



*Liberté • Égalité • Fraternité*

RÉPUBLIQUE FRANÇAISE

MINISTÈRE  
DE L'ENSEIGNEMENT SUPÉRIEUR  
ET DE LA RECHERCHE

Higher technician certificate  
“Techniques and Services in  
Agricultural Equipment »

September 2013

## Annex III b: INTERNSHIP IN A PROFESSIONAL ENVIRONMENT

### 1- Objectives

A compulsory internship period in a professional environment is organized for the candidate for the higher technician certificate in Techniques and Services in Agricultural Equipment. This internship is a time of information and training aimed at: - discovering in depth the world of business, by participating fully in its activities, by observing to understand them the modes of organization and the human relations that drive it, as well as the strengths and constraints; - deepen and put into practice the technical and professional skills acquired or in the process of being acquired, by being associated with the technical tasks, with the projects in progress and by discovering the specificities of the company; - to inform, inform and report, in writing and orally, within the framework of the drafting of a structured internship report and its defense in front of a jury, with the aim of demonstrating its ability to analyze a situation of maintenance of agricultural equipment and to implement the skills acquired in communication.

If the internship in a professional environment is not, in the regulatory sense of the term, a period of training in a company validated by the verification of new skills acquired, it is the privileged place to discover, observe and understand situations related to maintenance and services associated with agricultural equipment that are only very rarely found in schools, such as:

- operations planning and management; the implementation
- of quality improvement plans, human resources management, training; compliance with risk prevention and safety improvement policies.
- 

Whatever their level of relevance, the professional situations present in the company then make it possible to concretely illustrate the activities of the reference system and in particular: reception and advice of the customer, organization of after-sales activities, as well as the concerns cross-cutting areas identified: safety, animation, coordination, quality and information.

### 2- Place of the internship

The place of the internship is chosen in order to be able to achieve its objectives. It takes place: - at a dealership - at a manufacturer - within a CUMA or an EDT (formerly ETARF) with an integrated maintenance department.

- if necessary, within an independent body (control or certification body) or a local authority having recourse to the skills of a senior technician in Techniques and Services in Agricultural Equipment.

### 3- Duration of the internship

The internship takes place at the end of the first year of training. Its duration is six to eight weeks. It may be reduced in the event of force majeure duly noted and with the rector's agreement, but may not be less than four weeks.

## 4- Organization

### 4.1 School path

**4.1.1 Regulations relating to internships in a professional environment** The internship, organized with the assistance of professional circles, is placed under the control of the academic authorities to which the student reports and, if necessary, the services of the cultural adviser at the French Embassy, of the host country for an internship abroad.

Each period of internship in a company is subject to an agreement between the establishment attended by the student and the host company(ies). The agreement is established in accordance with the provisions of Decree No. 2006-1093 of August 29, 2006 taken for the application of Article 9 of Law No. 2006-396 of March 31, 2006 for equal opportunities.

During the internship, the student must have the status of student intern and not employee. However, this agreement may be adapted to take into account the constraints imposed by the legislation of the host country.

The internship agreement must in particular:

- set the terms and conditions of coverage for accidents at work and civil liability; - specify the objectives and methods of training (duration, timetable); - specify the methods of follow-up of the trainee by the teachers of the responsible teaching team of training and the student.

#### **4.1.2. Implementation and follow-up of**

**the internship** The search for host companies is carried out by the students, under the responsibility of the head of the establishment. The internship must be carefully prepared by the team of teachers of the professional disciplines in close liaison with **all the courses, the entire teaching team being concerned by the internship period**. It is important for students to feel the interest that their professors have in the company and to be able to discuss with them their impressions and discoveries, the elements of analysis to be favored and the main points of their internship report.

Internship time in a professional environment is organised, taking into account:

- material constraints of businesses and schools; - skills acquired or in the process of being acquired by trainees; - the professional functions of the repository; - skills to be validated during the evaluation.

At the end of the internship, two documents are given to the intern by the company manager or his representative: - a certificate attesting to the student's presence;

- the table of tasks that can be performed during the work placement (see appendix IIIc).

A candidate who has not presented these documents cannot be admitted to take the certification sub-test **E61** (Activities in the professional environment).

A candidate who, for a duly established reason of force majeure, completes only part of the compulsory internship, may be authorized by the rector to take the examination, subject to having completed the minimum duration of four weeks, the jury being kept informed of his situation.

