**Programme individuel de formation**

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| Personne en formation : | Profession : |
| Formateur/trice : | Année d’apprentissage : |

Entreprise formatrice : ..........................................................................................................................................

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| **Objectifs:** | | | | | | conformément au plan de formation | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Contrôles:** | | | | | | documents utilisés pour mettre en oeuvre et contrôler la formation à la pratique professionnelle | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Planification du temps à disposition** | | | | | | | | | | | | | | | | **Contrôles** | | | | | | | | | | | | | | |
| Présence dans l’entreprise | | | | | | | | | | | | | | | | Rapport de formation semestre Y | | | | | | | | | | | | | | |
| Fréquentation de l’école professionnelle | | | | | | | | | | | | | | | | Rapport de formation semestre Z | | | | | | | | | | | | | | |
| Fréquentation des cours interentreprises | | | | | | | | | | | | | | | | Examen du dossier de formation | | | | | | | | | | | | | | |
| Vacances de l’école professionnelle | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| Vacances de la personne en formation | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| **🗴** | **Semestre Y** du au | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Personne responsable de la formation pour cette période: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 31 | 32 | 33 | 34 | | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 1 | 2 | 3 | 4 |
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| **🗴** | **Semestre Z** du au | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Personne responsable de la formation pour cette période: | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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Remarque: La manière de concevoir les programmes de formation varie beaucoup d’un cas à un autre.

De nombreuses OrTra mettent à disposition des documents adaptés aux besoins de leurs professions.