

*Welcome on the National Website of the Validation of Learning Through Experience  
(VAE: Validation des Acquis de l'Expérience)*

**What is the VAE?**

VAE is the French acronym for the Validation of Learning from Experience (Validation des Acquis de l'Expérience).

The VAE process enables one to get all or a part of a certification (diploma, certificate with a professional end or professional qualification certificate) based on his/her professional experience, i.e. a certification of the skills he/she acquired through experience.

Are considered as experience any activity which is salaried or non-salaried (shopkeeper, shopkeeper's collaborator, self-employed activity, farmer, craftsman...) or voluntary (within a union or an association).

This experience, related to the intended certification, is validated by a panel.

All certifications registered on the National Repertory of Vocational Certifications (in French RNCP: Répertoire National des Certifications Professionnelles) are available through VAE.

**Who can undertake a VAE process?**

Any individual, disregarding his/her age, nationality, status and education level who can attest of at least three years of salaried, non-salaried or voluntary experience.

Indispensable information and contacts can be found on this website.

For individuals  
For businesses, associations and trade unions...

The VAE process is usually in line with a vocational plan. The website on counselling and training may help you elaborate your plan.

## Contents

- 2.1. How does the VAE process proceed?
- 2. 2. Which certifications are available through VAE?
- 2. 3. What are the options for financial aid?

## Testimonial Videos

- on the Centre Inffo Website :
- Ministry of High Education : “They experienced it, they talk about it”
- “VAE”
- Ministry of Agriculture

/!\

- For a given certification, only one VAE application can be filled within the year.
- For different certifications, one can fill three applications within the year.

/!\

- If your certification is part of high education, click on the link below.
- Three other processes of Validation of Learning exist in High Education.

## 2.1. How does the VAE process proceed?

Click on the stage you are interested in:

1. Information, advice and counselling
2. Withdrawal of the application’s admissibility file
3. Building of the admissibility file
4. Making the experience presentation and guidance options file
5. Validation by the panel
6. The panel’s decision
7. Follow up of the applicant after the panel’s decision

## Information, advice and guidance

Centres and Points of Information and Advice (PIA), which are under the regional Councils' authority, welcome and inform you on the VAE procedure.

They help you:

- analyze the relevance of your VAE plan: if necessary, they redirect you to other procedures (job search, skill assessment, etc)
- find your way among the certification offers (national and regional)
- direct yourself towards the appropriate certifying body
- find the financial aid options

centres and points of information and advice, accredited by regional Councils, can be found in already existing organizations such as the 'Agences locales pour l'Emploi' (Employment Local Agencies), the 'Missions Locales', the 'Centres d'Information et d'Orientation (Information and Guidance Centres) or the 'Centres de Bilan de Compétences' (Skill Assessment Centres).

Search for your home nearest Points of Information and Advice

The map allows you to directly get to the regional Councils' websites.

## MAP

If you already know which certification you would like to get through VAE, you may directly contact the concerned certifying or validating body.

Withdrawal of the application's admissibility file

| Ministries; certifying and validating bodies | Where you can get the file<br>Check the following websites :  |
|--|---|
| Agriculture                                  | <ul style="list-style-type: none"> <li>- 1</li> <li>- 2</li> </ul>  |
| Culture                                      | <ul style="list-style-type: none"> <li>- 1</li> <li>- For the 8 Art Schools that are validation centers</li> <li>- For the 2 validation centers dedicated to the State Diploma of Music and Dance, contact the DMDTS (Direction de la Musique, de la Danse, du Théâtre et du Spectacle)</li> </ul>  |
| Education, Higher Education                  | <ul style="list-style-type: none"> <li>- Continuing training services of Universities : VAE units</li> <li>- schools training services</li> <li>- DAVA (Academic Procedure to Validate Learning) : from CAP (Certificate for Vocational Aptitudes to BTS (Certificate of Superior Technician)</li> </ul>  |
| Employment                                   | <ul style="list-style-type: none"> <li>- DRTEFP and DDTEFP</li> <li>- AFPA (Adults' Vocational Training Association) and approved AFPA centers</li> </ul>   |
| Equipment                                    | <ul style="list-style-type: none"> <li>- DDAM (Direction départementale des Affaires Maritimes)</li> <li>- Any service you choose, if you are not registered at a DDAM</li> </ul>   |
| Sport  | <ul style="list-style-type: none"> <li>- The application's admissibility files that can be downloaded and the Departmental Directions' addresses</li> <li>- DRDJS</li> </ul>  |
| Health and Social Affairs                    | <ul style="list-style-type: none"> <li>- DRASS (Direction Régionale des Affaires Sanitaires et Sociales)<br/><i>Starting from Oct 1<sup>st</sup> 2006, the administration of the VAE new application to obtain diplomas granted by the RDSHA in the name of the ministry of Health and Social Affairs is managed by national public structure which already manages many measures regarding vocational training and employment</i><br/>+ ADRESSE</li> <li>- For State diplomas of Special needs youth worker and Special needs youth technician<br/>List of DAVA</li> </ul> |
| Economy, Finances and Industry               | <ul style="list-style-type: none"> <li>- Ecoles des Mines : ...</li> <li>- Ecoles des Télécoms ...</li> </ul>   |

