

Programme d'échange d'assistants de langue en France

ADELE

Detailed tutorial for selected candidates – april 2023

You have been selected for the *Programme d'échange d'assistants de langue en France*. The following tutorial will instruct you on how to create your account on the program's online platform : [ADELE](#).

ADELE is the management platform for the language assistants program managed by France Éducation international and its partners all over the world. The platform aims at gathering all actors of the program in one application.

Program administrators will upload your program application data into ADELE, triggering an account creation request that will be sent to the contact email you provided to the program. **Please do not create an account yourself on ADELE and wait for this automatic email.**

Please carefully read the following information:

- **No changes in placements** can be made. Should you refuse your placement, this will be considered as a withdrawal from the program.
- Candidates who no longer wish to participate in the program must withdraw on ADELE in order to free up their position for candidates on the waiting list.

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Creation of your account on ADELE

As soon as France Éducation international uploads your application onto ADELE, you will receive the following automatic message.



Click on the link provided in the message. You will then be redirected to the following page. You will be able to confirm your last name, first name, date of birth, nationality and email address.

Création de votre espace candidat - assistant de langue

Pour candidater vous devez obligatoirement remplir ces deux pré-requis :

- ✓ Faire partie d'un pays partenaire
- ✓ Être majeur et dans la tranche d'âge acceptée par le pays de destination

L'ensemble des informations que vous inscrivez doivent obligatoirement être conformes aux informations de votre pièce d'identité

Nom *
LAST NAME

Prénom *
First Name

Date de naissance *
23/03/1996

Sexe
 Féminin Masculin Autre

Nationalité *
Indienne

Adresse électronique *
address@gmail.com

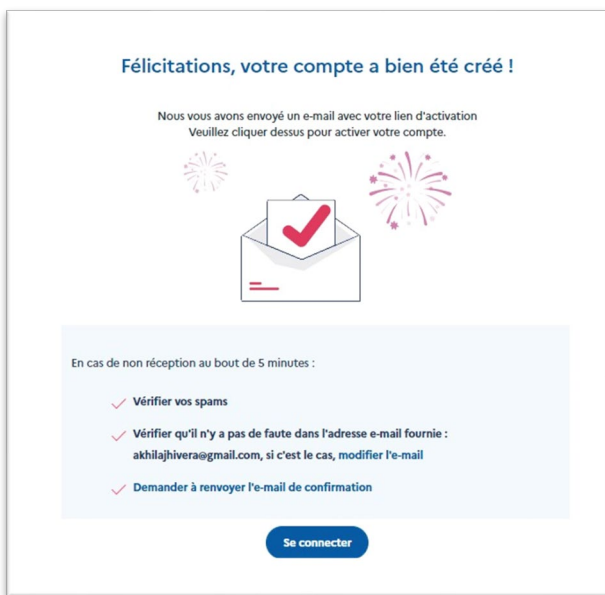
Langue d'utilisation de l'application

En cochant cette case j'accepte les conditions d'utilisation en vigueur

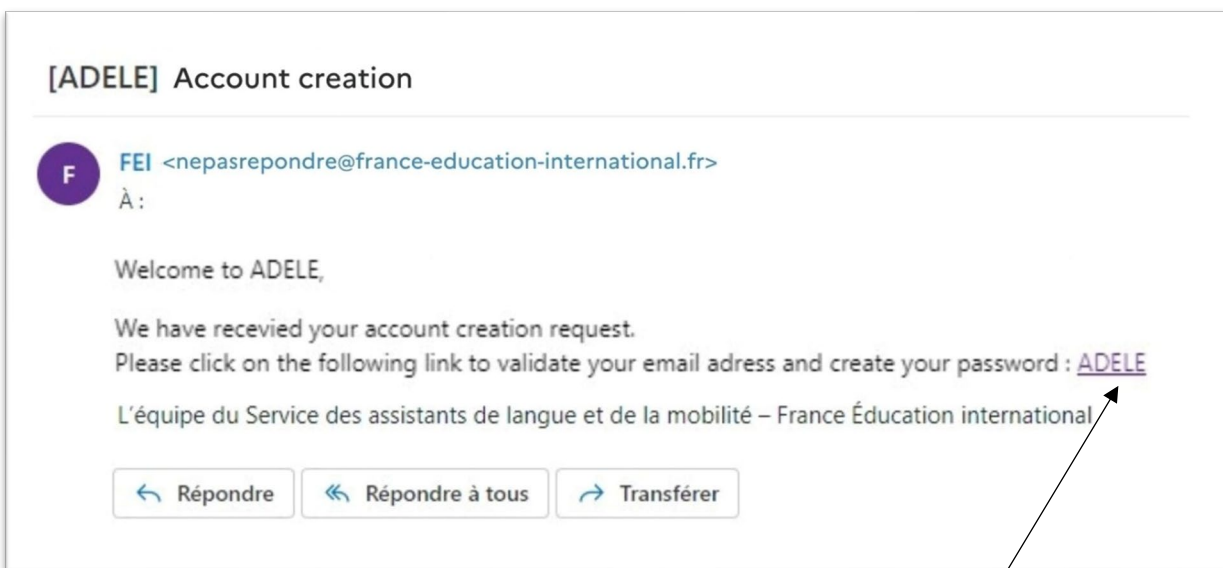
Choose your preferred language.

