NEXTGEN
SCHOOL OF MANAGEMENT

BTS GPME

Gestion de la PME

(SME Management)

RNCP QUALIFICATION

Level 5

September to June

2 days at school

3 days in the workplace

Operational objectives

Discover our programme for staff who work alongside the owner-manager of a small or medium-sized enterprise (5 to 50 employees).

Built on strong, versatile administrative skills, this programme prepares participants for their role as an internal and external point of contact, with a focus on developing interpersonal skills.

Seize this opportunity to acquire the skills you need for professional success.

- **Manage relationships** with **customers** and **suppliers** of the SME
- **Take part** in **risk management** in the SME
- **Manage staff** and **contribute** to **human resources management** in the SME
- **Support the running** and **development** of the SME.

Programme

Unit 1 - General culture and communication
- Understand and produce written messages
- Summarise information
- Communicate orally

Unit 2 - Foreign language 1
- Understanding written documents
- Written and oral production and interaction
- Listening comprehension

Unit 3 - Economics, law and management
- Analysing situations faced by the company
- Using a base of economic, legal or management documentation
- Putting forward well-argued solutions drawing on economic, legal or management concepts and methods suited to the situations given
- Carrying out a diagnosis (or part of a diagnosis) to prepare a strategic decision
- Presenting your analyses and proposals in a coherent and well-argued way

Unit 4 - Managing relationships with the SME's customers and suppliers
- Finding and contacting customers
- Sales administration in the SME
- Maintaining and developing relationships with the SME's customers
- Finding and selecting the SME's suppliers
- Monitoring the SME's purchasing and investment operations
- Accounting follow-up of transactions with the SME's customers and suppliers

Unit 5.1 - Managing staff and contributing to human resources management in the SME
- Administrative management of the SME's staff
- Taking part in the SME's human resources management
- Contributing to internal cohesion within the SME

Unit 5.2 - Taking part in the SME's risk management
- Monitoring the business environment
- Helping to set up project-based working within the SME
- Implementing a risk management approach in the SME
- Taking part in managing the SME's financial risks
- Taking part in managing the SME's non-financial risks
- Setting up a quality approach within the SME

Unit 6 - Supporting the running and development of the SME
- Contributing to the quality of the SME's information system
- Organising the SME's activities
- Taking part in the SME's national or international business development
- Contributing to the SME's communication
- Taking part in analysing the SME's activity
- Taking part in the SME's financial diagnosis
- Taking part in drawing up the SME's dashboards

Teaching methods

The programme is run on a work-study basis under an apprenticeship contract, with a total of 1,350 hours spread over 2 years.

Our BTS programmes take a comprehensive approach, combining:

- Feedback from professional experience
- Collaborative work
- Theoretical input
- Practical exercises
- Independent study time
- Training rooms equipped with PCs and projectors or interactive whiteboards.

In addition, our training rooms are equipped with PCs, projectors or interactive whiteboards to support your learning. All our programmes benefit from the expertise of vocational trainers with solid hands-on experience.

Monitoring and assessment

- In-course assessments
- One mock BTS exam per year
- One-off exams (written and oral).

Certification at the end of the programme

All course units are validated by a national examination at the end of the 2 years of study.

Prerequisites

Hold a general, technological or vocational baccalauréat, or equivalent.

Admission requirements

- Placement test
- Admission based on application and motivation interview.

Class size per session

Minimum: 20 - Maximum: 25

Tuition fees

Free of charge for learners.

Codes

- Formacode: 35007
- RNCP: 38363
- ROME: M1604 / M1501 / M1203
- NSF: 314

Funding

- Apprenticeship / OPCO

Accessibility

Facilities on site to welcome people with disabilities and give them full access.

Mobility, disability and academic officer

Saousane CHARFI
scharfi@ubc-education.com

"Unlocking your talent, building your future"

Qualification and exam procedures

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RÉPUBLIQUE FRANÇAISE

Qualification: Brevet de Technicien Supérieur from the French Ministry of Education (state diploma)
BTS exams (held at the end of the 2nd year according to the academic calendar):

BTS Gestion de la PME	School students (state-contracted private or public school), apprentices (CFA or approved apprenticeship section), continuing vocational training (in approved public institutions).		Continuing vocational training (public institutions approved for extended CCF for this BTS)		School students (private school without a state contract), apprentices (CFA or non-approved apprenticeship section), continuing vocational training (private institutions), candidates with professional experience, distance learning			
Exams	**Unit**	**Coef.**	**Format**	**Duration**	**Format**	**Duration**	**Format**	**Duration**
E1 General culture and communication	U1	4	Written	4h	CCF: 3 assessed tasks		Written	4h
E2 Foreign language 1 Sub-exam E21: Reading comprehension and written expression Continuous oral production and interaction Sub-exam E22: Listening comprehension	 U21 U22	3 2 1	 Written Oral CCF: 1 assessed task	 2h 20m + 20m* 	 CCF: 2 assessed tasks CCF: 1 assessed task CCF: 1 assessed task		 Written Oral Oral	 2h 20m 20m
E3 Economics, law and management	U3	6	Written	4h	CCF: 2 assessed tasks		Written	4h
E4 Managing relationships with customers and suppliers of the SME	U4	6	CCF: 2 assessed tasks				Oral and practical	1h Prep. 1h
E5 Taking part in the SME's risk management, managing staff and contributing to HRM in the SME Sub-exams: E51 Taking part in the SME's risk management Sub-exams: E52 Managing staff and contributing to HRM in the SME	 U51 U52	6 4 4	CCF: 1 assessed task Written	2h30	CCF: 1 assessed task CCF: 1 assessed task		Oral Written	30m 2h30
E6 Supporting SME operations and development	U6	6	Written	4h30	Written	4h30	Written	4h30
EF1 Foreign language 2 (1)	UF2		Oral	20m + 20m*	Oral	20m + 20m*	Oral	20m + 20m*

** Preparation time.*
(1) The foreign language chosen for the optional exam must be different from the one chosen for the compulsory exam. Only marks above the average can be taken into account.

Programme years 1 and 2

- General culture and communication
- Foreign language
- Economics, law and management
- Managing relationships with the SME's customers and suppliers
- Taking part in the SME's risk management
- Managing staff and contributing to HRM
- Supporting the running and development of the SME
- Applied economics, law and management
- Communication
- Professional skills workshop

NEXTGEN
SCHOOL OF MANAGEMENT

Innovate, start up, make an impact!

Join NEXTGEN and start building your future today.

Address

12 bis Rue Louis Mayard,
69100 Villeurbanne
www.nextgen-school.fr

Contact

Saousane CHARFI
06 49 93 68 96
admission@nextgen-school.fr