Workshop 1

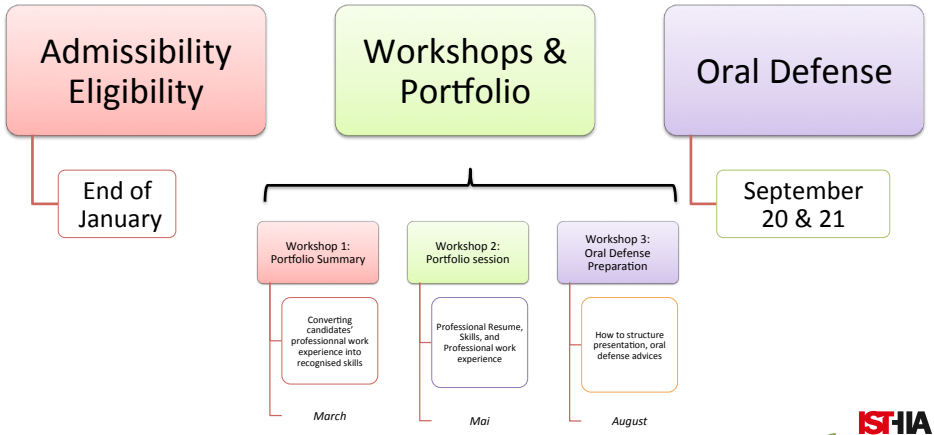
PORTFOLIO

Recognition of Prior Experience (RPE)

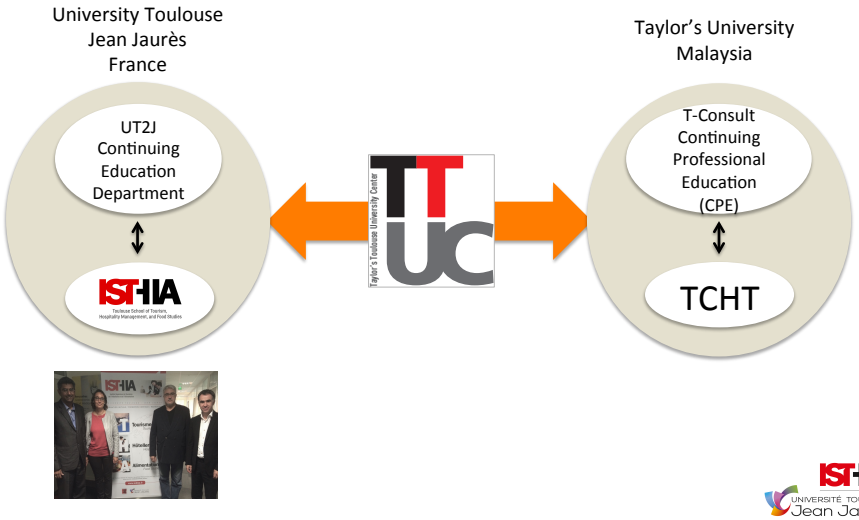
Validation des Acquis de l'Experience (VAE)

WORKSHOPS 1 & 2: Portfolio

Process of Recognition of Prior Experience



Recognition of Prior Education Programme Players



Portfolio structure

1. Letter of motivation
2. Introduction
3. Part n°1: Professional career & education
4. Part n°2: Competencies
5. Part n°3: Feedback on experience
6. Conclusion
7. Appendix

Portfolio structure

Letter of motivation	1 to 2 pages
Introduction	1 to 2 pages
Part n°1: Professional career & education	15 to 20 pages
Part n°2: Competencies	Depend on your experience
Part n°3: Feedback on experience	25 to 30 pages
Conclusion	1 page
Appendix	

Letter of motivation

Please explain:

- Why do you apply for VAE?
- Why do you apply for this degree (Bachelor's or Master's degree)?

INTRODUCTION

- Introducing your **project**
- Justifying your **approach**
  - Methodology
  - Case studies
- Introducing the **contents** of the Portfolio
  - Part 1
  - Part 2
  - Part 3

PART 1
Professional career
&
education

Contents

1. Curriculum Vitae (CV)
2. Chronological presentation of your school and academic record

(approx. 15 to 20 pages)

1. Curriculum Vitae

- Personal details
- Education
  - Academic record
  - Professional training
- Foreign Language (s)
- Professional path
  - Job position
  - Main activities per job position

2. Chronological presentation of your school and academic record

- From … to ...
- Name of the programme
- Logo of the school, university or company
- Location of the school, university or company
- Major (hospitality or tourism, etc.)

