BTS Personal Assistant
[ TWO-YEAR TECHNICAL DEGREE ]
To acquire a relational, operational, international dimension
Summary

The students of the BTS Personal Assistant of Sainte-Thérèse high school in Quimper have the pleasure to present you their training. Welcome and discover!
Close-up on the high school
BTS Personal Assistant
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A welcoming campus to favor success!
Ideally situated near a dynamic and attractive tertiary zone, Sainte-Thérèse high school offers a friendly and effective working environment to the students.
The young people who chose to prepare their BTS underline the quality of teachings and appreciate particularly in the training:

- the numerous contacts with the professionals which facilitate the insertion on the labor market
- the help to the recruitment with the training to the techniques of job search
- the possibilities of work placements abroad
- the personalized follow-up
And on the practical level:

- the new and functional premises
- the adapted computer equipment
- the immediate closeness of the university canteen and the IUT (UNIVERSITY INSTITUTE OF TECHNOLOGY/50 m) as well as of the student residence (CROUS)
- the bus stop in front of the high school (line 5)
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The high-school

The profession  The training  The right profile  Employment objective  The studies  The student life  To register
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The profession

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A glance at the profession
JOBS LINKED TO THE ORGANIZATION AND TO THE HELP IN MANAGEMENT

Right hand of the company director, you will really assist the manager in the management of his company or his department. To do it, you will have to:

- manage schedules,
- organise meetings and movements,
- coordinate and organise the activities of a team,
- ensure the administrative and accounting management of a department,
- play a role of animation and interface between the collaborators...

That’s why today, in spite of more and more performing tools, the job of personal assistant, for which wide responsibilities are required, occupies and keeps a strategic place in the heart of companies!

CONSEQUENCE:
Companies recruit more and more qualified young people!
To welcome a trainee is a capital gain for the company. A fresh eye, to whom we ask to be critical and bring us a new look on our everyday life which allows us to put certain things back into perspective. The work placements allow the students to live real professional situations with the difficulties and constraints of fieldwork, to immerse into diverse and varied organisational contexts, to build a representation of the job in its managerial, technical and relational dimensions. Our responsibility as tutor is to make theoretical knowledge correlate with real professional life. My team and myself are completely inclined to receive other students of BTS PA."
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The assets of the training
THE ASSETS OF THE TRAINING

- Diploma of State of second-year university level, the BTS (TWO-YEAR TECHNICAL DEGREE) "Personal Assistant" is the fusion of the BTS executive assistant and the BTS trilingual secretary.

- The Personal Assistant practices his/her functions with a manager, an executive or a team in any commercial, industrial or service company, in an association or an administration.

- His/her functions are essentially of relational, organisational and administrative nature. The practice of foreign languages opens on the world.

- Internally: organisation and animation of a department, interface between the hierarchy and the employees. Externally: relation with the customers, the suppliers and the partners, often in an international context.
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The training

Communication ■ Foreign languages
Professional and personal evolution ■ Taking initiatives ■ Organization
Adaptability ■ Mobility ■ Curiosity ■ Rigor ■ Fulfillment
Team work ■ Trips ■ Company knowledge
13 weeks of work placements with 6 abroad
Professional experience ■ Interventions of professionals
Dynamism ■ Sense of responsibility

THE KEYWORDS
OF THE TRAINING
The education given to the students in higher education must be in line with the professional world. That is why, the company internship is a necessity to complete the know-how and the social skills. I bring my 20-year-experience to these students in BTS and I transmit to them the basics of the job of personal assistant, a connected job, rich in human relation and in which versatility is essential (communication, marketing, commercial, accounting). We all learn all along our life and if I can make a contribution, I am proud of it."
The right profile
OPEN TO HIGH SCHOOL STUDENTS HOLDERS OF A HIGH SCHOOL DIPLOMA STMG, L, ES, S, AS WELL AS OF VOCATIONAL HIGH SCHOOL DIPLOMAS

- The essential qualities expected from a personal assistant are: dynamism, adaptability, rigor, capacity to take initiatives, the practice of foreign languages, sense of responsibilities, relational ease, availability, autonomy and discretion.

- Real right hand of the manager, the personal assistant occupies a key position in the company. His/her skills: organising, managing, overseeing.

