

# EUROPASS DIPLOMA SUPPLEMENT



This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION	
1.1	Last name(s)
1.2	First name(s)
1.3	Date of birth (dd/mm/yyyy)
1.4	Student identification number or code (if available)

2 INFORMATION IDENTIFYING THE QUALIFICATION	
2.1	Name of qualification and (if applicable) title conferred <b>Advanced Technician in International Trade Import-Export Trade Assistant. <i>European Section</i> HND (Higher National Diploma) BTEC Associate Degree</b>
2.2	Main field(s) of study for the qualification International Business, Export Selling, Import Buying, Managing International Trade Operations, Working in a Multicultural Context
2.3	Name and status of awarding institution (in original language) Lycée Nicolas BREMONTIER – BORDEAUX - FRANCE Public High School, FRENCH MINISTRY OF EDUCATION
2.4	Name and status of institution (if different from 2.3) Same as above – see 6.1 for exceptions
2.5	Language(s) of instruction/examination Courses in French. Some modules are given in English (see 4.3)

3 INFORMATION ON THE LEVEL OF THE QUALIFICATION	
3.1	Level of qualification <b>EQF5 European qualification Frame 5 level. 120 ECTS European Credits Transfer System and 120 ECVET European Credit System for Vocational Education and Training</b>
3.2	Official length of programme 4 semesters of education including two training periods of 8 in a foreign country and 4 weeks.
3.3	Access requirements(s) Selection by application form after the baccalaureate (A Level equivalent).

4 INFORMATION ON THE CONTENTS AND RESULTS	
4.1	Mode of study FULL Time (see 6.1 for details about it)
4.2	<p><b>Programme requirements:</b> <b>Activity 1: Carrying out studies and business monitoring</b></p> <ol style="list-style-type: none"> <li>Permanent market monitoring (desk research)</li> <li>Collecting information abroad</li> </ol> <p><b>Activity 4: Coordinating services for successful import buying and export selling</b></p> <ol style="list-style-type: none"> <li>Choosing service providers (insurance, logistics, financing etc)</li> <li>Insuring administration for operations</li> </ol>

	<p>3. Preparing decision making</p> <p><b>Activity 2: Export selling</b></p> <ol style="list-style-type: none"> <li>1. Prospecting for elaborating adapted offers (pre-sales activities)</li> <li>2. Selling</li> <li>3. Following up sales</li> </ol> <p><b>Activity 3: Import buying</b></p> <ol style="list-style-type: none"> <li>1. Preparing the import buying activities (supplier database)</li> <li>2. Supporting the buying negotiations</li> <li>3. Following up the import buying activities</li> </ol>	<p>3. Coordinating quality control / good business activities</p> <p><b>Activity 5: Managing relations and contacts in different contexts and cultures</b></p> <ol style="list-style-type: none"> <li>1. Producing messages integrating socio-cultural elements</li> <li>2. Constituting and maintaining a multi-cultural network of contacts</li> </ol>
	<p><u>General conditions</u> :</p> <p>This diploma implies :</p> <ul style="list-style-type: none"> <li>• The very good practise of several foreign languages ;</li> <li>• Intercultural openness ;</li> </ul>	<ul style="list-style-type: none"> <li>• Managing information and communication technologies;</li> <li>• Trips to foreign countries;</li> <li>• Laws, ethics and deontology respect.</li> </ul>
4.3	<p>Programme details (e.g. modules or units studied), and the individual grades/marks/credits obtained</p>	<p>The programme is divided into <b>modules</b>. Some modules will be assessed by <b>continuous assessment</b>. Student will set a <b>final exam</b> for some courses.</p>

First Year Courses	ECTS	Second Year Courses	ECTS
<b>Semester 1</b>		<b>Semester 3</b>	
Market research and planning on foreign markets	12	Prospecting and customer/partner follow up	5
Business information system	3	Import-Export Management	5
Business English Language	4	Negotiating	3
Business B Language	4	Negotiating in a foreign language	2
Culture and communication skills	4	Business English Language	4
Economics and Law	2	Business B Language	4
Management	1	Culture and communication skills	4
<b>Total semester 1</b>	<b>30</b>	Economics and Law	2
		Management	1
		<b>Total semester 3</b>	<b>30</b>
<b>Semester 2</b>		<b>Semester 4</b>	
Prospecting and customer/partner follow up Intercultural management and communication	5	Import-Export Management	5
Business information system	3	Practical period "Import-Export Trade Assistant"	5
Business English Language	4	Negotiating	3
Business B Language	4	Negotiating in a foreign language	2
Culture and communication skills	4	Business English Language	4
Economics and Law	2	Business B Language	4
Management	1	Culture and communication skills	4
Practical period in a foreign country : Prospecting and clients/partners follow-up	7	Economics and Law	2
<b>Total semester 2</b>	<b>30</b>	Management	1
		<b>Total semester 4</b>	<b>30</b>
<b>TOTAL two year course</b>			<b>120 ECTS</b>