PART 2
Competencies

Contents

1. Listing your job positions in chronological order
2. Detailing and explaining the professional path
3. Main competencies acquired

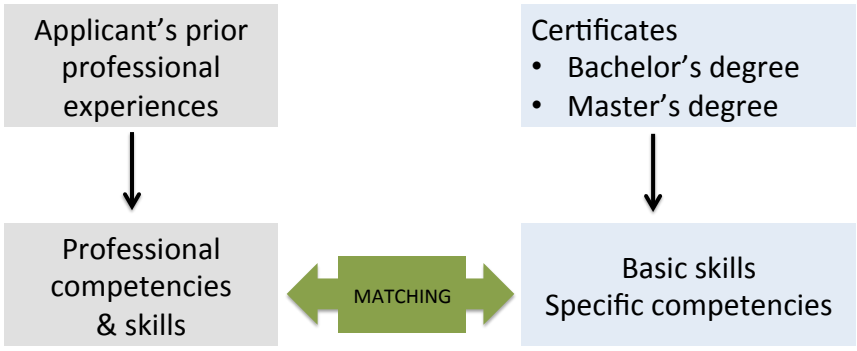
1. Listing your job positions in chronological order

- From … to …
- Job position
- Name of the company
- Logo of the company
- Main duties

2. Detailing and explaining the professional path

- Describing your professional experience
- Explaining the main steps and challenges
- Pointing out the interest and limitations of each experience

3. Main competencies acquired



Two possible methods

Method 1: Competencies

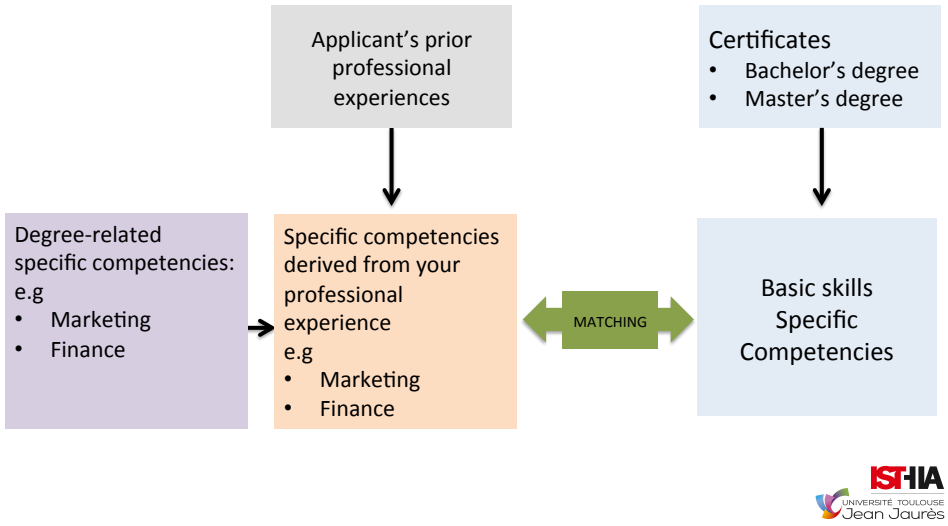
- Quality management
- Training
  - Function (…)
- Management & Business
- Communication
  - Function (…)
- Production
- Computing

