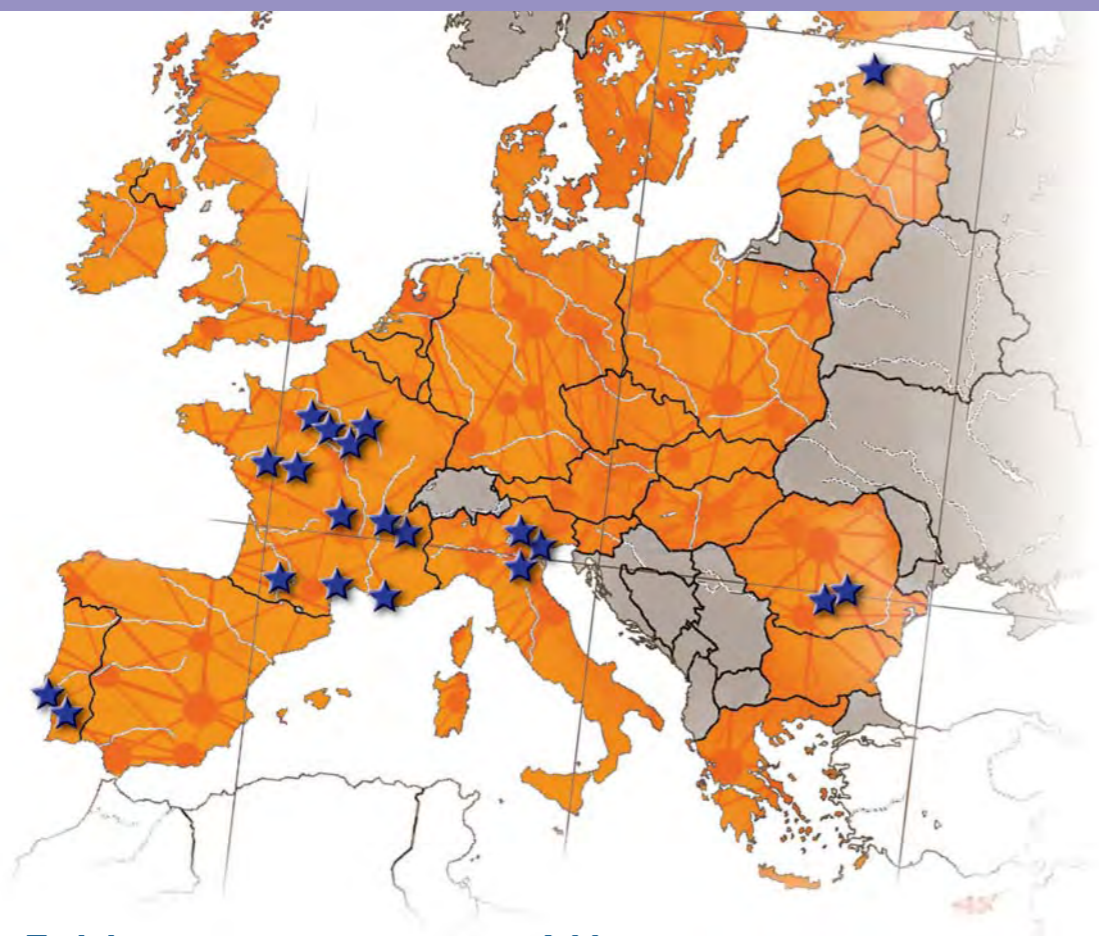


TRAINING CENTRES FROM 5 EUROPEAN COUNTRIES



Countries	Training centres	Address
Estonia	Lääne - Viru Rakenduskõrgkool	Mõdriku, 46609 Lääne - Virumaa, Estonia
	Lycée Perrimond	244 chemins du Roucas Blanc - 13007 Marseilles
France	Lycée Emile Dubois	14, rue Emile Dubois - 75014 Paris
	Lycée Choiseul	78, rue des douets - Tours
	CFA PME APPRENTISSAGE	92800 Puteaux
	Lycée Hugues Libergier	55, rue Libergier - Reims
	Marie Curie	rue Georges Ledormeur, BP 9301 - Tarbes
	Gaston Berger	avenue Gaston Berger prolongé BP 69 - Lille
	Jeanne d'Arc	rue Ste Geneviève du Mont - Rouen
	Paul Constans	rue Christophe Thivrier, BP 145 - Montluçon
	Louise Michel	30, rue Louise Michel, BP 2708 - Grenoble
	Chevrolier	2, rue Adrien Recouvreur, BP 3505 - Angers
Italy	Lycée Jean-Pierre Vernant	21, rue du Dr Ledermann - Sèvres
	Lycée René Gosse	2, rue Victor Hugo - Clermont l'hérault
	Liceo Scientifico "G. Galilei"	via S. Giacomo, 11 - 37135 Verona
	"Antonio Gramsci"	via Canestrinii, 78/1 - 35127 Padova
	ITC "Calvi" - Belluno	via Marchesi, 73 - Belluno
Italy	ITC Riccati - Luzzatti	Piazza della Vittoria, 3 - 31100 Treviso
	Istituto Tecnico Commerciale e per il Turismo "Luigi Einaudi"	via delle Palme, 1 - 35137 Padova
	I.S.I.T.P. "L. Luzzati - A. Gramsci"	via Perlan, 17 - 30174 Mestre (Venezia)
Romania	The Technical College Campulung	Calae Brasovului, 1 - Campulung Arges
	Colegiul Economic Ion Ghica Targoviste	Calae Domneasca, 223 - Targoviste
Portugal	CECOA	rua da Sociedade Farmacêutica, 3 - 1169-074 Lisboa
	CITEFORMA	Av. Marquês de Tomar, 91 - 1069-181 Lisboa