For the ‘Chambres du Commerce et de l’Industrie’ and the ‘Chambres de Metier et de l’Artisanat’

| Certifying and validating bodies              | Places where you can get the file<br>Check the following websites |
|---|---|
| ACFCI and CCI                                 |   |
| APCM and Chambres de Métier et de l'Artisanat |   |

For all other certifying and validating bodies  
You can find the addresses at the PIA

PIA listed by region

The admissibility form common to all ministries will soon be available

### 2.1.3 Building the admissibility file

#### **What are the admissibility criteria?**

You must give proof of at least three years of salaried, non-salaried or voluntary activities in direct relation with the intended certification.

! Some ministries, especially Higher Education, give a more precise framework to the relation between experience and certification.

#### **How to calculate the three-year period of activity?**

Are taken into account:

- Activities practised in a continuous or a discontinuous way, full or part time, in France or abroad

Are not taken into account:

- Initial or continuous training periods, whatever the person's statute was, as well as internships and training in a professional environment periods, when they were carried out for the preparation of a diploma or a vocational education, certificate.

#### **How to prove you have actually practised these activities?**

- Salaried activities: a payslip or an employer attestation
- Non-salaried activities: by a tax-return, an URSAFF declaration of existence, an extract of K bis (an official document delivered by the Clerk's Office of the Commercial Court which justifies that a commercial company is regularly registered in the trade and firms register) or an extract of the D1 (the proof of your personal company or firm registration by the Trade Index)
- Unpaid voluntary activities: attestations signed by two association or union members holding the power or delegation to sign.

#### **How is established the relation between the practised activities and the intended certification?**

Practised activities must be related to the activities defined in the corresponding certification system of reference and/or activities system of reference. All systems of reference are available upon request to the certifying or validating body.

To get the systems of reference online:

- CNDP (the Ministry of Education systems of reference from the CAP (vocational apprenticeship certificate) to the BTS (superior technician certificate)
- Summaries of all systems of reference on :  
These summaries appear on the screen once you have done a search on a given certification.

Hand in your completed file to the certifying or validating body which conducts its examination and declares itself on the application's admissibility within a period inferior to two months, starting from the date of the application handing in.

Silence means rejection.

The admissibility decision prejudices by no means on the extent of the validation, which can only be pronounced by the validation panel.

**What is the impact of the admissibility decision?**

It allows you to continue your VAE procedure. Then you can build your experience presentation file.

#### **2.1.4.**

#### **Making the experience presentation and guidance options file**

You are offered guidance, which is highly recommended, to help you make your experience presentation file: it increases your chances of success in your procedure.

#### **What does the guidance consist in?**

- It provides you methodological aid for making your experience presentation file.
- It helps you prepare for the Professional Practical Examination and/or the interview with the panel, if these validation modalities are in use for your intended certification.

#### **When does it take place?**

The guidance begins when the applicant is declared admissible.

It comes to an end:

- At the earliest, when handing in the complete experience presentation file
- At the latest, at the panel's call for an interview or a professional practical examination

Some certifying or validating bodies offer guidance after the panel's decision when it has refused the validation or granted only a part validation.

#### **Who can offer a guidance service?**

Certifying or validating bodies, public or private capacitated service providers.  
You can be more fully informed by your certifying or validating body.

Ministries have elaborated a guidance charter

On the info centre:

Extract on the file: "VAE goals: the certification actors"

Goal 2: the guide



## **2.1.5. Validation by the jury**

Your experience presentation file is submitted to a validation panel.

