

What is Interface Entreprises ?

Established in 1998 by the State of Geneva, Interface Entreprises was founded to strengthen the link between the offers of on-the-job training from companies and requests for such positions from training and integration institutions.

Supported by government stakeholders and by professional and industrial associations, Interface Entreprises is an interdepartmental agency of the Department of Solidarity and Employment (DSE) and the Department of Public Education (DIP)

Become a partner of Interface Entreprises

- Become a partner by offering an internship. It is our job to put you in contact with the training or integration institution concerned.
- Become an apprenticeship training company. We'll help you with obtaining the necessary authorizations.
- Free of charge for your company, your offer will be communicated to the trainee candidates best suited to the profile you are seeking.
- By offering internships, you are positioning your company as a pro-active partner responsible for training the skilled workforce of tomorrow.

Come join the network of training companies !

- 8'000 partner companies annually provide 18'000 potential training opportunities in all work sectors.
- We have over 32 institutional partners which are now members of Interface Entreprises, providing training for 10'000 interns per year.

Coaching for companies

An administrative and organizational support is provided to the new training companies through external guidance (e.g. coaching for trainers). Allowing the enterprise to be fully dedicated to practical training, these specialists can on request ensure the management for recruitment, along with the integration and the relationships with the schools and the parents.

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Want to know more ?

www.ge.ch/interface-entreprises

Interface Entreprises

Coordination and promotion of the apprenticeships along with "on the job training"/internships

Apprenticeships and professional training in your company

What you need to know...

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1 Orientation internships

Step one in this process is to familiarize the trainees with their work environment in order to discover the features and requirements of employment. It also enables interns to gauge their interest in the activity under consideration. Designed mainly for young people, orientation internships are useful in making decisions with full knowledge of the facts.

Work Shadowing

Length	1 day to 1 week
Objective	First approach to a job
Salary	No
Attestation	Internship report or assessment grid

Trial Internship

Length	1 week to a few months
Objective	To validate a professional project
Salary	According to company policies
Attestation	Internship report

Want to know more ?

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2 Apprenticeships and on-the-job and training

The sole means of obtaining certain qualifications are apprenticeships and on-the-job and training internships. These are the foundation of acquiring know-how and

Initial training - apprenticeship

Length	In 3 or 4 years, with CFC. In 2 years, with Federal certificate (AFP)
Objective	To learn an occupation through on-the-job experience, in the form of dual training courses in schools, called VET (Vocational education and training)
Salary	Yes, according to agreement or customary practices
Diploma issued	<ul style="list-style-type: none"> • Federal VET Diploma in commerce (<i>Certificat fédéral de capacité known as CFC in french</i>), in 3 or 4 years • <i>Attestation fédérale</i> (AFP) in 2 years This training course is designed for young people or for adults who for whatever reason cannot start a training course lasting 3 or 4 years

The training company must fulfill the conditions established by the Law on vocational training and education ; also signing a contract which must be approved by the State (OFPC – Office pour l’orientation, la formation professionnelle et continue – Office for Orientation, Vocational Training and Continuing Education in Geneva).

Training courses

Length	From a few months to one year
Objective	To gain practical work experience at secondary and higher education level
Salary	According to the contract
Certificate	Work certificate, internship report, assessment grid.

3 Integration internships

These internships are designed for job seekers and for young people who are still looking to be integrated into a training pathway.

Internships during unemployment

Length	From a few months to one year
Objective	<ul style="list-style-type: none"> • For the intern : to gain work experience and professional recognition • For the company : to assess the employee's skills
Salary	According to the contract
Certificate	Work certificate, internship report