#### **4.1.3. Internship report**

At the end of the internship, school candidates write a report presenting the elements defined by the certification reference system. These developments must be structured and must make it possible to explain the assigned objectives, the results obtained or observed, the constraints taken into account and be accompanied by personal comments. A short conclusion of the internship, highlighting the discoveries made by the candidate and what he will retain in connection with his professional project.

The set must be limited to 40 pages favoring personal developments and limiting as much as possible the reproductions of documents available in the company.

The defense of this report before a jury consists of an oral presentation by the candidate. In addition to the report, the latter can make use of specific presentation documents allowing him to synthesize and illustrate his remarks by using the appropriate means of communication.

#### **4.1.4. Documents for the evaluation**

The commission of interrogation uses the work evaluation sheet, drawn up and updated by the General Inspectorate of National Education (distributed to the rectoral services of examinations and competitions).

This evaluation sheet is the only document to be communicated to the jury, in particular to the questioning commission for the **E61 certification sub-test**.

## **4.2 Path of learning**

For apprentices, the internship certificates are replaced by a photocopy of the employment contract or by a certificate from the employer confirming the candidate's status as an apprentice in his company. The educational objectives as well as the supports of the **E61** certification sub-test (Activities in the professional environment) are the same as those of the candidates of the school route.

#### **4.3 Continuing Education Path**

Candidates who are preparing for the Advanced Technician Certificate in Agricultural Equipment Techniques and Services through continuing education write a report on their professional activities in the same spirit as the internship report.

**4.3.1. Candidates in a situation of first training or in a situation of retraining** The duration of the internship is 6 to 8 weeks. It is added to the duration of training provided in the continuing education center pursuant to Article 11 of Decree No. 95-665 of May 9, 1995 as amended on the general regulations for the higher technician patent.

The training organization can help find the host company. The trainee may have the status of employee of another professional sector.

When this preparation is carried out within the framework of a particular type of employment contract, the compulsory internship is included in the training period provided in a professional environment if the activities carried out are consistent with the requirements of the reference system for the higher technician certificate. Techniques and Services in Agricultural Equipment and in accordance with the objectives and general terms defined above.

**4.3.2. Candidates in a situation of improvement** The internship certificate may be replaced by one or more work certificates attesting that the person concerned has been employed in the field of Techniques and Services in Agricultural Equipment, as a full-time employee for six months during the of the year preceding the examination or part-time for one year during the two years preceding the examination. The activities carried out must be consistent with the requirements of the reference system.

Candidates write a report on their professional activities in the same spirit as the internship report.

#### **4.4 Candidates in distance education**

Candidates fall under one of the above cases, depending on their status (student, apprentice, continuing education).

#### **4.5 Candidates presenting themselves on the basis of their professional experience**

The internship certificate may be replaced by one or more work certificates attesting that the person concerned has been employed in the field of Agricultural Equipment Techniques and Services, as a full-time employee for six months during the year preceding examination or part-time for one year during the two years preceding the examination. The activities carried out must be consistent with the requirements of the reference system.

These candidates write a report on their professional activities in the same spirit as the internship report.

## TABLE OF TASKS WHICH WERE PERFORMED DURING INTERNSHIP IN A PROFESSIONAL ENVIRONMENT

Activities		Main tasks Support
A1- Welcoming and advising the client or user. Receipt, return or provision of equipment.	1T1	the customer or user, perform a pre-diagnosis.
	1T2	Write the repair order, make an appointment and plan the intervention.
	1T3	Receive the material.
	1T4	Carry out pre-diagnostic tests, draw up an estimate.
A2-Diagnosis	2T1	Collect, analyze, interpret the information necessary for diagnosis Carry out tests, static or dynamic tests and
	2T2	formulate hypotheses on the 3T1 malfunction Organize the 3T2 intervention Organize the preparation of the 3T3 equipment Advise
A3- Intervention – Preparation		and assist the technicians Validate the result of the intervention or the compliance of the preparation with the sales contract
	3T4	
	3T5	Set up or configure an on-board system 4T1 Manage workshop
		activity planning 4T2 Analyze a workshop management dashboard.
A4-Organization and management of after-sales activities		
	4T3	Manage workshop equipment
A5-Human resources, facilitation, training	5T2	Contribute to training
A6-Adaptation of equipment	6T3	Ensure the follow-up of the realization and the provision to the customer
A7- Agrotechnical advice	7T1	Propose equipment relating to phytotechnical or zootechnical production
	7T2	Ensure the implementation of equipment
A8 – Sale of complementary products, equipment or services	8T1	Participate in the development of additional sales support tools
	8T4	Propose by arguing the service or sales solution