INTERNSHIPS - Questionnaires

PROFESSIONAL TUTOR GUIDE (ISP)

16/01/2024

Summary

Presentation

ꔰ The **"Questionnaires" function** for internships aims to **support, inform, monitor and evaluate** the student during their internship via a **single centralized and secure interface**. These "questionnaires" take the form of **evaluation, assessment, information, visit**, etc.

ꔰ **The "Questionnaires" are accessible via the AREXIS application. This dematerialized tool allows access to information by the different actors:**
  ꔰ Pupil
  ꔰ Professional tutors
  ꔰ Referent teachers
  ꔰ Scolarity

ꔰ **This operating mode aims to support the professional tutor in accessing and completing questionnaires (ISP interface).**
  ꔰ View the questionnaires
  ꔰ Complete and (counter)sign the questionnaires
  ꔰ Understand how automatic alerts work
  ꔰ Access and/or submit documents related to the internship (internship report, etc.)

BORDEAUX
INP

Access: 4 Interfaces

❯❯ **All participants of the internships can access the AREXIS application via dedicated interfaces.**

Scolarity (IAS)

Pupil (IED)

Internship

Referent teachers (ITP)

Professional tutors (ISP)
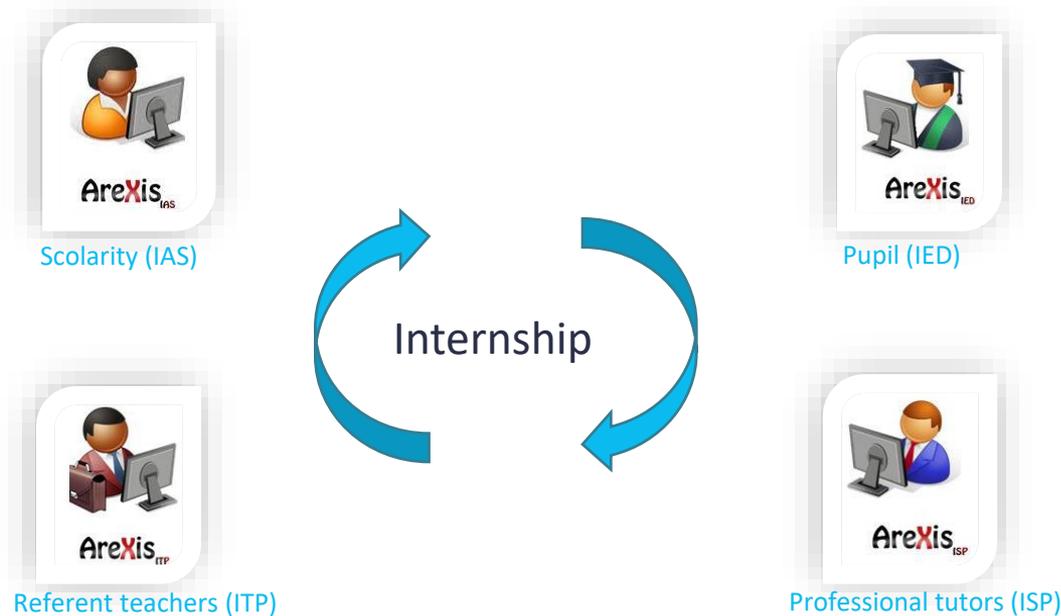
Step 1 : Connection

To access your interface, 2 possibilities:

- By the following URL:
   - Click on Professional tutor access: https://stages.bordeaux-inp.fr/

- By the following URL:
    - https://stages.bordeaux-inp.fr/arexis_isp/index.jsp

When you first log in, you must enter your email address provided in the agreement and click on "Mot de passe oublié". You will receive an email with the link to create your password.

Step 2: Change profile

\\ **If you have already hosted one or more interns from our establishment, you may have several profiles in the "AREXIS" application. This is particularly the case when you work for several companies or laboratories.**

\\ **If, when you log in, you cannot find the student you are looking for, we advise you to log in to a previously created profile. This is done via the "Changer de profil" link, at the top right of the application.**
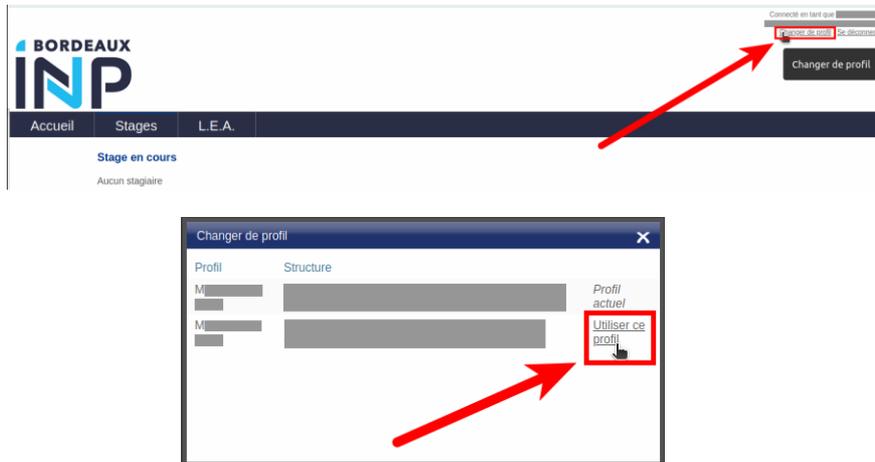
Step 3 : Home Page

