

# Course : Master the regulations and operational management of work-study contracts

Recruit, mentor and retain young talent

*Practical course - 2d - 14h00 - Ref. GEF*

*Price : 1590 CHF E.T.*

NEW

Reinforce your legal and operational expertise in work-study programs to effectively recruit, integrate and retain young talent. This training course will give you the keys to securing your practices, optimizing your processes and making work-study programs a sustainable lever for HR performance.

## Teaching objectives

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

- ✓ Identify and apply the legal and administrative framework for work-study contracts
- ✓ Drafting and securing contracts and agreements in accordance with current legislation
- ✓ Recruiting, integrating and effectively supporting work-study students within the company
- ✓ Rigorously manage the life of the contract, from recruitment to termination

## Intended audience

HR managers, training managers, payroll managers, work-study managers.

## Prerequisites

No

## Practical details

### Hands-on work

Practice-oriented training. Case studies, role-playing, group and pair work. Numerous exchanges to encourage transposition into a professional context.

## Course schedule

### PARTICIPANTS

HR managers, training managers, payroll managers, work-study managers.

### PREREQUISITES

No

### 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.

## 1 Master the legal and administrative framework of work-study programs

- Understanding the similarities and differences between devices
- Determining the eligibility conditions for the alternant and the company
- Comply with legal requirements (remuneration, duration, formalities, subsidies and financing)
- Analyze the new rules applicable from July 1, 2025

### Hands-on work

Étude de cas en groupe : comparaison de 3 dispositifs à partir de situations concrètes. Exercice individuel : repérage des mentions obligatoires sur un contrat d'apprentissage (analyse du CERFA rubrique par rubrique).

## 2 Recruiting and selecting the right work-study student

- Identify the HR challenges of work-study programs: performance, employer brand, loyalty...
- Define needs in collaboration with operational staff
- Drawing up a job description tailored to young talent
- Select the right sourcing channels (CFA, schools, job boards, social networks)
- Conducting effective interviews with a young and sometimes novice audience

### Hands-on work

Simulation d'entretien : jeux de rôles recruteur/alternant avec grille d'évaluation fournie. Travail en groupe : élaboration d'une stratégie de sourcing multicanal adaptée à un poste concret.

## 3 Integrating, supporting and retaining work-study students

- Building an effective, motivating welcome programme
- Defining the role of the tutor, the manager and HR in the support process
- Set up tripartite monitoring (company, work-study student, training center)
- Developing the commitment and autonomy of alternating students
- Promoting work-study programs as part of the company's HR policy

### Hands-on work

Brainstorming en groupe : identifier les leviers de fidélisation des jeunes après l'alternance. Travail individuel : plan d'action personnel pour améliorer le dispositif d'accompagnement dans son entreprise.

## 4 Securing day-to-day contract management

- Structure relations with external players (CFA, OPCO, DREETS)
- Manage working hours, vacations, remuneration and absences
- Organizing the training program and the tutor's role
- Anticipate and deal with work-study student incidents or absences
- Managing the end of a contract: hiring, succession or termination

### Hands-on work

Legal case in sub-groups: analysis of an early termination and identification of risks. Role-playing in pairs: simulating an interview with an alternating employee. Group debriefing: sharing best practices in day-to-day management.

### 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.

**REMOTE CLASS**

2026 : 16 Mar., 29 June, 7 Sep., 30 Nov.