

# LEARNING CONTRACT

In order to guarantee quality courses and follow students' progress, the Alliance Française de Lyon is willing to build a relationship of trust with the learners, based on mutual commitments to insure the smooth running of the courses.

## OUR COMMITMENTS

### Teaching team:

The Alliance Française de Lyon employs teachers who are qualified in teaching French as a Foreign Language. They frequently participate in training sessions to perfect their knowledge and skills.

### Public:

The minimum age to attend courses at the Alliance Française de Lyon is 18 years old (or 16 years old with a parental permission).

Class size is between 8 to 18 students maximum.

### Teaching approach:

Courses are designed to help learners progress according to levels defined by the CEFRL (Common European Frameworks of Reference for Language) in every linguistic skill and in a balanced way: listening, reading, writing, speaking and oral interaction. Learning is encouraged through specific and diversified activities, which enable students to act and react in French in everyday and/or professional situations.

The learning approach incorporates cultural and intercultural dimensions with lots of authentic documents.

### Assessment:

In order to follow students' progress, the Alliance Française de Lyon has put together a three-stage evaluation process:

1. **An initial assessment** using an online placement test to determine the appropriate level before starting the courses;
2. **A formative assessment**, all along the learning program, using activities created by the teachers and/or handbook tests;
3. **A summative assessment** at the end of each CEFRL level, which determines the accessibility to the next level.

### Feedback:

At the end of the training, the Alliance Française de Lyon asks students to complete a **satisfaction questionnaire** to evaluate the quality of school's services.

### Individual tutoring:

In order to help students who face difficulties in learning, the Alliance Française de Lyon offers individual tutoring. Teachers can also help students in a personalized way.

### Certificates:

Different documents justify and confirm students' attendance and progress:

- The registration certificate;
- The certificate of attendance indicates courses, number of hours and level;
- The school certificate, given at the end of the training program (upon request).

### Courses material:

The Alliance Française de Lyon uses French as Foreign Language textbooks, which reflect the methodology and progression defined by the CEFRL.

## YOUR COMMITMENTS

To ensure the smooth running of the courses, please respect the following rules.

### Class schedule:

The learners must arrive on time and respect class timetable indicated during their registration.

### Assiduousness:

Lateness and repeated absence disrupt the smooth running of courses. Progress and learning are not guaranteed if students regularly skip class. More than 4 absences in a 60 hour-session will lead to a repeated session (except with a contradictory mention from the teacher).

For each session, teachers register absences in a database. Certificates of attendance indicate the number of absences.

### French language:

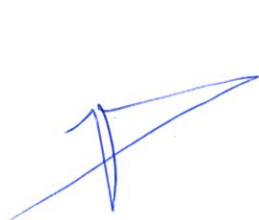
French is the common language for teaching and communicating in the classroom. Teachers encourage learners to speak as much as possible in French, whatever their level and in a most natural way in order to ensure an effective learning progress.

### Participation:

Progress also relies on students' involvement in their learning. Teachers encourage learners to participate in activities organized by the Alliance Française de Lyon and discuss with other learners.

Teachers regularly give homework to practice the course content and prepare the next class. To ensure a fast and smooth learning progress, homework and extra study outside class are required.

### The Executive Director



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