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| Logo of the host organisation | **PLACEMENT CERTIFICATE**  **BTS MHR (higher degree in hospitality management)**  Document to be given to the trainee at the end of internship |

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| Host organisation :           Company name  :    Main Activity :      Telephone number : |

***Hereby certifies  that***

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| The intern :      First name :                                               NAME  :                                                     Birthdate :    Address :        Telephone number :                                     e-mail :  STUDENT in BTS MHR at the school : |

***Did a work placement as part of his studies***

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| DURATION OF THE PLACEMENT    Dates :  from                                                   to    Total number of weeks : ……………… weeks    **MAIN TASKS and ASSIGNMENTS given to the intern  ( compulsory ) :**      The duration of the period is assessed taking into account the student's actual presence in the host organisation , subject to the rights, leave and absence authorisations provided for in Article L. 124-13 of the Education Code (Article L. 124-18 of the Education Code). Each period of at least 7 consecutive or non-consecutive hours of attendance shall be considered equivalent to one day of training and each period of at least 22 consecutive or non-consecutive days of attendance shall be considered equivalent to one month. |
| **AMOUNT OF THE BONUS PAID TO THE TRAINEE:**  The student received an internship bonus for a total amount of :                                     euros |

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| The certificate of traineeship is essential to be able -  subject to the payment of a contribution -  to take account of the period of training in pension rights. Pension legislation (law n°2014-40 of 20 January 2014) allows students who have been granted a bonus the possibility of validating their work experience up to two terms, subject to payment of a contribution. The student must apply for it within 2 years of the end of the period and it is conditioned by the presentation of the placement certificate for the period which will indicate the total duration of the period and the total amount of the bonus received. The precise information on the contribution to be paid and the procedure to be followed must be requested from the Social Security (Social Security Code, art. L351-17 / code de l'éducation art. D. 124-9). | **Done in :                                               Date :**      Surname, position and signature of the representative of the host organisation: |

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| **BTS MHR- Higher degree in Hospitality Management** | | | First name and name : | | **Option :        □ A       □ B        □ C** | |
| **SYNOPTIC REPORT of the ACTIVITIES CARRIED OUT during INTERNSHIP in the COMPANY** | | | | | | **Page :                /** |
| **COMPANY N°** | **Name :** | | | | | |
| **Department :** | | | | **Description of the position held** | | |
| **Tasks undertaken** | | | | **Activities :** describe the tasks undertaken in the position and/or in the department showing the responsibility and autonomy of the student.  (Change page for each new position or department change) | | |
| **Description** | | **Duration** | |
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| **BTS MHR- Higher degree in Hospitality Management - 2019** | | | | | |
| **Evaluation grid of the work placement period** | | | | | |
| In accordance with Annex III B - supervised traineeships and professional activities of the BTS MHR curriculum- at the end of the traineeship, **the tutor and the student will  jointly fill in this evaluation grid (both in French and in English)**. The 2 copies will be given to the trainee by the head of the host organisation with the certificate set out in Annex VIII.1 to this national circular. The tutor will be careful about assessing skills which have actually been implemented during the period. | | | | | |
| Student | First name and name of the trainee :                                                                          Signature of student after evaluation : | | | | |
| Tutor | First name, name and position of mentor within the company :                           Signature of mentor  after evaluation: | | | | |
| **Skills                                               Assessment** | | Unmastered | Partiallly mastered | Satisfactorily  mastered | Well-mastered |
| **1.1 Create and deliver the service operations required by the client** | | | | | |
| * + 1. Prepare service operations | |  |  |  |  |
| 1.1.2 Organize, perform and manage the service | |  |  |  |  |
| 1.1.3 Elaborate technical sheets and/or processes | |  |  |  |  |
| 1.1.4 Seek and innovate in the production of services (creativity and innovation) | |  |  |  |  |
| **1.2 Evaluate and analyze service output** | | | | | |
| 1.2.1 Control compliance with desired standards | |  |  |  |  |
| 1.2.2 Measure the quality of the production of services in relation to the expectations of the client. | |  |  |  |  |
| **1.3- Communicate with other departments** | | | | | |
| 1.3.1 Create, use and adapt the process and communication tools between departments. | |  |  |  |  |
| 1.3.2 Manage information and the way it is spread | |  |  |  |  |
| **Attitude and professionalism** | | | | | |
| Behavioral skills  (Outfit, attitude, punctuality, respect for instructions and professional curiosity) | |  |  |  |  |
| Fitting in with the team and taking on responsibilities | |  |  |  |  |
| Ability to take into account the observations and advice received | |  |  |  |  |
| **OVERALL ASSESSMENT OF THE PERIOD** (cross out the useless mentions) | | Many difficulties | Difficulties but voluntary student | Satisfying Period | Successful training period |
| Written appraisal on the trainee: | | | | | |
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