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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**

|  |  |  |
| --- | --- | --- |
| N° | **Autonomy's degree[[1]](#footnote-1)** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |

**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)