### **Who are the panel members?**

- At least quarter of the members must be skilled representatives of the intended profession
- Among these representatives, parity must exist between the employers representatives and the salaried employees representatives; and the balance regarding the presentation of men and women on the entire panel must be a concern.

Some specificities are to be noted regarding higher Education  
Certification under the authority of higher education  
Specificities of higher education

### **How does the panel proceed?**

The panel controls and assesses professional skills acquired by the applicant comparing them with the system of reference of the certification/activities.

To get the systems of reference online:

- CNDP (the Ministry of Education systems of reference from the CAP (vocational apprenticeship certificate) to the BTS (superior technician certificate)
- Summaries of all systems of reference on :  
These summaries appear on the screen once you have done a search on a given certification.

### **What are the assessment modalities used by the panel?**

- The file validation: the assessment is based on the examination of the experience presentation file and may be complemented by an interview, when necessary. This interview can be requested by the panel or the candidate.
- The validation by a practical examination in a real or re-enacted professional situation: it can be organized by the certifying or validating body. It may also be complemented by an interview

On the centre info website: extract of the file : “VAE goals: the certification actors”

Goal 3: the panel

Some specificities are to be noted regarding higher Education  
Certification under the authority of higher education  
Specificities of higher education

## **2.1.6. The panel's decision**

### **Which decisions can the panel make?**

- A full validation of the certification: the certification obtained through VAE is the same as the one obtained by other ways (continuing training, initial training or apprenticeship)
- A partial validation: the panel specifies the skills, knowledge and aptitudes to acquire; and recommends acquisition ways. You may also be offered guidance.
- A validation refusal: some certifying or validating bodies give you advice to guide you in the new procedures you may start

2.1.7.

## The follow up of the applicant after the panel decision

In some cases, certifying and validating bodies can offer you a individualized follow up, if you have obtained a partial validation (invitation to meet the service, proposal of individual support, etc).

2.2.

Which certifications are accessible through VAE?

Diplomas and certificates with a professional end as well as the professional qualification certificates (CQP) that are registered in the National Repertory of Vocational Certification (RNCP) are accessible through VAE.

The national commission on vocational certification controls the good quality and the actualisation of the information on the certifications registered on the Repertory that is conveyed to individuals and businesses.

You do not know which certification you want to obtain

The Points of Information and Advice help you find your way and get information on the possible financial aid.

/!\ several certifications may correspond to the same job: VAE advisors of the PIA are here to help you

You know which certification you want to obtain

Contact directly the concerned certifying or validating body

To get a body address and phone number, please contact your home nearest PIA

/!\ some certifications are not accessible through VAE for reasons related to security, national Defence or Health

## What are the financial aid options?

You may have to pay for the Validation of Experiential Learning process. Its cost varies according to the intended certifications and concerned certifying and validating bodies.

You can finance your VAE procedure yourself. Possibilities of full or partial funding exist.

### Contents

- You are a salaried employee
- You are a job seeker
- You practise a non-salaried activity
- You are a public sector employee (tenured or not) employed in one of the three public services.
- You have the status of worker in the entertainment
- You are in a CIVIS plan (a social integration contract).
- You are a disabled person
- You are not a European Union citizen
- You have the refugee status
- You are a prisoner
- You fund your VAE procedure yourself

You are a salaried employee.

1 – You can request funding from your employer

- Within the training plan framework, a tripartite convention must be signed between your employer, you as the beneficiary employee and the body intervening in your procedure.  
Convention Model (RTF/Word) – 14.5 kb.
- Within the DIF (Individual Right to Training) framework, you can use your rights acquired through the DIF.

Contact the Human Resource service, the Training service or a representative body of your company employees.

2 – You can also address a VAE leave request to the OPACIF (FONGECIF or registered OPCA) your company or association comes under

Expenses related to the procedure are funded by the OPACIF and your salary is maintained on a maximum duration of 24 hours of absence.

You have a CDI (open-ended contract), no minimal length of service is required to be eligible to the VAE leave of absence.

You have a CDD (fixed-term contract), you must satisfy the following length of service condition:

- 24 months, consecutive or not, of salaried activities in the last 5 years;
- Among which 4 months under a CDD (fixed-term contract), during the last 12 months.

Get information at the FONGECIF or your registered OPCA.

You are an interim employee, no length of service is required to be eligible to the VAE leave of absence.

Get information at the temporary work FAF (FAF-TT).

/!\ Your employer can not refuse you a VAE leave of absence request if you satisfy all conditions of eligibility.

