

ESSEC MBA

Beyond Education

THE ESSEC MBA APPRENTICESHIP PROGRAM

ESSEC

BUSINESS SCHOOL
PARIS-SINGAPORE

ESSEC MBA: A PARTNER FOR YOUR COMPAGNY

Objectives

ESSEC MBA, a “grande école” (specialist higher education institution) founded in 1907, is the Group's main institution. Its raison d'être is the training of future company directors and managers. The program aims to develop an individual's innovatory and entrepreneurial skills by instilling the values of an open mind, team spirit, educational freedom and acceptance of responsibility into students from every continent.

► A program of professional excellence and open-mindedness

ESSEC MBA students receive both cutting-edge teaching in management disciplines and major contemporary issues, and particularly fulfilling and diverse on-the-job training. The tutorial system, which is based on our apprenticeship experience and supports students during their course, is an ideal aid to their personal and professional development.

► Which places students in an international context

Our ever-growing international links (increasing numbers of foreign students and teachers, double degrees with prestigious MBA programs, lengthy professional and/or academic experience abroad) mean that ESSEC MBA students gain an exceptional insight into the challenges of the globalisation of economic life, and into the responsibilities this entails for its actors.

Admission

Its growing international perspective and the strength of its links with the world of business have led ESSEC MBA to develop its recruitment methods, which involve two routes:

- Competitive entry (ASC) following two years of preparatory classes after students complete the Baccalauréat. Every year, 350 to 360 students are selected in this way.
- Admission based on qualifications and experience (AST). Candidates are selected based on a dossier featuring both university results and/or top-level professional experience, displaying great potential and high levels of motivation for the MBA. 150 to 160 students, of whom around 20% come from overseas, join the ASC students for the MBA period.

The academic course

■ A flexible training course in two phases:

An Initial pre-MBA Period (PI) lasting 9 months: during this period students study elementary management courses. Following this period, students are required to complete a company training placement of at least six months.

An MBA period: During this period (at least four terms of courses) the students must validate 24 academic credits from at least six departments chosen freely by the student. These academic credits are chosen every term from over 200 courses in French or English. Students thus build their own academic program according to their own professional and personal projects.

■ Professional and international experience:

In order to obtain the ESSEC MBA generalist diploma, in addition to the 24 academic credits, the student must validate:

At least 18 months of professional experience.

Five types of professional experience can be validated:

- **Apprenticeship:** alternating studies at school and in company with the status of employee for a period of 24 months. Between 30 and 35% of students choose the apprenticeship program. The work/study can take different forms depending on the agreement between the company and the student:
 - weekly with 1, 2, 3 or 4 days per week in company, and the other days at ESSEC;
 - changing each term (a term in company - a term at ESSEC...);
 - changing every semester.Apprenticeship can be undertaken in whole or in part abroad.
- **Company-based internships** of at least 3 months' duration in France or abroad.
- **New Business Center:** company start-up schemes in the ESSEC MBA “Incubator”.
- **An internship with a student or NGO** scheme up to a maximum duration of 6 months.
- **A fixed-term or open-ended work** contract in France or abroad at the end of the course.

An international experience of at least six months.

This can take the form of a university exchange with one of 60 foreign universities with which ESSEC has reached an agreement, an internship or an overseas apprenticeship with a company or charity.

These placements must be validated by the school's Career Development Center.

Signing an apprenticeship contract

■ The steps to follow

- Inform us of your interest in an apprenticeship. The more precise your request the more appropriate the student candidacies will be.
- Send an email to: joboffers@essec.fr with an apprenticeship offer containing:
 - a description of the company, the department and the personnel service;
 - a complete outline of the assignments and activities likely to be given to the student;
 - an outline of the qualities or particular requirements expected of the student;
 - a proposed in-company training program for the duration of the contract;
 - the address of the company contact to send candidacies to.
- Select the student appropriate for your needs.
- Fill in the contractual documents and return them to us. All documents required to sign the contract will be sent to you by the Apprentice Training Center (CFA). Once filled in and returned by you, the CFA will register them with the DDTE (Departmental Work and Employment Directorate).
- Fix the timetable with the apprentice. The earliest date the apprentice can start work is the day on which the contract is signed.

