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| http://erasmus-plus.ro/wp-content/uploads/2013/11/erasmus+logo_mic.jpg | http://rallye-math.univ-lyon1.fr/IMG/logo/logoacad2.jpg | **LDM Camille Claudel**  **Vocational Highschool**  **15 rue de Cuire 69004 LYON- FRANCE** |

**French "Baccalauréat Professionnel" assessment**

***Equivalent for BTEC First diploma***

**Commerce Accueil Vente Gestion Administration**

***Retail studies Reception Sales and trade Management***

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| --- | --- |
| **Student's name:** | **Work placement** |
|  | From ................................... to..................................... |
| **Contact details :**  **ERASMUS+ PIC number :** | |

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| --- | --- | --- | --- | --- | --- |
| **SKILLS ACQUISITION**  ***Compétences à évaluer*** | **Very poor** | **Poor** | **Average** | **Good** | **Very good** |
| **Professional behaviour** | | | | | |
| Dressing appropriately *Avoir une tenue adaptée* |  |  |  |  |  |
| Respecting working hours *Respecter les horaires* |  |  |  |  |  |
| Adjusting to the working methods *S’adapter aux méthodes de travail* |  |  |  |  |  |
| Organizing one's job according to the needs  *Organiser son travail en fonction des besoins de l’entreprise* |  |  |  |  |  |
| Implementing instructions (Respecting the Company's high quality policy)  *Tenir compte des consignes (respecter la politique de l’entreprise)* |  |  |  |  |  |
| Fitting in with the staff *S’intégrer à l’équipe de travail* |  |  |  |  |  |
| Being involved in one's job *S’impliquer dans son travail* |  |  |  |  |  |
| Taking initiatives *Prendre des initiatives* |  |  |  |  |  |
| **Communication with the customer or the visitor – Professional skills** | | | | | |
| Introducing oneself *Se présenter* |  |  |  |  |  |
| Welcoming customers or visitors *Saluer le client ou l’usager* |  |  |  |  |  |
| Taking on customers or visitors *Prendre en charge le client ou l’usager*   * Asking questions *Poser des questions* * Directing - Advising *Orienter – Informer* * Taking leave *Prendre congé* |  |  |  |  |  |

**Tasks carried out within the diploma's specialty**

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| --- | --- | --- |
| N° | **Autonomy's degree[[1]](#footnote-1)** | **Comments** |
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|  |  |  |
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**Main tasks carried out within the diploma's specialty**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Retail studies** | | **Reception** | | **Sales and trade** | | **Management** | |
| ***N°*** | ***Tasks carried out*** | ***N*** | ***Tasks carried out*** | ***N*** | ***Tasks carried out*** | ***N*** | ***Tasks carried out*** |
| 1 | Displaying and restocking goods  *Implanter et réassortir la marchandise* | 1 | Managing customer's or visitor wait times  *Gérer l’attente du client ou de l’usager* | 1 | Organizing sales prospection  *Préparer la prospection* | 1 | Processing and following up files  *Traiter et suivre administrativement un dossier* |
| 2 | Recieving and checking deliveries  *Effectuer la réception et le contrôle de la marchandise* | 2 | Taking notes and passing on messages  *Prendre des notes, transmettre des messages* | 2 | Preparing customer visits  *Préparer des visites clients* | 2 | Taking notes and passing on messages  *Prendre des notes, transmettre des messages* |
| 3 | Assisting with management of supplies  *Participer à l’approvisionnement* | 3 | Managing the desk calendar or diary  *Gérer l’agenda* | 3 | Dealing with phone calls  *Participer aux appels téléphoniques* | 3 | Managing the desk calendar or diary  *Gérer l’agenda* |
| 4 | Labelling  *Mettre en place la signalétique* | 4 | Dealing with the incoming and outgoing calls  *Participer aux appels téléphoniques entrants et sortants* | 4 | Displaying or exhibiting at a trade show promotion stand  *Participer à un salon, à une foire…* | 4 | Dealing with the incoming and outgoing calls  *Participer aux appels téléphoniques entrants et sortants* |
| 5 | Keeping the sales area attractive  *Maintenir l’attractivité du point de vente* | 5 | Being involved in a business event  *Participer à une action événementielle* | 5 | Giving sales performance feedback  *Rendre compte des activités de vente* | 5 | mastering page layout tools for IT documents  *Mettre en forme des documents avec les outils informatiques* |
| 6 | Other | 6 | Other | 6 | Other | 6 | Other |

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| **Tutor’s and teacher’s comments:** |

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| --- | --- | --- | --- |
| **Tutor's name** | **Position** | **Signature** | **Company's stamp** |
|  |  |  |  |

1. Dual control (C) / Partial autonomy (B) / Self-sufficient (A) [↑](#footnote-ref-1)