



Degree in Human Resources Management

Marseille 8ème

 Formation éligible au CPF

 Formation réalisable en alternance

The benefits of training

Licence Gestion option **GESTION DES RESSOURCES HUMAINES**
Organised in partnership with the CNAM DE MARSEILLE
Success rate 2023: 90%
Success rate 2024: 88%

TRAINING

OBJECTIVES

The aim of this HR pathway is to train students to master the issues involved in managing human resources in a company, the administrative and technical bases of HR processes and the administrative functions at the heart of personnel management. It provides a cross-disciplinary view of all HR issues in a company. Holders of this degree course are able to take on specific tasks relating to various HR functions.

PROGRAMME

Programme:

- To be operational with regard to basic Human Resources policies;
- To apply the tools and methods of recruitment, training, career management, skills management, payroll, remuneration, retirement and provident schemes;
- To master the tools and methods of internal communication and NICT;
- To be able to assist the HRD in the implementation of industrial relations;
- To assist managers in the implementation of HR tools: career management, recruitment, employment, skills, remuneration, payroll, social relations;
- Supervise, manage and control the administrative management of personnel (staff numbers, staff movements, working hours, individual files, remuneration and social security contributions);
- Monitor general working conditions and the application of social legislation;
- Maintaining relations with social and administrative bodies;
- Gathering and understanding the information required for employment law (researching and checking the appropriate texts, setting up a legal watch);
- Informing and advising colleagues and clients on legal issues;
- Keeping compulsory documents and declarations up to date;
- Operationally managing areas of social protection (compensation, sick leave, calculating retirement);
- Managing levels of social cover (social security, supplementary protection, third tier of retirement and provident schemes);
- Drafting contracts, managing their monitoring and amendment, applying legal procedures;
- Drafting documents (agendas for body meetings, invitations, notification of a decision) and procedures;
- Preparing professional elections and working sessions (company negotiations);
- Proficiency in English.

VALIDATION

- Professional degree

+ d'informations sur cette certification (RNCP35924, libellé exact du diplôme, nom du certificateur, date d'enregistrement de la certification) en cliquant sur :

<https://www.francecompetences.fr/recherche/rncp/35924/>

WHO SHOULD ATTEND?

AUDIENCE

All audiences

PREREQUISITES

Level 5 qualification (DUT, BTS, Titre Professionnel) in the field of Human Resources

EDUCATIONAL ORGANISATION

SESSION DATES

from 9 Sep 2024 to 30 Sep 2025 | **DIVERS FINANCEMENTS**

from 9 Sep 2025 to 30 Sep 2026 | **APPRENTICESHIP**
DIVERS FINANCEMENTS
APPRENTICESHIP

DURATION

Maximum total duration of 1,250 hours, including 800 hours in a company and 500 hours at the training centre. The duration of the course is indicative and will be determined according to your profile.

WORKFORCE

20 people

TEACHING METHODS, EQUIPMENT AND FOLLOW-UP

Teaching method

- Mixed training

Teaching methods

- Group lessons
- Classroom examination

Equipment

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

Monitoring and individualisation

Positioning upstream of entry into training.

For beneficiaries with disabilities: possible adaptation of training and certification arrangements, support by the GRETA-CFA TH referent.

In order to improve the quality of our service, you can send us your suggestions or complaints using the form available on our website (All the way down on the right of the first page).

EXPERTISE OF PARTICIPANTS

Experienced trainers in the individualisation of learning.

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

Research teachers from the CNAM

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ASSESSMENT AND CERTIFICATION PROCEDURES

Coursework assessments (ECF)
End-of-course tests (One-off assessment)
Professional portfolio
Interview with a professional panel .

FINANCING

RATE

Total price incl. VAT : 6900.00 euros
Hourly rate incl. VAT : 14.00 Hourly rate including VAT: euros 14.00
. This price is indicative and non-contractual. Depending on your status, this training course may be fully financed.
Contact us.

FINANCING

Session from 09 September 2024 to 30 September 2025

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

This sandwich course (on an apprenticeship or professional training contract) can be fully financed. As a general rule, it takes place on Mondays and Tuesdays at the training centre (Lycée Daumier and Cnam Marseille)

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

Session from 09 September 2025 to 30 September 2026

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

This training on a sandwich course (apprenticeship or professional training contract) can be fully financed. It is also open to other audiences and may be covered by other partners/funders. Please contact us for more information.

HOW DO I REGISTER?

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Depending on the funding body, training is available between 15 and 45 days before the start of the course. Please contact us for further information.

AFTER THE COURSE

Integration into employment:

- Corporate social management
- Management of HR policies
- Management of HR function tools and methods
- Administrative personnel management
- Payroll management

Continuation of studies at master's level in management and administration specialisms.

AMENITIES

Access for people with disabilities

Accessible to people with disabilities

Transport

Métro line 2: Rond point du Prado
Bus N° 44 : Lycee Daumier

PRACTICAL INFORMATION

CONTACTS

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PLACE OF TRAINING

Lycée Honoré Daumier | 46 avenue Clot Bey | 13008 Marseille

ORGANIZATION

GRETA-CFA Marseille Méditerranée

Headquarters : Lycée Jean Perrin 13010 Marseille

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

Business registration number : 93131539413