



# Internal Regulations Specific to Continuing Education Trainees within the Framework of Intra- and Tailor-Made Training Programmes

Directorate of Development and Continuing Education  
Directorate for Education and Student Life



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## PREAMBLE

The EHESP offers intra- or tailor-made courses for continuing education trainees whose courses takes place on premises other than those of the EHESP.

In this context, a specific regulation is made enforceable against them. In accordance with Article L. 6352-3 of the Labour Code, that regulation lays down the main measures applicable to health, safety and discipline and the arrangements for the representation of trainees.

The courses offered are usually short, but some can be certifying.

## Article 1 – General obligations of trainees

When a training programme is organised by a commissioning body for a group of trainees, a contract is signed between EHESP and the commissioning body, and the trainees are notified by EHESP.

As regards hygiene and safety, trainees are required to comply with the following rules:

- Intra- or tailor-made courses organised by the EHESP usually takes place at the course sponsor's premises or in premises external to the EHESP. Trainees are required to familiarise themselves with and comply with the health and safety rules applied in the place where the courses take place.
- If the health context so requires, trainees must comply with the health protocol communicated to them by the EHESP.
- The course manager and the EHESP staff reserve the right to deny access to the training room to any person whose behaviour is deemed incompatible with the proper conduct of the course, hygiene, safety and security of persons and property.

Trainees must behave

- In accordance with public policy and the proper conduct of the course,
- Respectfully,
- With courtesy,
- Inclusive and non-discriminatory,
- Protector of the health, hygiene and safety of property and persons,
- Protector of the environment.

Mobile phones and other communication devices must be set to flight mode during classes, continuous assessment activities, and certification or examinations.

Trainees may wear signs showing their personal attachment to philosophical or religious convictions, respecting the principle of secularism, diversity of opinion and without proselytism.

In some courses, trainees can benefit from a pedagogical platform that provides online access to the details of the organisation of each course, to the pedagogical resources considered essential by each teacher and course manager (course materials, exercises, schedules, office automation training, etc.).

It is the responsibility of the trainees concerned to ensure compliance with the EHESP Charter of Good Use of Digital Resources, which must be signed and initialled and/or accepted when first connecting to the IT system.

## Article 2 – Duty of attendance

Trainees are subject to a strict duty of attendance and punctuality. They must sign the attendance sheets given to them.

Failure to comply with the timetables set and communicated by the EHESP may result in penalties.

In the event of a delay or departure before the scheduled time, trainees must notify the person responsible for the course. Except in exceptional circumstances, trainees may not be absent during course hours.

In the event of absence, they must inform the person responsible for the course and provide the appropriate supporting documents.

Any unjustified absence within 48 hours may be regarded as misconduct punishable by a disciplinary penalty provided for in the legislation in force, under the conditions laid down in Article 6 below. In addition, in accordance with Article R. 6341-45 of the Labour Code, the trainee is liable to a deduction from his training allowance proportional to the duration of the absence.

## Article 3 – Work-related and commuting accidents

If the trainee's absence is linked to an accident at work, it is the trainee's responsibility to carry out the declaration formalities himself, either with his employer if the trainee is an employee or with the Social Security Fund on which he depends if the trainee is a jobseeker.

Only accidents occurring during training sessions or during travel between the trainee's home and the training location – if different from their usual place of work – are reported by EHESP. It is the trainee's responsibility to inform the course coordinator without delay of any accident they have sustained. If this information is not provided within 24 hours of the incident, EHESP declines all responsibility for fulfilling the reporting obligation.

## Article 4 – Discretion

Trainees are bound by an obligation of discretion as to what information they might collect about the companies or organisations with which they are connected in the course of their training.

They are prohibited from reproducing and/or disseminating, in any capacity whatsoever and on any medium whatsoever, the various documents handed over or used during the training followed, whatever their form or medium.

## Article 5 – Discipline

In accordance with the procedure described in Articles R. 6352-1 to R. 6352-8 of the Labour Code, disciplinary sanctions may be imposed on trainees following wrongful conduct, after they have been informed of the complaints against them.

The Director of the EHESP or his representative shall inform the Commission of the penalty imposed:

- The employer of the trainee employee or the administration of the trainee agent (only when the training is carried out by order of the employer or the administration).
- and/or the training funder.

### Article 6 – End of training

At the end of the certifying training, the trainee who has passed the tests provided for in the knowledge control procedures shall be awarded the corresponding certificate, following a decision by the certification panel.

For non-certifying training, the trainee is given a certificate of achievement and a training certificate.

No certificate or attestation may be given to the trainee or the ordering officer who has not honoured the payments provided for in the agreement signed before the start of the training course.