



Internships

The students do 2 internships over the 2 years of training for a total of 14 weeks, 6 of which must be done in an international context using a foreign language. An internship abroad is an invaluable experience for students' personal and professional development.

The Nouvelle Aquitaine Region helps finance the internship abroad.

8 weeks
at the end of the
1st year.

6 weeks during
the 2nd year.

One of the 2
internships must
take place

Either in a foreign
country



Or in an organisation
with regular contact
with foreign partners



How to enrol

Register your wish on « Parcours Sup ».

Your Profile

- > You must hold a general, technical or professional baccalaureate
- > You may have already done a first year in university
- > Exceptionally: students wishing to change training paths can be accepted before the end of October of the first year.



BTS

Lycée Bellevue
Saintes

1 chemin des Côtiers
17 100 SAINTES

Support to Managerial Action

(replacing the Manager's Assistant
Training Course since September
2018)

**Versatility, Organisation
Skills, Team work**



Région académique
NOUVELLE-AQUITAINE



Training Course preparing to the SMA HND
Lycée Bellevue - Saintes

Crystal Students' Association

www.lycee-bellevue-saintes

Referent teacher :

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○ The Course

Managing missions given by a Team or a Manager in a French or foreign organisation.

Skills required to join the course

- > Oral and Written Communication Skills.
- > Interpersonal Skills and Customer Service Skills.
- > Language Skills (2 foreign languages are mandatory).
- > Being interested in Company Management and in the economic and legal environment of organisations.
- > Being comfortable in digital environments.

Optimisation of Administrative Processes

- > Operational Support to the members of the Organisation.
- > Ability to work independently on files.
- > Improving Administrative Processes.
- > Resource Management of the organisation.

Collaboration to Human Resource Management

- > Support to Employee Career Development.
- > Contributing to the improvement of work life.
- > Collaboration to Labour and Employee Relations.
- > Participating in Social Performance.

Project Management

- > Preparing a Project.
- > Implementing an operational watch.
- > Project Management.
- > Completing the Project.

○ Our Strengths

Research Projects

- > **Real Professional Actions:** Creating traditional communication material and communicating on Social Networks, creating a website, participating in the organisation of events for our partners, like The Saintes-Salisbury Twinning Association.
- > Managing the school's class photos allows to finance projects.
- > participating in the organisation of the inter-company challenge of Saintes in partnership with the CDOS (Comité Départemental Olympique de Saintes)

Practical Workshops

- > Training to real-life professional situations with role-plays in French and in foreign languages.

Talks by Professionals

- > We invite professionals who present the tasks that they want to entrust our students with.
- > Participation of professionals as examiners for in-house oral exams.

Examples of Job roles

- > Versatile Assistant to a team
- > Human Resources Assistant
- > Communication Assistant
- > Commercial Assistant
- > Personal Assistant

○ Professional Integration

Sectors

All sectors are accessible: the private sector, public bodies, organisations, NGOs...

**Professional Integration of graduates
This Higher Education Diploma allows graduates to seek employment.**

Higher Education

- > Professional Degree in Communication and Events Management
- > Professional Degree in Banking and Insurance
- > Professional Degree in Human Resources
- > Professional Degree in Commercial Development
- > Professional Degree in Administrations and Territorial Authorities
- > Civil Service Entrance Examinations
- > Competitive exams to join a Business School

