

APPRENTICESHIP CONTRACT

In order to ensure high-quality training and provide effective support throughout the course, the Alliance Française de Lyon establishes a relationship of mutual trust with learners, based on reciprocal commitments designed to ensure the smooth running of the courses.

OUR COMMITMENTS

Teaching staff:

The Alliance Française de Lyon employs teachers who are specialists in French as a Foreign Language. They regularly undertake training designed to enhance their skills and expertise, ensuring teaching of the highest standard, tailored to our learners.

Students:

The minimum age for taking language courses at the Alliance Française de Lyon is 18 (16 with parental consent). Classes have a maximum of 18 students and a minimum of 8.

Teaching approach:

The courses aim to enable students to progress through the levels set by the CEFR (Common European Framework of Reference for Languages) in a balanced manner across all language skills: written and oral comprehension, production and interaction.

Learning takes place through a range of targeted educational activities that enable learners to act and respond in French in everyday and/or professional situations.

The cultural and intercultural dimensions of language learning are integrated, and a wide range of authentic materials are used as part of the learning process.

Assessment:

To support the learning journey, a three-stage assessment process has been put in place:

1. An initial **diagnostic assessment** via an online **placement test** determines the appropriate level at which to begin the course;
2. **Formative assessment** throughout the course, using activities designed by teachers and/or tests and assessments from textbooks;
3. A **summative assessment**, which determines progression to the next level, is conducted at the end of the term for the CEFR levels.

Satisfaction survey:

At the end of the course, a **satisfaction questionnaire** is used to evaluate all the services offered by the Alliance Française de Lyon.

Tutoring:

If learners encounter difficulties, the Alliance Française de Lyon offers individualised support sessions. Teachers can also provide personalised assistance with any problems encountered.

Certificates:

Various documents can be used to provide evidence of and validate your educational background:

- a **certificate of enrolment**;
- a **certificate of attendance**, confirming the number of hours of lessons attended at a given level;
- a **course completion certificate**, issued on request to pedagogie@aflyon.org upon completion of your training.

Training materials:

The materials used are French as a Foreign Language textbooks, the content of which adheres to the methodology and progression defined by the CEFR.

YOUR COMMITMENTS

By following certain rules and behaving appropriately, you will help ensure that lessons run smoothly.

Timetable:

Learners must adhere to the timetables set and communicated at the time of registration.

Attendance:

Like lateness, repeated absences disrupt the smooth running of classes. They do not allow for guaranteed progress. More than 5 absences per 80-hour session will therefore result in the student **having to repeat the course** (unless otherwise advised by the teacher).

An **attendance sheet** is signed at each session and absences are recorded in a database.

Attendance certificates take absences into account.

French language:

The language of instruction and communication in the classroom is French. Teachers encourage learners to use it as much as possible, regardless of their level, so that its use becomes natural and to ensure better progress.

Participation:

Progress also depends on **engagement** with the learning process. Learners are therefore encouraged to participate in the activities offered and to engage in discussions with others.

Homework is set regularly to practise certain course content or to prepare for the next session. It is essential that this homework is completed regularly to ensure progress.

The Director