However, he/she can postpone your absence authorization, for 6 months maximum, starting from your request. This postponement must be motivated by service reasons explained in the written answer, which must be given to you in the 30 days following the reception of your request.

3- Other situations:

- In the case of a lay-off, which is not justified by a serious misconduct ('faute grave' or 'faute lourde'), the employer must inform you of your rights regarding the DIF (Individual Right to Training), especially the possibility of starting a VAE action during your notice.  
In the case of a redundancy and if you choose to get a Personalized Reclassification Convention (in French, convention de reclassement personnalisée CRP), the VAE can be chosen as an accompaniment measure.
- If you have a special type of Contract (CIE\*, CIRMA\*, CAE\*, CA\*), open-ended or with a fixed-term, you can benefit from a VAE funding.

Contact the ANPE (the French National Employment Agency), the DDTEFP (the Departmental Department of Labour, Employment and Vocational Training), the 'Missions Locales', the PAIO (the Welcoming, Information and Guidance Office), or the 'Maison de l'Emploi' following your file.

- ➔ National Employment Agency (ANPE) Collection : guide to act "How to get ready for the VAE?"
- ➔ Ministry of Employment, Social Cohesion and Housing / DRTEFP and DDTEFP.
- ➔ Other information places, PIAs : PIAs list.

### **2.3.2. You are a job seeker**

1. You are receiving assistance to employment's return 's benefits

Expenses related to your VAE procedure can be taken on by the ASSEDIC  
Further information on the ASSEDIC website

/!\ You have worked in a fixed-term contract during the last 12 months, in addition you have been a salaried employee during 24 months consecutive or not during the last 5 years : you are eligible to the VAE leave of absence. Contact the FONGECIF (or registered OPCA) on which your last employer depends

Expenses can also be financed by your regional Council

2. You are receiving the integration benefits or the specific solidarity benefits or you are not indemnified by the ASSEDIC

Expenses related to your VAE procedure can be taken on by your regional Council, according to the conditions it had defined.

Website...

For more information, you may contact your Local Agency for Employment (Agence Locale pour l'Emploi)

You may also check the ANPE website : workshop "get ready for the VAE"

The ministry of Employment, Social Cohesion and Housing can also fund, fully or partially, your procedure financing.

Ministry of Employment, Social Cohesion and Housing : DRTEFP and DDTEFP



### 2.3.3.

You practise a non-salaried activity

If you are up to date regarding your specific contribution concerning the financing of vocational training actions, you can benefit from a funding from your Training Insurance Fund.

Contact the Training Insurance Fund that manages your contribution.

You are a shopkeeper or a freelance worker  
AGEFICE

You are a private practice physician  
FAF-PM

You practise another liberal profession  
OPCA-PL  
FIF-PL

You are a farmer  
VIVEA

You are a fishing and maritime cultivations' operator

You are a craftsman  
Regional Training Insurance Fund corresponding to your field of activity

The possibility of funding of the VAE procedure applies to the close circle of the non-salaried person : spouses, collaborators or partners, family members for farming non-salaried workers... provided that they satisfy the required conditions.

#### 2.3.4

You are a public employee (tenured or not) working in one of the three public administrations

The government's bill on the modernization of the public service, plans to extend the access to the VAE leave of absence to the public employees on the same basis that the one existing for the private sector employees.

The funding conditions will be specified after the law publication.

2.3.5.

You are working in the entertainment industry (“intermittent du spectacle” status)

Your VAE procedure can be funded by the AFDAS

2.3.6.

You are in a CIVIS plan

You are not over 25 years of age and you benefit from the right of being accompanied within the framework of the CIVIS plan. (Labour Code : Articles ...)

Missions Locales and Permanences d'Accueil, d'Information et d'Orientation can guide you towards the bodies likely that are likely to fund, fully or partially, your VAE procedure.

Contact the Mission Locale or the PAIO which follow your case

## 2. 3.7.

You are a disabled person

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You can benefit from an additional funding from the AGEFIPH

## 2.3.8

you are not a European Union citizen

You can benefit from actions of social and professional integration offered by the National Agency for Social Cohesion and Equality of Chances (ANCSEC) but also from local governments and associations.

## 2.3.9.

You have the refugee status

You can benefit from actions of social and professional integration offered by the National Agency for Social Cohesion and Equality of Chances (ANCSEC)

## 2.3.10

You are a prisoner

The programme Integration and Reintegration Fight against Illiteracy (Irill) allows you to develop your mastery of fundamental knowledge and, among other, to start a VAE procedure.