Promoting qualification transparency and mobility of people in training



EURASMENT : towards the construction of a diploma for the Management Assistant in SMEs with joint European reference material

NETWORK



www.eurasment.eu



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PROFESSIONAL PROFILE OF THE MANAGEMENT ASSISTANT FOR SME

A NETWORK AT THE SERVICE OF MOBILITY

In compliance with the ECET system

JOB DEFINITION

Studies carried out in the various partner countries enabled a joint professional profile, defining the duties and activities of the Management Assistant for SME, to be drawn up. The Management Assistant carries out his/her duties alongside the Manager or Owner/Manager of a small or medium sized company or a senior executive. He/she is directly responsible to him/her. This assignment is characterised by strong, predominantly administrative, versatility. It can be broken down into various activities which are explicitly assigned by the Manager or Owner/Manager.

DUTIES AND LEVEL OF RESPONSIBILITY

The versatility of the Management Assistant enables him/her, within the confines of his/her responsibilities fixed by the Manager/Owner Manager, respecting rules of confidentiality and the particular cultural context of the SME to:

- participate in the operational management of the company in its administrative, accounting, commercial and human aspects
- contribute to the improvement of its efficiency by optimizing its organisation
- contribute to its sustainability by anticipating needs, accompanying its development and participating in monitoring its activity by putting in place indicators which he/she submits to the Manager or Owner/Manager

The Management Assistant carries out two types of activities:

- activities of support to the Manager/Owner
- activities of support to the running of the organisation

The activities carried out by the Management Assistant for SMEs can be grouped into 12 modules:

Module 1	Management of client and supplier relations
Module 2	Human resources management and development
Module 3	Management of administrative activities
Module 4	Management of collaborative work
Module 5	Management of financial resources
Module 6	Financial analysis
Module 7	Management of IT resources
Module 8	Company sustainability
Module 9	Management of environmental risks and risks concerning people
Module 10	Written communication
Module 11	Oral communication
Module 12	Commercial and corporate communication

The aim of the European Union, concerning lifelong learning, is to further student mobility to enable, in the long run, greater mobility of workers.

The point of the constitution of a network is to guarantee the quality of the monitoring of the training of students abroad and the sustainability of the EURASMENT project.

This network is already composed of training centres in the partner countries of the project and its main aim is to expand to other member countries of the European Union.

• TRAINING CENTRE NETWORK

As the reference material is identical in all the partner countries and applicable partially or in full, it enables students to follow part of their training abroad.

Training centres wishing to proceed to student exchanges within the framework of training programmes that have incorporated EURASMENT modules can contact each other through the network. Each centre can register an offer or a request for partnership. It can then get in touch with the centres corresponding to its search.

• COMPANY NETWORK

As part of the setting up of work placements abroad, companies willing to take on foreign students can also join the network. They can register placement offers and get in touch with training centres that are interested. This network is a true contact point for developing cooperation between companies and training centres.



• QUALITY ASSURANCE NETWORK

By ensuring permanent contact between the actors of the training, the network enables the coherence of the training to be maintained and differences in practice avoided. This coherence is guaranteed at the time a new member, agreeing to respect a quality charter taking into consideration the specific constraints of the partner countries, joins the project

- o The quality charter for training centres fixes the basic criteria which constitute the minimum standards that a training centre must respect to provide a satisfactory level of quality concerning the training and exchanges and to advise foreign students during their mobility period.
- o The quality charter for companies fixes the basic criteria which constitute the minimum standards that a company must respect to train and give guidance to students

If you wish to get in touch with European training centres or if you are looking for students to take on work placement, you can join the Eurasment network by following this link :

<http://hermes.ac-versailles.fr/QuickPlace/eurasment-network>

If you need further information on the Eurasment project and its implementation, you can write to the following address : claud.nava@education.gouv.fr