



**RÉPUBLIQUE
FRANÇAISE**

*Liberté
Égalité
Fraternité*

GIP FIPAN))
ACADÉMIE DE NICE

BTS SAM - Support for Managerial Action

Antibes

CPF Formation éligible au CPF

A Formation réalisable en alternance

The benefits of training

Our indicators can be consulted on the website : <https://www.inserjeunes.education.gouv.fr/diffusion/accueil>

TRAINING

OBJECTIVES

At the end of their training course, holders of the BTS SAM will be able to:

- provide support to one or more managers, to a project team or to the staff of an entity, by carrying out interface, coordination and organisation assignments in the administrative field.
- through their proactive and facilitative action, contribute to the productivity and image of the entity as well as to the development of collaborative working.
- to carry out his/her duties in a national and international environment, with relational and behavioural requirements essential for interacting in a complex, intercultural and digitalised professional context.
- to manage files, contribute to the improvement of administrative processes, involving members of the entity but also partners of the organisation.

PROGRAMME

Optimising administrative processes

- conducting administrative action in support of the entity's members
- conducting administrative action as a file manager
- contributing to the sustainability of processes
- rationalising the use of the entity's resources

Project management

- formalising the project framework
- conducting information monitoring
- monitoring and controlling the project
- evaluating the project

Collaboration in human resources management

- managing the employment relationship
- implementing actions to improve the quality of life at work
- organising activities in the field of social relations
- mobilising tools to develop individual and collective performance

General culture, written and oral expression

- Synthesis and analysis of documents, points of view and argumentation
- Respect for the constraints of the written language
- Adapt your oral communication to the communication situation
- Organise your speech : oral expression and interaction

Living Language 1

Report someone else's words or professional experience or your own experience, warn, concede and oppose, ask for clarification, propose a product, argue, make assumptions. In both written and spoken form, develop an argument highlighting important points and details.

Present the advantages and disadvantages of various options in a clear statement, explain and defend your point of view, understand technical discussions in your field of activity, understand long, complex texts.

Living Language 2

Understand the main points when clear, standard language is used in regular business exchanges. Understand texts related to the professional environment, usual descriptions of activities. Give brief reasons and explanations for my professional projects. Take part without preparation in a professional discussion. Write simple texts with a professional content.

Economic, legal and managerial culture

- Analysis of situations facing the company, analysis of documentary databases
- Argumentation based on economic, legal and managerial concepts and methodologies
- Diagnosis to prepare decision-making

VALIDATION

- Diploma from the Ministry of National Education and Youth Level 5 (BTS)
- + d'informations sur cette certification (RNCP34029, libellé exact du diplôme, nom du certificateur, date d'enregistrement de la certification) en cliquant sur :
<https://www.francecompetences.fr/recherche/rncp/34029/>

WHO SHOULD ATTEND?

AUDIENCE

All audiences

PREREQUISITES

Technological, general or vocational baccalaureate or level IV and 3 years' professional experience.

EDUCATIONAL ORGANISATION

SESSION DATES

from 2 September 2024 to 30 June 2025 | **DIVERS FINANCEMENTS**

APPRENTICESHIP

from 1 September 2025 to 30 June 2026 | **DIVERS FINANCEMENTS**

APPRENTICESHIP

DURATION

Maximum total duration of 1,350 hours The duration of the course is indicative and will be determined according to your profile.

WORKFORCE

2 apprenticeship places

TEACHING METHODS, EQUIPMENT AND FOLLOW-UP

Teaching method

- Fully classroom-based training

Teaching methods

- Group lessons

Equipment

- Equipped technical platforms
- Room equipped with networked computer workstations
- Unmarked room with video projector

Monitoring and individualisation

Positioning upstream of entry to training.

For beneficiaries with disabilities: possible adaptation of training and certification arrangements, support from the CFA de l'Académie de Nice disability referent.

EXPERTISE OF PARTICIPANTS

Education Nationale certified teachers, Bac +3 trainers with significant experience in adult education, professional lecturers.

ASSESSMENT AND CERTIFICATION PROCEDURES

In-course assessment (CCF)
Tests at the end of training (One-off assessment)

FINANCING

RATE

Total price incl. VAT: euros 14786.00
This price list is for information only. This price is indicative and non-contractual. Depending on your status, this course may be fully financed. Contact us.

FINANCING

Session from 02 September 2024 to 30 June 2026

Training on a sandwich course (apprenticeship or professional training contract).
Training eligible for the CPF.

This training on an apprenticeship contract is fully funded by the OPCO with no remaining costs for the employer. Apprentices benefit from the **GRATUITY** of the training. It is also open to other audiences and may be covered by other partners/funders. Contact us for more information.

Session from 01 September 2025 to 30 June 2027

Training on a sandwich course basis (apprenticeship or professional training contract).
Training eligible for CPF.

This training course under an apprenticeship contract is fully financed with no remaining costs for the company.

HOW DO I REGISTER?

HOW DO I REGISTER?

Study of the application by the Lycée Audiberti - Antibes
Applications on Parcoursup.

In apprenticeship: The course is available within a minimum of 48 hours, subject to validation of your application and availability of places, as well as the position in the company (diploma compliance), until the end of the 1st month in which the course starts.

AFTER THE COURSE

Access to the following professions:

- office manager,
- assistant (human resources, logistics, sales, marketing, etc.),
- recruitment officer, training officer, international relations officer, etc.,
- administrative technician,
- administrative assistant.

Continue your studies in a professional degree in one of the specialities specific to the professions listed above.

AMENITIES

Access for people with disabilities

Accessible to people with disabilities

The establishment has been restructured: one building dedicated to higher education courses, another to high school students, a CDI, alongside a garden with a green theatre

Catering

A restaurant and cafeteria
Bakeries, snack bars, restaurants and food shops nearby

Transport

By train: Juan les Pins station 5 minutes away and Antibes station 30 minutes away
By bus: ENVIBUS lines 1 and 6

PRACTICAL INFORMATION

CONTACTS

Sophie BERETTONI - Vocational Training Advisor - Référent Handicap
T. 06 12 39 33 19 | sophie.berettoni@ac-nice.fr

PLACE OF TRAINING

CFA - Lycée Audibert | 63 boulevard du Président Wilson | 06600 Antibes

ORGANIZATION

GIP FIPAN

Headquarters : GIP FIPAN 06200 Nice

Public reception Monday to Friday from 09.00 to 12.00 and from 14.00 to 17.00

Business registration number : 93060554106