Click on « création du compte » to confirm all of the information mentioned above.

The following page will then appear :



Additionally, a new message will be sent to your email address:

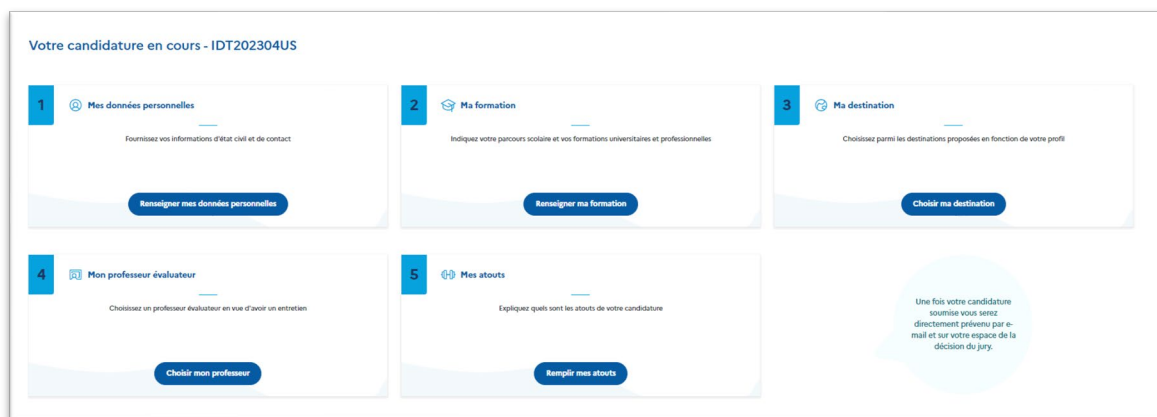


Click on the link embedded in this message to create your password and access your account.

NOTE: this link expires after 24h. Should you click on this link later than 24 hours after its reception, a new link will be sent to your email address that you should then use to create your password.

Updating your application

Once you are logged into your account, you can update several sections of your application : personal data, education background, strong points, etc., as shown below. You will need to update all sections.



Once all sections are completed, they will turn green. **You will then be able to validate your application by clicking on “validate my application”.**

Your application's status

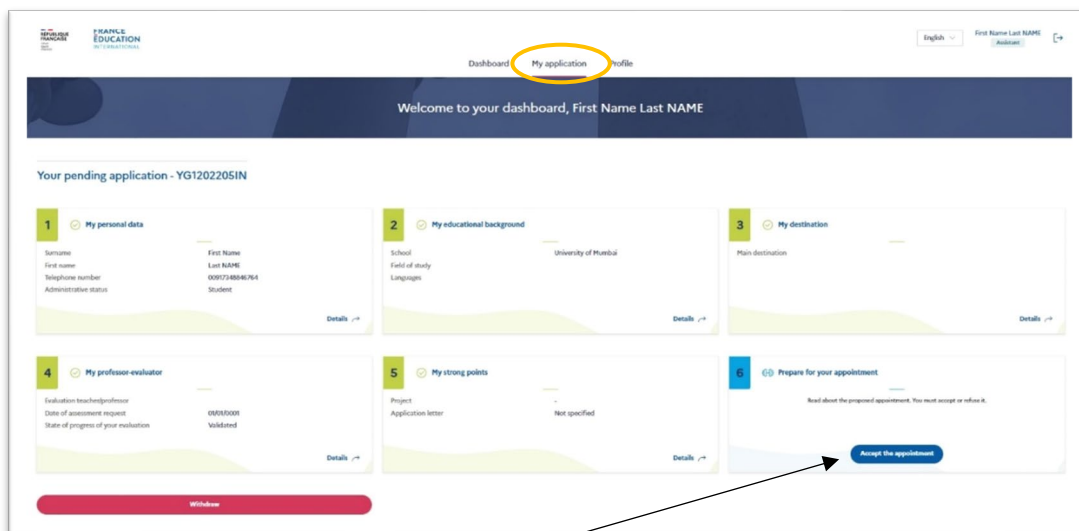
According to your application's status, your dashboard will either show “assessed teacher”, « **selected** », « **allocated/pending** », or « **allocated/accepted** ».

- « **Assessed teacher** » : your application has just been uploaded into ADELE. You need to update your application and validate it as soon as possible.
- « **Assessed by FEI/partner** » : you have successfully validated your application. Your « **académie** » will appear next to your application's status. This status means that your application has been passed onto your académie, who will then place you in a school in a few weeks.
- « **Allocated/pending** » : This status means your académie has placed you in a **school or schools**. You will need to click on the « My application » tab to access more information about your school placement.
- « **Allocated/accepted** » : this status means you have accepted your placement in this school. More information onto how to accept this placement will be given on the following page.