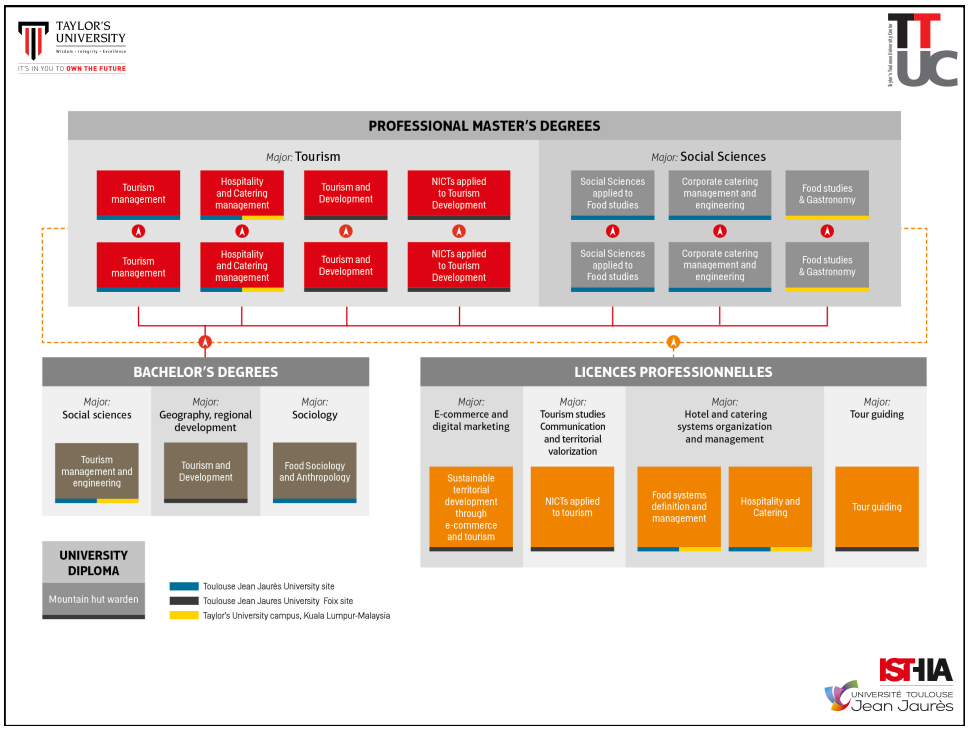
Method 2: Job positions

- Job position 1: Cooking teacher
  - Context
  - Missions
  - Task
  - Synthesis (skills)
- Job position 2: General manager
  - Context
  - Missions
  - Task
  - Synthesis (Skills)
- Job position 3: Hospitality Advisor
  - Context
  - Missions
  - Task
  - Synthesis (Skills)

METHOD 1

Method 1: From degree-related competencies to acquired competencies





Method 1: From degree-related competencies to acquired competencies

1. Defining degree-related specific competencies
2. Describing job positions
   - Name of the company, sector of activity, period
   - Company size (staff, turn-over, capacity, etc.)
   - Status (salaried worker, independent worker, etc.)
   - Context: political, economic, social, technological, environmental and legal background, SWOT analysis of the company
3. From degree-related competencies to acquired competencies
4. General comments on the main competencies acquired.

From degree-related competencies to acquired competencies

List of degree-related competencies	What did you do ?	What did you need ?	What did you achieve ?
Main competencies	**Main activities**	**Knowledge prerequisites**	**Competencies involved**
e.g Strategic HR Development (MGM 7003)	e.g • Team supervision	e.g • Human resource • Communication • Social sciences	e.g • Leadership • Interpersonal skills
e.g Strategic Marketing (MKG 7003)	• Defining the marketing strategy	• Marketing theories • Economics	• Business awareness • Business strategy

Per degree-related competencies

Resulting knowledge, know-how, competencies and know-how to be

Master's degree in International Hospitality Management (MIHM)

Semester 1		Semester 2		Semester 3	
Block 1	Block 2	Block 3	Block 4	Block 5	Block 6
Research Methodology (RES 7003)	Hospitality & Foodservice Engineering (HOS 7003)	Quantitative Data Analysis (STA 7003)	Managerial Economics (ECO 7003)	Internship (INT 7006) Dissertation (RES 7016)	
Anthropology & Sociology of Food (SOC 7003)	Strategic Marketing (MKG 7003)	Quality Management (HOS 7013)	Hospitality Application Simulation Exercise (HOS 7023)		
Strategic HR Development (MGM 7003)	Financial Management for Hospitality Businesses (ACN 7003)	International Law for Hospitality (LLW 7003)	Strategic Management for Hospitality Managers (MGM 7013)		

