

Training Program Appendix - PT Digital France

Methods used

Pedagogy, follow-up and quality control

The teaching method used is based on a 4-stage learning process:

- An initial **discovery phase** clarifies the purpose of the functions studied, while positioning them within the overall solution environment.
- A second, more **in-depth phase** provides a detailed technical presentation, illustrated by examples
- The third phase, **application**, involves an exercise to put into practice the theory covered in the previous phase.
- Finally, a questionnaire is used to **verify** the knowledge acquired.

Follow-up procedures: In face-to-face courses, trainees and the trainer sign a sign-in sheet for each half-day of training. This sheet is subsequently reviewed, signed, and documented in the training follow-up file.

Pedagogical follow-up: On a daily basis, the trainer employs practical exercises to evaluate the trainees' progress, considering any challenges they may have encountered, and adjusts the course accordingly.

Quality control: At the conclusion of each session, all of our training courses undergo a quality assessment to ensure high standards are maintained.

Assessment Methods:

Our industrial IT training courses are designed around the utilization of industrial IT software. Trainees are evaluated based on their proficiency with this software, in accordance with the objectives specified in the agreement.

Assessment results: Continuous assessment takes place throughout the training course via practical exercises and questionnaires.

At the beginning of the course, a questionnaire is administered to determine the trainee's starting point, and a discussion with the trainer further aids in this positioning.

Questionnaires are completed at the conclusion of each module to gauge the trainee's skills.

Upon completion of the course, the trainer completes a skills assessment grid for each trainee. This grid consolidates all the responses from the end-of-module questionnaires. An average score exceeding 8/10 is deemed satisfactory for validating the training and issuing the training certificate/completion certificate.

Teaching and Technical Resources:

In the context of face-to-face training conducted at our premises, the trainer is equipped with all the essential training resources, which include:

- A computer allocated to each trainee
- The necessary software for the training, either preinstalled or installed during the course
- Course materials
- A video projector

However, for training sessions held at the customer's premises, the customer is responsible for providing all the required equipment, excluding the software and course materials, which are supplied by us.

Accessibility

Our training courses are designed to be accessible to individuals with reduced mobility and disabilities.

Our premises comply with current standards and are adapted to accommodate diverse accessibility needs.

Given that each disability situation is unique, we kindly request that individuals inform us of their disability upon registration for one of our training courses. This allows us to collaborate and confirm the feasibility of accommodating the individual, ensuring their participation is organized under the best possible conditions in agreement with both the individual and their employer.

Course schedule

The planned schedule for training days consists of the following time slots:

- 9:00 am to 12:00 pm, with a 15-minute break
- 12:00 pm to 1:00 pm, lunch break
- 1:00 pm to 5:00 pm, with a 15-minute break

On the first day of the course, the trainer will allocate time to welcome the trainees, provide an overview of the course's organization, and address any special needs or requests they may have. Adjustments to the organization may be made as necessary.

At the beginning of each session, the trainer will facilitate a discussion to gather feedback from the trainees. These exchanges may lead to adjustments and align the course content with their needs.

Accommodation:

Our training centre is conveniently located near various amenities. If you require accommodations for your learners during the course, here are some nearby hotels:

Hotel AKENA La Brede

1 Av. de Viana, 33650 La Brède
PHONE: 05 57 71 32 65

Ibis Styles Bordeaux Sud Villenave

10 Av du Marechal Leclerc 33140 Villenave d'Ornom
PHONE: 05 56 87 82 86

Contact Information:

To obtain further information, [please get in touch](#) with our training centre.

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