

# LEARNING CONTRACT

In order to guarantee quality courses and follow students' progress, the Alliance Française de Lyon is willing to build a relationship of trust with the learners, based on mutual commitments to insure the smooth running of the courses.

## OUR COMMITMENTS

### Teaching team:

The Alliance Française de Lyon employs teachers who are qualified in teaching French as a Foreign Language. They frequently participate in training sessions to perfect their knowledge and skills.

### Public:

The minimum age to attend courses at the Alliance Française de Lyon is 18 years old (or 16 years old with a parental permission).

Class size is between 8 to 18 students maximum.

### Teaching approach:

Courses are designed to help learners progress according to levels defined by the CEFRL (Common European Frameworks of Reference for Language) in every linguistic skill and in a balanced way: listening, reading, writing, speaking and oral interaction. Learning is encouraged through specific and diversified activities, which enable students to act and react in French in everyday and/or professional situations.

The learning approach incorporates cultural and intercultural dimensions with lots of authentic documents.

### Assessment:

In order to follow students' progress, the Alliance Française de Lyon has put together a three-stage evaluation process:

1. **An initial assessment** using an online placement **test** to determine the appropriate level before starting the courses;
2. **A formative assessment**, all along the learning program, using activities created by the teachers and/or handbook tests;
3. **A summative assessment** at the end of each CEFRL level, which determines the accessibility to the next level.

### Feedback:

At the end of the training, the Alliance Française de Lyon asks students to complete a **satisfaction questionnaire** to evaluate the quality of school's services.

### Individual tutoring:

In order to help students who face difficulties in learning, the Alliance Française de Lyon offers individual tutoring. Teachers can also help students in a personalized way.

### **Certificates:**

Different documents justify and confirm students' attendance and progress:

- **The registration certificate;**
- **The certificate of attendance** indicates courses, number of hours and level;
- **The school certificate**, given at the end of the training program (upon request at [pedagogie@aflyon.org](mailto:pedagogie@aflyon.org)).

### **Courses material:**

The Alliance Française de Lyon uses French as Foreign Language textbooks, which reflect the methodology and progression defined by the CEFRL.

## **YOUR COMMITMENTS**

To ensure the smooth running of the courses, please respect the following rules.

### **Class schedule:**

The learners must arrive on time and respect class timetable indicated during their registration.

### **Assiduousness:**

Lateness and repeated absence disrupt the smooth running of courses. Progress and learning are not guaranteed if students regularly skip class. More than 5 **absences** in a 80 hour-session will lead to a repeated session (except with a contradictory mention from the teacher).

For each session, teachers **register absences** in a database. **Certificates** of attendance indicate the number of absences.

### **French language:**

French is the common language for teaching and communicating in the classroom. Teachers encourage learners to speak as much as possible in French, whatever their level and in a most natural way in order to ensure an effective learning progress.

### **Participation:**

Progress also relies on students' **involvement in their learning**. Teachers encourage learners to participate in activities organized by the Alliance Française de Lyon and discuss with other learners.

Teachers regularly give **homework** to practice the course content and prepare the next class. To ensure a fast and smooth learning progress, homework and extra study outside class are required.

### **The Executive Director**