

# Course : Integrating AFEST into your training policy

Information and awareness-raising

*Practical course - 1d - 07h - Ref. DAE*

*Price : 740 € E.T.*

Action de formation en situation de travail (AFEST) is a training modality recognized by the law of September 5, 2018 that must meet certain conditions. This training course will enable you to identify the opportunities of an AFEST and give you the tools to set it up in your organization.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Meet the regulatory requirements of the decree
- ✓ Assessing the opportunity and feasibility of conducting an AFEST
- ✓ Integrating AFEST into the skills development plan
- ✓ Organizing and monitoring the implementation of an AFEST

## Intended audience

Occasional trainer, HR manager, training manager.

## Prerequisites

No special knowledge required.

## Course schedule

### 1 Understanding the regulatory framework and the spirit of an AFEST

- Understand the decree and the terms and conditions for payment by collecting bodies.
- Identify the fundamentals of AFEST and the effects of work-based learning.
- Distinguish between the 7 regulatory stages of an AFEST.
- Understand the possible links with other systems (Pro A, block of skills).
- Identify the advantages and benefits of a multi-modal training program.

### Group discussion

Exchanges and representation sharing. Case study of internal mobility with definition of an Individual Multimodal Training Plan including an AFEST. Discussions on the impact on training policy.

## PARTICIPANTS

Occasional trainer, HR manager, training manager.

## PREREQUISITES

No special knowledge required.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 2 Identify the opportunity and feasibility of an AFEST

- Mapping out skills and professions.
- Evaluate internal brakes and levers.
- Identify key tasks and strategic skills.
- Take into account the conditions for a successful AFEST.
- Analyze a task and break it down into skills.
- Ensure that all players are involved in the process (funder, HR, manager, expert).

### Case study

Elaboration d'un guide sur les conditions préalables nécessaires en sous groupe. Autodiagnostic d'opportunité à l'aide de la matrice SWOT du contexte professionnel des participants.

## 3 Implementation steps

- Monitor and evaluate skills development.
- Plan the stages of the AFEST (training, follow-up, reflexivity, evaluation, assessment).
- Designing a work situation so that it becomes a learning environment.
- Identify the skills to be acquired.
- Identify and support AFEST trainers or referents.
- Analyze learning work situations and develop a pedagogical progression.

### Role-playing

Definition of a training program in line with the skills development plan.

## 4 Coordinate administrative follow-up

- Coordinate with other players involved in administrative follow-up.
- Administer proof of AFEST completion.
- Capitalize on and improve the skills enhancement process.

### Group discussion

Exchanges, sharing practices.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.