

Placement Offer Form

A compléter en anglais et à renvoyer au plus tard le 15/04/14 à l'adresse suivante (avec la mention « offre de stage secteur scolaire »):

[erasup@2e2f.fr](mailto:erasup@2e2f.fr)

<b>SCHOOL INFORMATION</b>	
Name of organization	Lycées Val de seine
Address	Avenue George Braque BP 266
Postal Code	76124
City	Le Grand Quevilly Cedex
Country	France
Telephone	+33 235 18 29 69
Fax	+33 235 69 82 29
E-mail	ce.0761742f@ac-rouen.fr
Website	<a href="http://lycees.ac-rouen.fr/valseine">lycees.ac-rouen.fr/valseine</a>
Size of organization [nr of employees]: small ( $\leq 50$ ), medium (51-250) large ( $> 250$ )	large
Short Description of the school	<p>The Lycée Val de Seine offers a wide range of teachings: vocational, technological, and general studies. We are committed to our students' success and the promotion of excellence, and we have a non discriminatory policy,</p> <p>We offer post A-levels courses for Manager's Assistants, Medical Secretaries and Sales Managers. The Manager's Assistants are strongly enticed to do their work placements abroad, and receive Erasmus grants.</p>

<b>CONTACT PERSON DETAILS</b>	
Name	Bernadette Businelli
Department / Function	English teacher/ Erasmus coordinator
Direct telephone number	+33 235 23 18 57

Direct mobile	+33 698 88 38 91
Direct e-mail address	bernadette.businelli@ac-rouen.fr

PLACEMENT INFORMATION	
Department / Function	English classes for BTS students (post A-levels/ college studies)
Description of activities	Helping the teachers design and implement communication activities, participating in role-plays, helping students improve their language level  Helping BTS students manage a mini SME (the activities will be bilingual French/English)
Duration et period	October 2014-April 2015 (ideally but can be shorter if need be)
Working hours / Weekly working hours	12 hours a week
City	Le Grand Quevilly
Help with finding accommodation	Yes
Other	Meals can be taken at school

REQUIREMENTS	
Oral and written language skills	Fluent English
Field of study	Business studies, administrative and secretarial fields, retail
Computer skills	Indifferent
Other	Doesn't have to speak French. Presence of foreign assistants for the 'lycée' students will ensure social integration.