

Field of study **Management, Economy,  
Communication**

Training available in

Apprenticeship

Initial training

Continuing education

Recognition of prior learning

#### How to apply :

<https://www.univ-gustave-eiffel.fr/en/formation/applications-and-enrolment/applications>

#### Course venue :

CFA UTEC - Site Avon

#### Calendar :

For apprenticeships and professionalisation contracts, the work-study schedule is one week in a company and one week at the IUT. For lifelong learning participants, the work placement period can be organised in the same way (1 week/1 week), or be carried out over a single period of three months at the end of the programme.

#### Contacts :

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#### More information :

For further details :  
<https://www.univ-gustave-eiffel.fr/international/etudiants-internationaux>

Service Information,  
Orientation et Insertion Professionnelle (SIO-IP) :

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**utec** site Avon

## Professional Bachelor Careers in Human Resources Management: Training, skills and employment Human Resources Management



Institut Universitaire de Technologie (IUT)

Professional Bachelor LP

#### TO GET THERE

This professional Licence degree is designed for students who have completed two years of higher education (120 ECTS): tertiary Technical University Diploma; tertiary Advanced Vocational Training Certificate; two years of a Licence degree (law; economics and management; economic and social administration, etc.) Lifelong learning applicants with the necessary prerequisites can benefit from the validation of professional skills.

#### ACQUIRED SKILLS

- Recruitment: job descriptions/interviews
- Administrative follow-up of employees
- Employment contracts and monitoring of legal aspects
- Career and job management tools: interviews/job lists/analysis of gaps between the company's needs and its human resources / human resources planning (GPEC) agreements
- Monitoring of training actions and budgets/declarations
- Training engineering
- Pay processes: pay slips/ working time/absences
- Project management
- NICT and online monitoring tools
- Professional writing
- Oral presentations in French and English.

#### YOUR FUTURE CAREER

- Versatile HR assistant (particularly in SMEs and intermediate-sized companies), recruitment officer, headhunter in a recruitment firm, HR research officer, training officer, human resources planning assistant, professional mobility officer, social relations assistant, school/work-study relations officer, disability and diversity officer, employment officer in a temping firm, etc.
- Payroll and/or staff administration manager, member of an expert accounting firm, social centres.

#### BENEFITS OF THE PROGRAM

- Contributions by professionals for a multidisciplinary approach
- Role-playing exercises to encourage teamwork, project work and speaking in public
- Spelling coaching sessions
- Methodology and documentary research workshops at the Bnf
- Focus on the impact of the digital transformation on companies' skills needs; employer branding and new recruitment tools; the concepts of agility; collaborative tools; corporate social networks; visual management tools; monitoring tools
- Workshops on writing CVs, covering letters and practice interviews.

More information



## YEAR

### COMPRENDRE LES DIMENSIONS JURIDIQUES ET SOCIALES DES RH

Relations individuelles & procédure prudhomale (ECTS:4)

Relations collectives & dialogue social (ECTS:2)

Administration du personnel (ECTS:2)

Gestion prévention des conflits & des risques prof (ECTS:2)

### APPLIQUER LES METHODES & OUTILS DU PILOTAGE DE LA GRH

Politique & techniques du recrutement (ECTS:2)

GPEC - Volet formation (ECTS:2)

GPEC - Volet emplois compétences carrières (ECTS:2)

Professionnalisation - stratégie de recherche d'emploi (ECTS:1)

### APPREHENDER LES ASPECTS QUANTITATIFS DE LA GRH

Outils d'élaboration d'un diagnostic stratégique (ECTS:2)

Simulation de gestion (ECTS:2)

Politique de rémunération & gestion de la paie (ECTS:4)

### UTILISER LES METHODES & OUTILS TRANSVERSAUX

Communication RH (ECTS:4)

Outils informatiques & NTIC (ECTS:3)

Anglais des RH & TOEIC (ECTS:2)

Méthodologie - conduite de projet

Méthodologie - écrits professionnels

### PROFESSIONNALISATION

Projets tuteurs (ECTS:6)

- Gestion d'un projet RH

- Jeu de rôle

Période en entreprise (ECTS:20)

- Rapport d'activité

- Mémoire professionnel