

ALEPAL CONCEPT

General presentation

Personalized teaching from initiation to linguistic improvement, defined and implemented according to the specificity of the applicants, and delivered in an interactive way (face-to-face or remotely) by native trainers of the offered languages:

- Spanish, French as a foreign language, Portuguese, Brazilian Portuguese, English, Russian, Italian.

Format: 1 student/1 teacher
 2 to 4 students/1 teacher
Live via internet/in person

ALEPAL is experienced for more than 25 years

BEFORE the training programme

Promotion/Marketing

Phone

Email messages, word of mouth (via former and current students)

direct clicks on the CPF website,

Targeted advertisements,

Understanding the trainee needs

The director gets the information herself by telephone or e-mail with the applicants in order to know precisely the reasons for their request for training, the context (studies, job search, promotion search and professional development, expatriation, more personal reasons).

Furthermore, an oral test is carried out to establish the level of the trainees, supplemented by a written test for beginners.

Customized program design

The director defines a programme adapted for each individual:

- Personal and professional goals
- Needs
- General level in the requested language
- Oral and written ability
- Availability
- Economic situation (employee, executive, manager, casual worker, job seeker, etc.)
- Level of studies
- Hobbies
- Professional projects, ...

Setting the objective to achieve (level, diploma)

Teaching method, content, intensity, duration, supporting materials.

Taking into account interests, cultural environments,
Practical organization of training (calendar, quote, contract, financing, etc.)

Administration

- Drafting the training agreements
- Management of training on the CPF account
- Sending to the trainee: invitation, programme, training schedule, internal regulations, conditions

General Sales

- Sending to the trainer: attendance sheet to be signed by the trainer and the trainee, educational monitoring

Accounting – Financing

Establishment of quotes and invoices

Financing: CPF, OPCO, Company, Individual

DURING TRAINING

Educational monitoring

Carried out by the trainers and the director

Director's review with the trainee

- Analyzes difficulties, weak points, positive points, negative points
- Feelings of the trainee: criticisms, objections, suggestions
- Taking into account his/her difficulties and his/her suggestions, to improve the training

Regular updates - Director and trainer

- on the progress of the trainee
- Modifications to be made depending on the development of the training programme, adjustment to be expected, change of pace, adjusting the method.

Evaluation of results by the director

Regular monitoring of recorded results, to decide, and redirect if needed

AFTER TRAINING

Educational monitoring

Director's review with the trainee

- on the courses, the method, the trainer
- the trainee's evolution (and his/her overall satisfaction?)
- his/her feelings
- his/her achievements
- if the objective has been achieved
- his/her suggestions

Director's review with the trainer

- on participant development/and his/her participation

- weak / strong points
- suggestions for consolidating acquired knowledge

Administrative follow-up

Assessments from the 4 stakeholders

Sending by email (or by post if the person does not have a printer)

1. To the trainee:

- The trainee satisfaction questionnaire
- The certificate of completion of training
- The certificate of achievement

If it is a CPF training course:

- Sending a link to rate the level of satisfaction.

2. To the Employer:

- The “employer satisfaction questionnaire” only if the training is paid or funded by a employer.

The responses are monitored and recorded by the secretariat.

3. With the Trainers:

- Annual interview with the Director

4. Financers (OPCO):

- Sending a satisfaction questionnaire by email
- Sending a reminder by email 15 days later, if no response

To give to the trainees:

- Certificate of completion of training
- Certificate of completion
- Questionnaire of satisfaction at the end of course
- Questionnaire of satisfaction 3 to 6 months after the end of the course