Your placement

In the 'My application' tab, section #6 is called « Prepare for my appointment » (In this context, “appointment” simply means “position”, as in your job. *This will soon be changed to read « Prepare for my post »*).

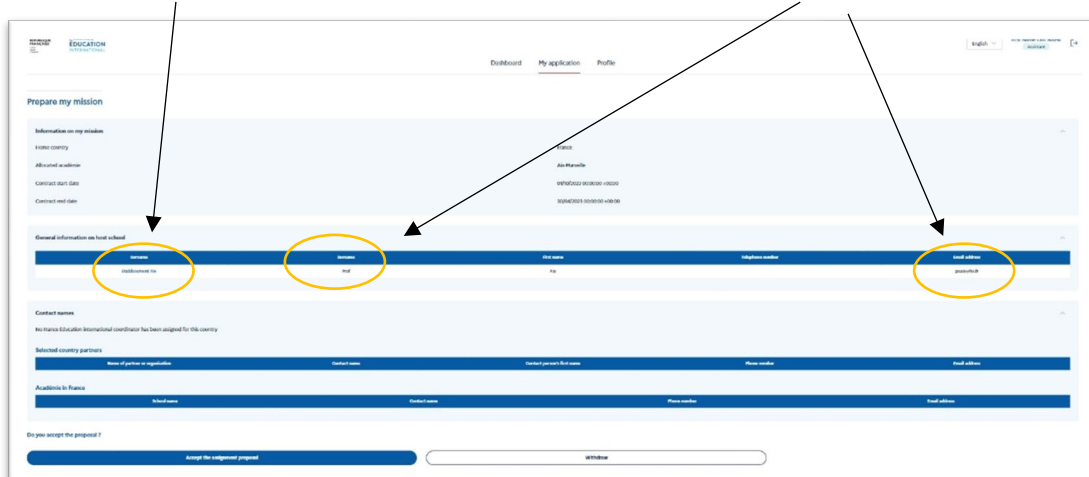
This section will be available as soon as your académie places you in a school.



Click on « accept my appointment » for more information on your school. You will then be able to either accept your placement or withdraw from the program.

Click on your school’s name to find out more information including the school’s educational project, housing conditions, etc.

Your mentor teacher’s contact information is also available in this section.



Click on « accept the assignment proposal » or « withdraw ». Should you click on « withdraw », your withdrawal will be considered definitive. We will not offer you another placement.

Uploading documents to your application

1. Uploading your passport

Dashboard My application **Profile**

Editing profile

My personal information

Identity

First name * Surname *

Last NAME First Name

Gender

Female Male Other

Passport *

Proof of identity: passport, national identity card, permanent resident card (green card for the USA)

Upload your files here or click to view them
Acceptable formats: PDF, JPEG, PNG, TIFF. Maximum 1MB.

Do you have dual nationality? *

Yes No

As soon as your account is created, you will have access to your « profile ». Please upload your passport as soon as possible.

2. Uploading your birth certificate and police clearance certificate

Once you have accepted your placement, you will be able to upload your birth certificate and police clearance certificate to your application by clicking on **section #6** again.

FRANCE EDUCATION INTERNATIONAL

English First Name Last NAME Assistant

Dashboard My application Profile

Welcome to your dashboard, First Name Last NAME

Your pending application - YG1202205IN

1 My personal data

Surname First Name
First name Last NAME
Telephone number 00917348046764
Administrative status Student

2 My educational background

School University of Mumbai
Field of study
Languages

3 My destination

Main destination

4 My professor-evaluator

Evaluation teacher/professor
Date of assessment request 01/08/2021
State of progress of your evaluation Validated

5 My strong points

Project
Application letter Not specified

6 My appointment

All the information about your appointment, your contract, etc.

Complete the informations about my appointment

Once your **arrêté de nomination** is ready, your académie will upload it **here**. Once you have received this document, you will be able to start your visa application procedure.

Raising an issue during your contract

If at any time during your contract you need to raise an issue to your académie, France Éducation international, or its partners, you will be able to do so directly on ADELE, in **section 6 of your « My application » tab**.

Your message will be sent to all program administrators.

Withdrawing from the program

Should you need to withdraw from the program at anytime during your contract, you will also be able to do so on ADELE, in **section 6 of your « My application » tab.**

Withdrawal x

Your notification will be sent to France Education international and its partners in the host country

You wish to withdraw because *

Health (accident, loneliness, etc.) ^

- Health (accident, loneliness, etc.)
- Change of project
- Relationship issues with school staff
- The language assistant post does not meet your expectations
- Personal situation (financial resources, family, etc.)
- You have started a new job or a new training programme
- Other

0/500

Send

In this case, you will simply be asked to select the reason for your withdrawal and explain it in a few words.