



## GENERAL FRENCH ONLINE CLASSES

# APPRENTICESHIP CONTRACT

In order to guarantee high-quality training and provide effective support for learners, the Alliance Française Bordeaux Nouvelle-Aquitaine (AFBNA) has made a number of commitments regarding the implementation and monitoring of courses. Considering learners to be key players in these training programs, the AFBNA also asks them to respect a number of commitments that will contribute to the smooth running of the courses.

## CONTACT

-  [www.alliance-bordeaux.org](http://www.alliance-bordeaux.org)
-  +33 5 56 79 32 80
-  [inscription@alliance-bordeaux.org](mailto:inscription@alliance-bordeaux.org)
-  126 rue Abbé de l'Épée,  
33000 Bordeaux



Alliance Française  
Bordeaux Nouvelle-Aquitaine

## THE COMMITMENTS OF THE ALLIANCE FRANÇAISE BORDEAUX NOUVELLE-AQUITAINE

### TEACHING STAFF

The AFBNA employs teachers with **higher education degrees** who specialize in French as Foreign Language.

### CLASS SIZES

Online classes consist of **7 to 14 learners**.

### METHODOLOGY

The AFBNA incorporates the **ideas and recommendations of the CEFR**. Activities are designed to encourage learners to act and react in French in real-life situations, both personal and professional. Emphasis is placed on interaction, intercultural exchange, and individual progress.

### EVALUATION

In order to support learners throughout their studies, AFBNA has implemented an assessment system:

- a **diagnostic assessment** at the beginning of the course, via a placement test
- a weekly **formative assessment**
- a **summative assessment** at the end of each level
- a **self-assessment** via a portfolio

### SATISFACTION SURVEY

At the end of the training course, a **satisfaction survey** is distributed covering the pace of the lessons, the content of the programs, the methodology used, and the activities offered.

### CERTIFICATES

To certify their training at AFBNA, learners are given various documents:

- a **training report**, detailing their progress and the number of hours completed
- a **level certificate**, given to each learner who has successfully passed a summative assessment. It shows the level achieved by the learner on the CEFR\* skills scale.

### TRAINING MATERIALS

- AFBNA uses French as a **Foreign Language textbooks** whose content complies with the methodology and progression defined by the CEFR.
- The textbooks are accompanied by a **digital version**.
- AFBNA's **digital learning platform** provides access to course summaries and additional activities. As a **private social network for the class**, the platform offers the opportunity to interact with other students in the class as well as with the teacher.
- The AFBNA has a **resource center** with a **library, computers connected to the internet**, and **digital activities** for independent study. It is open on Monday, Tuesday, Thursday, and Friday afternoons.

## AFBNA LEARNERS' COMMITMENTS

As full participants in the training program, AFBNA learners contribute to the smooth running of the courses by **adhering to certain rules and attitudes**.

### SCHEDULE

AFBNA classes **begin at 1:30 p.m. in the afternoon and 6:00 p.m. or 6:30 p.m. in the evening**. Any lateness may disrupt the smooth running of activities and disturb both the teacher and other learners. Everyone is therefore asked to **respect the times indicated**. Learners who are more than **one hour late** will be **marked absent**.

### ATTENDANCE

**Learners are expected to attend classes regularly**: late arrivals and repeated absences disrupt the smooth running of classes and learning progress. In addition, they may lead to a **change of level** or a proposal to **repeat the level** if the teacher considers that the knowledge required to continue at a given level and/or move up to the next level has not been acquired. An **attendance threshold of 80%** is required to pass the end-of-level assessment. Furthermore, **attendance at the end-of-level assessment tests is compulsory**. A roll call is taken at each session and absences are recorded in a database. The **training reports** issued at the end of the course **take these absences into account**. Messages are sent after several unjustified absences. It is the responsibility of learners to **inform the reception desk** of any planned absences and to **provide proof of justification**.

### PERSONAL WORK

To ensure progress, **learners are asked to do regular work outside of class**. In addition to homework assigned by teachers before or after class, it is important to consolidate learning using the tools available on the Apolearn platform (online self-correcting modules), additional activities in workbooks and textbooks, and independent reading.

### FRENCH LANGUAGE

The language of instruction and communication in the classroom is French. Teachers encourage students to use it as much as possible, regardless of their level, in order to make its use feel natural and ensure better progress.

### PARTICIPATION

Learners' progress also depends on their involvement in the learning process. AFBNA teachers strive to make them **independent** and **active** by encouraging reflection, discussion, and interaction. They therefore expect learners to show **interest in the activities offered** and in exchanges with other learners.

**Homework is assigned regularly** to help students practice certain course content or prepare for the next session. Students are encouraged to **do their homework regularly** to ensure their progress.

### TRAINING MATERIALS

Learners are advised **not to purchase the textbook before the first class**, as a change in level may result in a change of textbook. Once the level has been confirmed by the teacher, learners are encouraged to purchase the textbook and workbook as soon as possible.

*\*Common European Framework of Reference for Languages*

Head of the educational department



A handwritten signature in black ink, appearing to read 'AnBonom', written over a horizontal line.