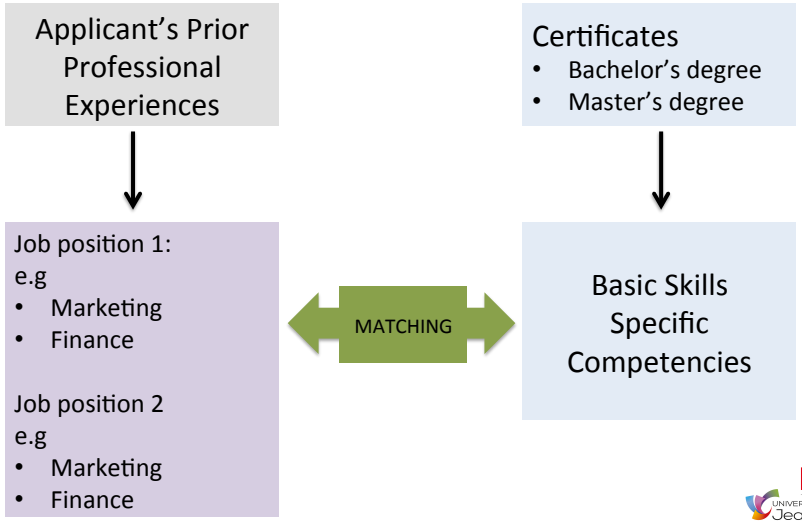
General comments

- Per main degree-related competencies for your career as a whole
  - Resulting knowledge, know-how, competencies and know-how to be **in connection with the degree** applied for

RÉPUBLIQUE FRANÇAISE

METHOD 2

Method 2: from job positions to skills & competencies



Method 2: From job position to acquired competencies

1. Describing job positions
   - Name of the company, sector of activity, period
   - Company size (staff, turn-over, capacity, etc.)
   - Status (salaried worker, independent worker, etc.)
   - Context: political, economic, social, technological, environmental and legal background, SWOT analysis of the company
2. Identification of acquired competencies
3. General comments

Identification of acquired competencies

What did you do ?	What did you need ?	What did you achieve ?
Main activities	**Knowledge prerequisites**	**Competencies involved**
e.g • Team supervision	e.g • Human resource • Communication • Social sciences	e.g • Leadership • Interpersonal skills
• Defining the marketing strategy	• Marketing theories • Economics	• Business awareness • Business strategy

Per job position

Resulting knowledge, know-how, competencies and know-how to be

General comments

- For your career as a whole
  - Resulting knowledge, know-how, competencies and know-how to be **in connection with the degree** applied for

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LICENCE PROFESSIONNELLE

Master's degree in International Hospitality Management (MIHM)

Semester 1		Semester 2		Semester 3	
Block 1	Block 2	Block 3	Block 4	Block 5	Block 6
Research Methodology (RES 7003)	Hospitality & Foodservice Engineering (HOS 7003)	Quantitative Data Analysis (STA 7003)	Managerial Economics (ECO 7003)	Internship (INT 7006) Dissertation (RES 7016)	
Anthropology & Sociology of Food (SOC 7003)	Strategic Marketing (MKG 7003)	Quality Management (HOS 7013)	Hospitality Application Simulation Exercise (HOS 7023)		
Strategic HR Development (MGM 7003)	Financial Management for Hospitality Businesses (ACN 7003)	International Law for Hospitality (LLW 7003)	Strategic Management for Hospitality Managers (MGM 7013)		

PART 3
Feedback on experience

Contents

1. Focus on two professional experiences

Case study 1

Case study 2

(approx. 10 pages each)

2. Personal feedback on one of the aspects in connection with your job position

(approx. 5 to 10 pages)

1. Focus on two professional experiences

- Two case studies
  - Focus on 2 different missions
  - Two different contexts
- Endpoints
  - How did you manage the missions?
  - How did you implement or build competencies & skills?

(approx. 10 pages each)

For each case study

- Context
- Nature & goals of the mission
- Method
- Outcomes & Analysis
- Personal feedback (Competencies & Skills)

(approx. 10 pages each)

2. Personal feedback on one of the aspects in connection with your job position

- Personal viewpoint on the selected aspect

Examples:

- Human resource management in the hospitality industry or
- Cost control in the tourism industry or
- Finance
- Etc.

(approx. 5 to 10 pages)

CONCLUSION

- Personal feedback on the VAE process
  - Strong & weak points

Portfolio structure

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Appendices

- Appendix 1: Part 1
  - Certificates
  - Articles
  - Awards
  - Recommendation letter (etc.)
- Appendix 2: Part 2
  - Professional documents
- Appendix 3: Part 3
  - Professional documents