Contact the Penitential Administration Direction you belong to.

For further information, you may read the bill below.

## 2.3.11.

You fund your VAE procedure yourself

If you choose to be guided in your VAE procedure, you must sign a VAE contract with the organization providing the guidance

Model of Training Contract

3.

Businesses, associations and trade unions

You can start a collective VAE procedure within your organization

Contents

1. Advantages of a VAE procedure
2. Set up and make a success of your collective VAE procedure
3. The VAE within the training plan framework
4. The VAE within the DIF (Individual Right to Training) framework
5. VAE official application texts

Get more information at the inter-services regional units (CRIS : cellules régionales inter-services)

For individual applications of your collaborators, please go to the Individuals' page

### 3.1

#### Advantages of the VAE procedure

- develop your collaborators' motivation, self-esteem and loyalty
- professionalize and increase the employability of your collaborators
- accompany your collaborators' intern evolutions
- shape the organization according to your organization professional image
- make durable your know-how
- rationalize the training progressions, boost the performance
- facilitate your collaborators' redeployment
- improve your competitiveness

#### for your collaborators

- recognition and self-esteem feeling
- job mastery and confidence gains
- increased chances of evolution

#### Check written demonstrations and testimonials on the Ministry of Industry's website

- MCVA study : 'VAE in companies : a collective asset'
- ministry of industry
- the colloquium of november, 10<sup>th</sup> 2005 “gain skills to gain competitiveness”

your collaborators' experiences practised outside the company can be a real added-value in the VAE procedure.

## 3.2

### Set up and make a success of your collective VAE procedure

How to set up the VAE in your organization?

- Where can you get information?
- What are the key steps?
- What are your obligations?

Further information on the Ministry of Industry's website

How to make a success out of it? What are the good practices?

- how to make a good start?
- Which guidance for your collaborators?
- How to maintain the motivation of your collaborators?
- How to tackle the post VAE period?
- What about exterior help?

Further information on the Ministry of Industry's website



### 3.3

#### The VAE within the training plan framework

You can suggest the VAE within the training plan framework

Is the consent of the employee necessary?

You must necessarily obtain the consent of involved persons. Their refusal constitutes no professional misconduct, neither a lay off motivation. (Art L 900 4 2 of the labour code)

What are the expenses chargeable to your training budget?

- expenses related to the validation organized by the certifying or validating bodies
- expenses related to the candidate guidance to prepare for the validation
- the support of the applicants' salary within the limit of 24h

The tripartite convention:

when the VAE is registered in the training plan, a tripartite convention must be signed between :

- the representative of the company
- the beneficiary
- the bodies involved in the applicant's VAE (art L950-13-3 of the Labour Code)

This document must specify:

- the intended diploma, certificate with a professional end or professional qualification certificate
- the realization period
- the guidance modalities
- the funding conditions and expenses linked with actions allowing beneficiaries to make a validation of their experiential learning

3.4.

the VAE within the DIF (Individual Right to training) framework

the DIF can also be used by your collaborators to fund the VAE

Numerous sectoral agreements plan to use the DIF to fund the VAE. These actions notably appear among the DIF priority actions of the following sectors:

- agriculture
- insurance companies
- butchery and pork meat trade
- private hospitalization
- hotel business and catering
- chemical industry
- pharmaceutical industry
- metallurgy
- papers and cardboards
- plastics industry
- temporary work
- ...

For further information:

- on the sectoral agreements
- on tools by sectors

In this case, you have to pay the amount of the training allocation as well as the expenses related to the VAE corresponding to the acquired rights on the DIF basis and they are imputable on your contribution to the Continuing Vocational Training. Your OPCA may fund all or part of the financing.

### 3.5.

#### VAE official application texts

You can download references of the main official application texts:

- regarding the Education code
- regarding the labour code

You may check uncut version of the texts on the website [legifrance.gouv.fr](http://legifrance.gouv.fr)

- legifrance is an official website belonging to the Prime Minister Services
- official codes up to date are available with the following link
- click on the labour code or education code;  
two options are given to you:
  - a search by the article number: you can type the letter and number of the article without space (example: L900-2) and click on “rechercher”
  - a search by word or expression in the article text (example: panel). Articles containing this word will appear on the screen.

Download official texts in PDF version

- texts from the Education Code on the VAE
- texts from the Labour Code on the VAE