4.4	<p>Grading scheme and, if available, grade distribution guidance</p>	<p>Courses are evaluated by a mark on a scale 0 to 20. In some modules, the students will be assessed continuously and in others ; students will take a final exam. It is possible to overage the final grades. Only the points above average will be taken into account for the optional foreign language C exam. Students will need <b>an average higher or equal to 10/20</b> to obtain their diploma.  In order to standardize the results internationally, the local scores will be converted into relative grade according to the ECTS Credits."</p>
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Relative grade	% of marks	Relative grade	% of marks	Relative grade	% of marks
A+	3	A	7	B	25
C	30	D	25	E	10

4.5	Overall classification of the qualification (in original language)	Non applicable
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### 5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1	Access to further study	One additional year leads to <b>Bachelor Degree</b> , then <b>Master Degree</b> . The diploma meets the prerequisite standards established by the European nations to pursue advanced studies. It is part of the <b>LMD reform</b> .
5.2	Professional status	Non applicable.

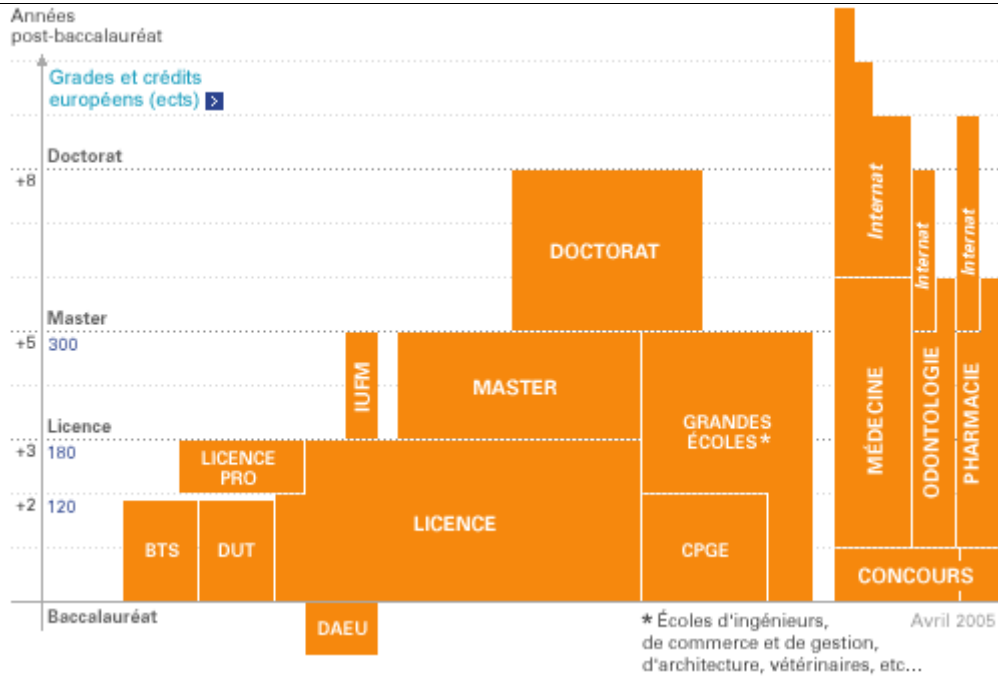
### 6 ADDITIONAL INFORMATION

6.1	Additional information	Courses	Initial courses				
		Studied language(s)	English and Spanish or English and German				
		Dominance :	International Marketing, Prospecting clients, Cross-Cultural Management and Communication: <i>in english</i> .				
		Projects :	<b>Academic partnerships with European Institutions and with Davidson County CC and Fayetteville TC, North Carolina</b> Work sessions on Management and Communication based on videoconferences and distance learning platform.				
		Work experience in enterprises ; and trips	Training period	First year	8 weeks	Work placement in a foreign country	
			Training period	Second year	4 weeks	Prospecting and following-up foreign	
Professional action for companies	Export assignment for a local company conducted abroad						
6.2	Further information sources	ENIC NARIC : <a href="http://www.enic-naric.net">www.enic-naric.net</a> Official national guideline : <a href="http://www.sup.adc.education.fr/btslst/referentiel/BTS_CommerceInternational.pdf">www.sup.adc.education.fr/btslst/referentiel/BTS_CommerceInternational.pdf</a>					

### 7 CERTIFICATION OF THE SUPPLEMENT

7.1	Date	
7.2	Signature	<b>M. Stéphane CZYBA</b>
7.3	Capacity	<b>Proviseur</b>
7.4	Official stamp or seal	

## 8 INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM



Source : Ministère de l'Éducation Nationale, de l'Enseignement Supérieur et de la Recherche - mai 2011

## EUROPASS DIPLOMA SUPPLEMENT Appendix

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### 4 INFORMATIONS SUR LE CONTENU ET LES RESULTATS OBTENUS

4.3 Program details :(e.g. modules or units studied), and the individual grades/marks/credits obtained: