual sessions and remotely (email, fax, etc.). Help with preparing for interviews with the jury</p> <p>5. Preparation for your interview with the jury: The guide clearly explains the jury's procedure and the type of questions that</p>

	<p>may be asked regarding the experiment. He prepares for the oral presentation and the development of certain points of the experiment.</p> <p>6. And/or, where applicable: Preparation for a professional situation; the coach presents the conditions of this professional situation. In particular, the material resources that will be made available to you as well as the evaluation criteria.</p> <p>7. In the event of partial validation, post-VAE monitoring is included in the support service in order to determine the possible options for completing the VAE process within the allotted time.</p>
Goals	<ul style="list-style-type: none"> - Contribute to the validation of candidates' acquired professional, personal, voluntary and activist experience with a view to professionalizing themselves and obtaining a promotion or social recognition within their structure - Help the candidate identify relevant experience situations with regard to the desired diploma - Building the necessary tools to put your experiences into words - Allow the candidate to analyze his experiences
Content and methods	<p>The content of the support service for VAE candidates was specified by decree 2014-1354 of November 12, 2014. The support, which must be carried out according to the candidate's needs, must include a basic module composed of methodological assistance</p> <ul style="list-style-type: none"> - To the description of the candidate's activities and experience corresponding to the requirements of the reference framework for the targeted certification - When forming his validation file - Preparing for the interview with the jury - In the preparation, where appropriate, of the professional situation
Duration and dates	<p>The support schedule is personalized according to the candidate. The duration of the support can be modulated according to:</p> <ul style="list-style-type: none"> - Specific needs of the candidate (identification of skills, help with writing, preparation for the interview, etc.) - The candidate's status (employee, job seeker, etc.) - From the level of the diploma sought - Financing
Access terms and conditions	<p>Direct registration via your CPF - www.moncompteformation.gouv.fr/</p> <p>Registration via our registration form: at least 15 days before the start of the session.</p> <p>If supported by an OPCO: you must request this from your OPCO one month before the start of the session</p>
Location and accessibility for people with disabilities	<p>The support is organized in the form of group sessions and/or individual interviews, in person or remotely (email, telephone), for a variable duration, depending on the candidate's profile and the certification sought.</p> <p>The establishment receiving the public (ERP), the premises and installations are accessible to all and in particular to disabled people (disability law of February 11, 2005)</p>

Cost per participant	<p>A quote is issued before the start of the action which specifies the cost of the support.</p> <p>This document is endorsed by the candidate and the supporting organization.</p>
Responsible for the action	VAE Accompanist
Action tracking	<p>A provisional schedule is established in agreement with the trainee. Each trainee as well as the speaker signs a sign-in sheet</p> <p>A training completion certificate is sent to the trainee upon request.</p>
Action evaluation	A hot evaluation document is submitted during the final interview.

- The interview serves to complete and explain the information contained in the validation file.
- It allows the jury to verify the authenticity of the file, to verify the level of mastery of all the skills required to obtain certification and to discuss the experience and practice acquired with regard to the activities or functions that the holder has been required to exercise.



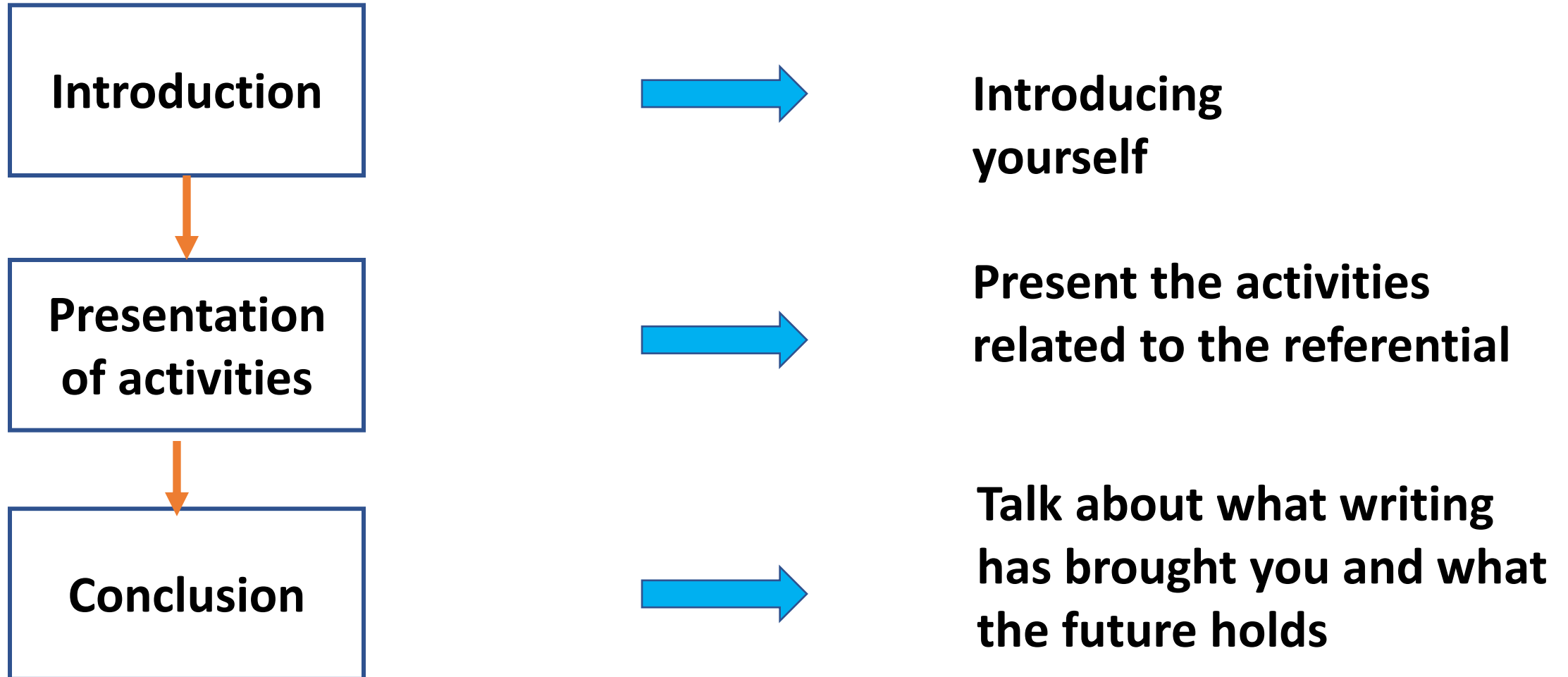
Preparation for the VAE Oral Exam

General tips for establishing your support

- Prepare a support: to optimize the success of the oral, it is essential to prepare your situation.
- Your support is the common thread that will allow you to deliver a good oral presentation.
- Support is there to help you, not to speak for you: don't put too much information, just the main ideas (no written text).
- Broaden your thinking about the profession, its working conditions, the professional sector;
- Practice, if possible in front of an audience (family, friends, professionals), the oral presentation and argumentation of the constituent elements of your file.

Structuring your presentation

- We suggest you organize your presentation into 3 chapters:



Introduction
Objective:
Introduce yourself,
create a connection
with the jury and
announce what you
are going to talk
about



1 / Introduce yourself (Your name, age, profession, etc.)



2 / Present your professional career and its development
(Summarize it and clearly show its coherence)



3/ Remind us of your level of education (initial and
continuing training)



4 / Present your VAE project (motivation, choice of
diploma, individual approach or company initiative)



Give meaning to your approach







Presentation of activities

Objective: Make the link between course and diploma

- Present the activities described in booklet 2 and the tasks that you carry out on a daily basis (Make a link between the reference activity and daily tasks)
- Show how all the activities you do are linked to the diploma framework (Your job is worth a diploma)

You can present each of your activities articulating around 3 elements:

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- Your role, your responsibilities, your autonomy
 - Activity summary
 - Acquired skills related to the diploma

Conclusion

Objective: To close the presentation, prepare for questions

The contributions of VAE:

- Awareness of your skills, formalization of tasks, comparison of missions with a reference framework, self-training, personal enrichment, etc.

And after VAE:

- Recognition by the company, considering taking up a position, moving to another position.

Don't forget to thank the jury

During the interview

- Do not hesitate to clarify or rephrase the questions if necessary;
- Stay honest in your answers;
- Use professional vocabulary;
- Be concise and efficient: avoid unnecessary details
- Respect the time limit indicated to you: an interview lasts on average 30 minutes (this duration varies depending on the certification).



D-Day

Your summons,

Your ID,

Your validation file and any summary presentation that you have prepared,

Be punctual and take care of your appearance: the image you give is important.