■ Timetable of tasks

ESSEC MBA : quatre entrées en apprentissage par an

Apprenticeship start date	1 st January	1 st April	1 st July	1 st October
Send mission offer descriptions	Until 30 Nov.	Until 28 Feb.	Until 31 May	Until 31 August
Recruitment process Contracts finalised	25 Oct. to 15 Déc.	25 Jan. to 15 Mar.	25 April to 15 June	15 June to 15 Sept.
% of students beginning their apprenticeship*	13%	27%	35 %	25%

* data from 2004-2005-2006-2007

■ Apprentice guidance

Throughout their contracts, students are guided by:

- A company mentor chosen by the company from their staff. She trains the apprentice in the working methods and decision-making procedures specific to the business by passing on their own experience as a qualified professional;
- their ESSEC tutor advises apprentices in the completion of their professional projects, helps them to take stock of themselves and what they have learnt, and to develop a skill for evaluation using a grid of managerial competences.

The company mentor, tutor and apprentice must meet three times during the contract period (two months after the start of the contract and then at the end of each contract year).

Recruiting an apprentice

■ Advantages for your company

- Train a future company manager or director.
- Provisional management of human resources.
- Enter into a long-term relationship with ESSEC and increase you visibility with ESSEC students.
- Gain access to a varied profile of candidates.
- Have a student with great potential carry out assignments which are useful to your company.
- Benefit from financial advantages linked to the apprenticeship.

■ Selected students

The students who present their candidacies to you:

- have passed all the selection tests;
- have been admitted to the MBA period;
- would like to gain long-term professional experience in parallel to their studies;
- are motivated to join a company;
- will attend the same courses and take the same exams as non-apprenticed students;
- satisfy the legal requirements necessary to be an apprentice.

What apprentices say

"I did my apprenticeship with Deloitte, where I carried out audits in a variety of sectors: the retailing and distribution industry, construction and public works, the paper industry, advertising, estate agency and luxury goods. Thanks to the consultancy's international network, I spent three months in San Jose, in the USA, right in the heart of Silicon Valley. Here I worked on emerging high tech company-type structures. Having completed the placement, I obtained an L1B (employee transfer) visa and signed an open-ended contract with Deloitte US, one year before graduating. At 24 years old, I now live in California, where I undertake financial audits for software, nanotechnology and biotech companies. I work in a familiar field, for a company which I know, in growing, exciting sectors."

(Damien Séjourné - Apprentice with Deloitte)

"The apprenticeship is undoubtedly the best choice which I made during my course at ESSEC. In addition to the rewarding financial independence which it gives you, you develop an involvement and then unparalleled responsibility in the company, which ultimately gives you a real sense of belonging. The apprenticeship gives you time to explore projects in depth and follow them through from beginning to end, to grow - quite simply - in a company and see it develop."

(Florence Couderc - Apprentice with France 3 Cinéma)

"This system allowed me to become genuinely involved in the company and acquire a young professional's responsibilities. Furthermore, being employed part-time in the professional world heavily influenced my sense of its realities and allowed me to appreciate with greater maturity the teaching given at ESSEC."

(Nicolas Detrie - Apprentice with SNCF)

Finance

Financing the contract*	1 st year	2 nd year
Expenditure		
Apprentice's salary (61% then 78% of the minimum wage)	€9,670	€12,365
Reduced social security contributions**	€1,450	€1,855
Total annual salary and contributions	€11,120	€14,220
Bonuses		
Training support*** (upon completion of the apprenticeship)	€1,200	€1,200
Tax credit	(€1,600)	(€1,600)
Net cost of the apprentice (Expenditure less bonuses)	€9,920	€13,020
ESSEC/companies partnership finance**** Representing the real training cost	€17,267	€17,267

* According to the Social cohesion Act of 18 January 2005 and the Finance Act of 2006.

** Contributions estimated at 15% annual salary (the company's responsibility).

*** Bonus paid by the authority in the region where the company is based. The figure indicated is equal to the bonus for the Île-de-France region.

**** This sum can be deducted from the apprenticeship tax, the quota or the salary scale, all categories included in whole or part and possibly supplemented by a subsidy to the ESSEC Apprenticeship Training Center (CFA)

NB: The apprenticed student does not pay his or her course fees, in accordance with apprenticeship regulations.

Minimum wage = €1,321.02 on the 1st July 2008 (157.61 hours/month).

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