



RÉPUBLIQUE  
FRANÇAISE

Liberté  
Égalité  
Fraternité

**GIP FIPAN**  
ACADÉMIE DE NICE

## BTS GPME - SME Management

Menton

CPF Formation éligible  
au CPF

A Formation réalisable  
en alternance

### The benefits of training

Learning dynamics built on professional simulations.

Success rate: 100%  
Satisfaction rate: 60%  
Continuation rate: 20%  
Interruption rate during training: 41%  
Overall employment rate: 80%  
Termination rate for apprenticeship contracts: 50% .

## TRAINING

### OBJECTIVES

At the end of their training course, holders of the BTS GPME will be able to:

- participate in the operational management of the company, particularly through their involvement in the management of relations with customers and suppliers in its administrative, human, accounting, and commercial aspects (managing relations with the SME's customers and suppliers)
- contribute to risk management and therefore ensure the company's long-term viability by adapting to changes in its environment (helping to manage the SME's risks)
- manage staff and help to develop human resources (managing staff and helping to manage the SME's human resources)
- help to improve the company's efficiency by improving its organisation, support and accompany its development by participating in the monitoring of activity through the production of information and the implementation of indicators submitted to management (support the operation and development of the SME)

### PROGRAMME

The course is made up of skill blocks (BC)

#### BC01 - Managing relations with the SME's customers and suppliers

- Organising and conducting canvassing and responding to a call for tenders
- Dealing with the customer's request (from requesting a quote to following up unpaid bills)
- Informing, advising, guiding and dealing with complaints
- Researching and selecting suppliers, placing and checking purchase and capital orders.
- Monitor the accounts for commercial operations

#### BC02 - Participate in managing the SME's risks

- Monitor and support the implementation of "project" mode work
- Identify and assess the company's risks and propose corrective action, managing identified risks
- Assessing and monitoring the SME's financial risks in terms of cash flow
- Implementing a quality approach within the SME

#### BC03 - Managing staff and contributing to the SME's human resources management

- Ensuring administrative follow-up, preparing and communicating payroll data
- Participating in human resources management and contributing to the internal cohesion of the company's staff

#### BC04 - Supporting the operation and development of the SME

- Representing, analysing, improving the information system, improving "support" processes and organising and monitoring activities
- Participating in commercial development and building customer loyalty
- Supporting the deployment of the communication plan
- Analysing activity and producing and analysing financial information, design and analyse a management chart
- Identify the factors that explain commercial and financial performance

#### General culture, written and oral expression

- Synthesis and analysis of documents, points of view and argumentation
- Respect for the constraints of written language
- Adapt your oral communication to the communication situation
- Organise your speech: oral expression and interaction

#### Living Language 1

Report someone else's words or professional experience or your own experience, warn, concede and oppose, ask for clarification, propose a product, argue, make assumptions. Develop, both orally and in writing, an argument

highlighting important points and details.

### **Economic, legal and managerial culture**

- Analysis of situations facing the company, analysis of documentary databases
- Argumentation based on economic, legal and managerial concepts and methodologies
- Diagnosis to prepare decision-making .

## **VALIDATION**

- Diploma from the Ministry of National Education and Youth Level 5 (BTS)
- + d'informations sur cette certification (RNCP38363, libellé exact du diplôme, nom du certificateur, date d'enregistrement de la certification) en cliquant sur :  
<https://www.francecompetences.fr/recherche/rncp/38363/>

## **WHO SHOULD ATTEND?**

### **AUDIENCE**

All audiences

### **PREREQUISITES**

Technological, general or vocational baccalaureate or level IV and 3 years' professional experience.

## **EDUCATIONAL ORGANISATION**

### **SESSION DATES**

from 4 September 2023 to 30 June 2024 **DIVERS FINANCEMENTS**

**APPRENTICESHIP**

from 2 September 2024 to 30 June 2025 **DIVERS FINANCEMENTS**

**APPRENTICESHIP**

from 1 September 2025 to 30 June 2026 **DIVERS FINANCEMENTS**

**APPRENTICESHIP**

### **DURATION**

Maximum total duration of 1,350 hours The duration of the course is indicative and will be determined according to your profile.

### **WORKFORCE**

24 people

## **TEACHING METHODS, EQUIPMENT AND FOLLOW-UP**

### **Teaching method**

- Fully classroom-based training

### **Teaching methods**

- Personalised course
- Group lessons

### **Equipment**

- Room equipped with networked computer workstations
- Unmarked room with video projector

### **Monitoring and individualisation**

Positioning upstream of entry to the training course. For beneficiaries with disabilities: possible adaptation of training and certification arrangements, support from the CFA de l'Académie de Nice's disability adviser.

## EXPERTISE OF PARTICIPANTS

Education Nationale certified teachers, Bac +3 trainers with significant experience in adult education, professional lecturers.

## ASSESSMENT AND CERTIFICATION PROCEDURES

In-course assessment (CCF)  
Tests at the end of training (One-off assessment)

## FINANCING

### RATE

Total price incl. VAT: euros 13750.00  
This price list is for information only. This price is indicative and non-contractual. Depending on your status, this course may be fully financed. Contact us.

## FINANCING

### Session from 04 September 2023 to 30 June 2025

Training on a sandwich course (apprenticeship or professional training contract).  
Training eligible for the CPF.

This training on an apprenticeship contract is fully funded by the OPCO with no remaining costs for the employer.

Apprentices benefit from the **GRATUITY** of the training.

### Session from 02 September 2024 to 30 June 2026

Training on a sandwich course (apprenticeship or professional training contract).  
Training eligible for the CPF.

This training on an apprenticeship contract is fully funded by the OPCO with no remaining costs for the company.  
Apprentices benefit from the **GRATUITY** of the training.

It is also open to other audiences and may be covered by other partners/funders. Contact us for more information.

### Session from 01 September 2025 to 30 June 2027

Training on a sandwich course basis (apprenticeship or professional training contract).  
Training eligible for CPF.

This **apprenticeship contract** training course is fully funded with no remaining costs for the company.

## HOW DO I REGISTER?

### HOW DO I REGISTER?

Applications on Parcoursup.  
Review of application by Lycée Pierre et Marie Curie - Menton  
Registration: [https://app.hub3e.com/landing-page/33/lp\\_candidat](https://app.hub3e.com/landing-page/33/lp_candidat)

Apprenticeship: The course is available within a minimum of 48 hours, subject to validation of your application and availability of places, until the end of the first month of the course.

## AFTER THE COURSE

- Work alongside the head of an SME or a senior executive.
- Continue your studies in more targeted fields linked to business organisation and management: HRM, Accounting and Financial Management, etc.

## AMENITIES

### Access for people with disabilities

Accessible to people with disabilities

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## PRACTICAL INFORMATION

### CONTACTS

Sophie BERETTONI - Vocational Training Advisor - Référent Handicap  
T. 06 12 39 33 19 | sophie.berettoni@ac-nice.fr

### PLACE OF TRAINING

CFA - Pierre et Marie CURIE | 353 Avenue du Doyen Jean Lépine | 06500 Menton

### ORGANIZATION

#### GIP FIPAN

Headquarters : GIP FIPAN 06200 Nice

Public reception Monday to Friday from 09.00 to 12.00 and from 14.00 to 17.00

Business registration number : 93060554106