In the "Accueil" tab is the list of actions that are waiting for you to complete: filling out and signing a questionnaire for example.

By clicking on it, you will arrive directly on the questionnaire to complete or countersign.

You can also navigate to the other tabs used for internships:

Step 4 : Internship

In the "Stages" tab you can find

- your current tutored internships.
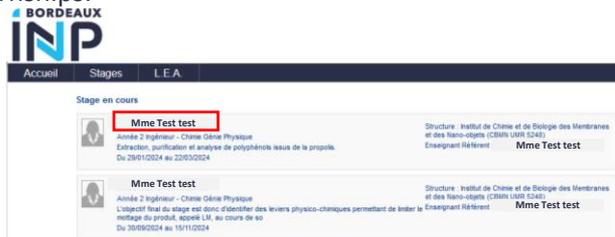
- By clicking on one of the current internships, you can find, at the bottom of the page, the "Questionnaires" tab with the different questionnaires to complete or countersign during the internship (periods, statuses, countersignatories).
- You can click directly on a questionnaire to access it

Click on a questionnaire to edit or view

Actions carried out or to be carried out by the different actors

Questionnaire availability

Questionnaire status (objective = "Completed and signed")

Step 5 : Questionnaires

Complete a questionnaire

- Example of operation:

1ère visite - Entretien des 2 mois
Fiche accessible du 08/10/2018 au 13/01/2019
Visite réalisée le 08/10/2018

Description:
Le but de cette fiche est de suivre l'intégration de l'apprenti en structure

Suivi des compéten   :

Compétences	Insuffisant	Moyen	Satisfaisant	Excellent
Capacité d'intégration dans l'environnement professionnel				
Aptitudes à apprendre sur le terrain				
Respect des contraintes				
Motivation				
Organisation du travail				
Autonomie				
Esprit d'initiative				

Les obligations de l'entreprise :

Obligations	Pas du tout	Pas suffisamment	En partie	Totalement
Les missions correspondent à la formation				
L'apprenti est encadré				

Principales qua   :

Principaux manq | :

Checkboxes

The data is saved automatically if you do not wish to sign a questionnaire immediately.

Free Text

When the questionnaire is incomplete, the status indicates : « Voir les oublis ».

Après avoir correctement complété la fiche, il faut la signer en cliquant sur le bouton ci-dessous

⚠ Signature indisponible

Voir les oublis

As long as the questionnaire is not signed, it is not visible to other interlocutors.
Once signed, it can no longer be modified.

Après avoir correctement complété la fiche, il faut la signer en cliquant sur le bouton ci-dessous

Signer la fiche

When signing, you can add a comment.

Signature de la fiche
Commentaires (facultatif)

Signer

Step 6 : Alerts

How automatic email alerts for questionnaires work:

↓ An email is sent to the main recipient on the first day of the period to inform them that a questionnaire needs to be completed.

↓ A reminder is sent 5 days before the end date or 1 day if the duration of the questionnaire is 10 days or less

↓ Once the questionnaire is completed and signed by the main recipient, an email to the counter-signatories is automatically sent to invite them to view and countersign.

↓ A reminder email can be sent manually to recipients/signatories in the event of a delay

Step 7 : Documents

From the "Gestion électronique des documents » (GED) space of the course you can:
- View documents filed by another actor
- Submit documents (according to a predefined category)

3.Click on the "Save file" button and choose the file to import

Gestion électronique des documents

Documents	Actions	Validations
Convention de stage		Pas de demande de validation
Rapport de stage ou mémoire		

Avenant confidentialité
Avenant(s) à la convention de stage
Contrat d'alternance
Contrat de travail (CDD, CDI, ...)
Convention de stage (définitive)
Rapport de stage ou mémoire

1.Enter a document category

2.Click on the green cross

4.When the document requires validation of the school's education: an hourglass appears

5.Click on this symbol to view the document

Assistance

⟍ **For more information, please contact the internship manager within your component.**

Merci pour votre attention