

Course : Making a success of your CSAR project: from the file to the oral test

Practical course - 2d - 14h00 - Ref. RAE

Price : 1370 CHF E.T.

The law of February 2, 2007 introduced an RAEP test for internal and external competitions and professional examinations in the state, hospital and regional civil services. This training course will enable you to analyze your career path and take this test in the best possible conditions.

Teaching objectives

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

- ✓ Analyze your academic background
- ✓ Analyze your career path
- ✓ Highlight your initial and continuing training
- ✓ Managing the oral interview with the jury

Intended audience

All candidates for internal and external competitions and professional examinations in the civil service that include an RAEP test.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Alternating theoretical and practical inputs. Alternating group and individual sessions (in particular to complete the written dossier).

Course schedule

PARTICIPANTS

All candidates for internal and external competitions and professional examinations in the civil service that include an RAEP test.

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.

1 Presentation of the framework and elements of the approach

- Knowing the legal framework of the RAEP: the Ministry of the Civil Service circular of March 30, 2007.
- Understand the concept of acquired professional experience.
- Identify theoretical and technical knowledge, professional skills and know-how.
- Know the criteria taken into account by the jury and their respective importance.
- Understand the content of the CSAR file to distinguish all its requirements.
- Identify the different stages of the oral interview to guide preparation for the RAEP test.

Hands-on work

Exchanges on the possible difficulties envisaged by the participants.

2 Drafting the CSAR file

- Understand and adapt to the jury's specific expectations.
- Understand in detail the different sections of the dossier: the three tables and the editorial section.
- Analyze your current and previous position, using an information-gathering methodology.
- Study your career path (past and present) to identify the skills you need to develop.
- Explain the training you have taken in relation to your skills, and relate it to the competition.
- Summarize your professional experience and express your motivations in a clear, precise style.

Hands-on work

Individual work supervised by the trainer to prepare the written dossier.

3 Methodology and intensive training for the oral interview with the jury

- Anticipate the process and objectives of the oral interview with the jury.
- Apply the rules of verbal and non-verbal communication.
- Make an oral presentation at the start of the interview: career path and training.
- Respond to the jury's questions in a satisfactory, relevant and well-argued manner.

Role-playing

Training for the oral interview with the jury in the presence of the whole group.

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.

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.