Whatever the working environment, mastering new technologies is essential in the exercise of the job.
Opinion of a professional

Mrs HOURMANT
Head of human resources
Crédit Mutuel de Bretagne du Finistère

"The social skills are taken into account before the know-how"

"The personal assistant has to be responsive and must have very important listening skills towards the interlocutors, internally and with the partners outside the organization."
Employment objective
Even if the conditions of insertion in the professional life are often favorable to the holders of a BTS, the pursuit of studies is opened to the students in the perspective of a specialization or the acquisition of complementary skills.
Job openings are multiple, in the private and public sectors: bank, insurance, companies, doctor’s, dental offices, lawyers, accountants, temporary agencies, real estate, associations, schools, city halls, associations of local authorities, general councils, hospitals, private hospitals, welfare office, MSA (agricultural social security system)...

■ Possible functions: management assistant, human resources assistant, commercial assistant, assistant in communication...
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- Professional degree in human resources
- Professional degree of companies’ international development agent
- Law, economics or economic and social administration degree
- Professional degree in insurance, bank, management, events, human resources
- Training for the European Diploma of Superior Studies in Management Assistant (DEESAD)
- Complementary training during 1 year after the BTS
- Preparation of civil service examinations in an Institute of Preparation for the General Administration: IPAG

PURSUIT OF STUDIES
The BTS remains the basic diploma to find a job. But a complementary training is deeply advised to evolve more quickly. The experience of the personal assistant begins with jobs like "junior assistant" or "general assistant" then develops either towards the high-level assistantship or towards the specialization in a function which requires an increasing technicality. It can lead to administrative executive jobs.
After my vocational high-school diploma in accounting, I turned towards the BTS Personal Assistant which answered my expectations. I particularly did 3 work placements of 13 weeks, in the professional sectors I had chosen. Thanks to these experiences, one develops his or her relational network, one develops his or her knowledge and skills in a concrete way, one becomes more mature and confident and one gets to know his or her career path better.

After obtaining my BTS in June 2015, I turned to a school and work Entrepreneurship degree in the IUT of Quimper. At the end of my degree obtained with a distinction, I was recruited by the company in which I had done my work placement. Which just goes to show that even if we have a vocational high-school diploma, we can continue our studies without any problem! You must simply believe in your dreams and get pleasure in your vocational training and work placements!
The BTS Personal Assistant prepares us to assist one or several managers, or department heads in their daily tasks. According to the business sector, your tasks can be very different, it is necessary to be able to adapt quickly to the professional environment which surrounds you. The rigor asked during the training is essential to work afterwards.

I discovered a real taste for the human resources during my last training course in the city hall of Fouesnant. Today, I am a personal assistant in Monique RANOU company in St-Évarzec under permanent contract. I am mainly connected to the administrative and financial person in charge in connection with the general management. I can also assist all other executives of the company if needed."
During my studies of Personal Assistant at Sainte-Thérèse high school, I did numerous periods of work placements in companies, particularly within an association, then in a company of special events, as well as in the canning factory GUYADER in Landrévarzec. In June 2016, I was recruited by a real estate agency for a CDD (FIXED-TERM CONTRACT) of 3 months then hired for a block release training in September. In June 2016, I was recruited by a real estate agency for a CDD (FIXED-TERM CONTRACT) of 3 months then hired for a block release training in September. I am at the moment working as negotiator and employment adviser in Soliha agency in Pleyben while following an education in business one week a month at the university in Bruz. All the diplomas I have obtained so far are important and the skills that I was able to acquire throughout my studies have been of a great help to achieve my daily tasks."
Organization of studies
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3 highlights:
- General teachings
- Vocational education
- Work placements

Weekly schedules in first and second year: 33 hours

1. GENERAL TEACHINGS

- Foreign language 1: English ................... 3h
- Foreign language 2: Spanish .................. 3h
- Foreign language 2: German ................. 2h
- General knowledge and expression.... 2h
- General economy .............................. 2h
- Company management ...................... 2h
- Law ................................................. 2h
Meeting professionals as part of our BTS course is very enriching. We felt the strong commitment of the participants, as much from the professional point of view as towards us, students, future personal assistants.

2 PROFESSIONAL TEACHINGS

Practical courses (called vocational courses)
Detail of the contents in the following pages

- Communication, external and internal professional relations ........................................ 3h
- Information .......................................................................................................................... 3h
  (only the first year)
- Help in making decisions ................................................................................................. 3h
- Organisation of the action ................................................................................................. 3h
- Management of delegated activities ..... 4h
  (human resources and overview in second year)

Practical courses completed with:

- Summaries of professional activities
  (case study) ..................................................................................................................... 4h
- Trade working group ........................................................................................................ 2h
  (professional simulations, role plays)
Practical courses dedicated to the professional activities of the personal assistant

Communication, external and internal professional relations
- Gathering work instructions
- Reporting orally and in writing
- Informing, facilitating communication internally and externally
- Hosting collaborative work
- Managing a meeting

Support to information
- Looking for relevant information
- Insuring informational observation
- Digitising documents
- Optimizing the circulation of information

Help in making decisions
- Detecting a problem or a need
- Analysing and suggesting solutions
- Creating and using tools to solve a problem

Organisation of the action
- Creating a job description
- Updating an organisation chart
- Organising business trips
- Devising a list of tasks
- Using shared diaries
- Implementing collaborative work

Management of delegated activities
- Organising an event
- Administrative management of human resources
- Management of the material resources of a department
3 THE WORK PLACEMENTS

2 work placements in the first year

- 2 weeks in February to have a first contact with the professional world.
- 6 weeks from mid-May to the end of June abroad or in a French company in an international department.

1 work placement in the second year

- 6 weeks

3 OBJECTIVES

- Immersion in a national or international professional situation.
- Communication in foreign languages during the 6-week-internship.
- Realisation of activities requiring the skills studied in the 5 vocational courses.
I am doing my work placement in CICAR (Canary Island Car). It is a car factory in the Canary Islands which belongs to the group CABRERA MEDINA. The activities of this company are renting and selling second-hand cars. My internship takes place in «Los Najarjeros» in Tacoronte. The clientele is only Spanish. I assist the person in charge of the administration at the reception of the vehicles, I also welcome the new staff members (contract signing) and I manage external litigations. I deal with invoicing as well. My daily activities and the advice given by the team help me improve my Spanish and skills!
The internship can be an enrichment: considering the evolution of the international dimension of the job of Personal Assistant, it is recommended to encourage the students to do their work placement abroad. It allows to grasp the cultural, linguistic, organizational specificities of the activity of the Assistant abroad or in an international context."
Student life
The student life is as important as what is happening in the high school!
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The studies

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Students’ comments

Audrey

"The advantage of this training is to be able to do work placements abroad. It allowed me to discover a new culture, to improve my Spanish, to discover a new job, to put my knowledge into practice and to acquire new ones. These three last assets can be applied to work placements in France as well."

Floriane

"The main subjects are practical which allows us to acquire useful skills and knowledge, important in the world of work. Moreover, our expertise can be highlighted during our internships. The last one I did enabled me to show my colleagues a few computer techniques I mastered."
Maxime

"The BTS Personal Assistant allows us to have a wide vision of a company, financially and administratively... It's a good basis to find your way to a precise sector, the skills acquired during these two years will be beneficial for the student in his future professional life."

Marion

"The case studies in the professional subjects allow us to start the job of personal assistant more easily and to offer the best solutions to the manager. Languages, with the use of the professional vocabulary and the studies of topical subjects are a key element of the training. Moreover, the general dimension of this degree opens the doors to the future. Being able to trust yourself to assert yourself and be a creative force, gain greater independence during the work placements, be thorough and organised.... I acquired a mix of skills, professionally and personally which are, in two words, social skills and expertise."
If you want more information come and meet our students of the BTS Personal Assistant:

- During Azimut student fair in Brest on Saturday, 21st January 2017
- During our Open Day on Saturday, 11th March 2017

If you wish to meet the headmaster you can ask for an appointment by calling our secretariat

+33 (0)2 98 64 44 30

To register in first year of BTS Personal Assistant in Sainte Thérèse high school in Quimper, you must log in on the unique homepage www.admission-postbac.fr.

- **STEP 1**
  From January 20th to March 20th 2017: Enrolment on the unique homepage www.admission-postbac.fr and printing of your wishes form

- **STEP 2**
  Before April 2nd 2017: Send your paper file to Sainte Thérèse high school

- **STEP 3**
  From June 8th to July 19th 2017: Admission phase
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