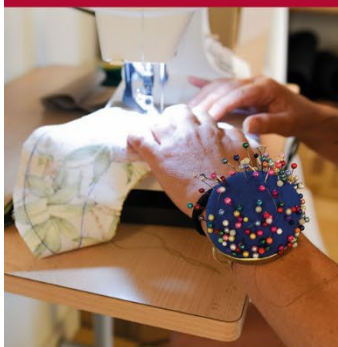


Intern Welcome Booklet

Atelier-Musée
du
CHAPEAU



Centre de formation



LA CHAPELLERIE
ATELIER-MUSÉE DU CHAPEAU



Introduction to the Atelier-Musée du Chapeau (Hat Workshop-Museum)

Training provider registration number: 82 42 0107842

SIRET number: 325 908 143 000 28

Located in Chazelles-sur-Lyon, the Atelier-Musée du Chapeau actively preserves the hat-making craftsmanship rooted in the rich industrial heritage of this small town in the Monts du Lyonnais region. The museum showcases the hat-manufacturing process—starting with rabbit fur—and features operating machinery, steam-based hat shaping, and related trades (milliner, hat-block maker, feather worker, hat retailer, gilder). It also houses a fashion gallery displaying historic hats ranging from the Middle Ages to haute couture creations, with over 400 pieces on display, including designs by Jean Paul Gaultier, Yves Saint Laurent, Pierre Cardin, Paco Rabanne, and Hermès. Temporary exhibitions, housed in the former boiler room, highlight the contemporary relevance of the craft. Within the museum, the production workshop and training center help ensure the future of this artistic trade by passing on rare skills in millinery and hat-making. Driven by a constant commitment to promoting these skills and making them accessible to a wide audience, the Training Center offers short courses that cover these various fundamental techniques through intensive modules.

As part of its quality assurance process for vocational training activities, the Training Center has obtained QUALIOPi certification, issued by the Ministry of Labour.



 RÉPUBLIQUE FRANÇAISE

La certification qualité a été délivrée au
titre de la catégorie d'action suivante :
ACTIONS DE FORMATION

Museum Visiting Hours

Open year-round, Tuesday through Sunday, 2:00 PM to 6:00 PM.

Extended hours in July and August: 2:00 PM to 6:30 PM.

Closed on Mondays, January 1st, May 1st, and December 25th.

All visits are guided:

- Weekdays (Tuesday through Friday, outside school holidays): 3:00 PM and 4:15 PM
- Weekends and school holidays (Zone A): 2:15 PM – 3:00 PM – 3:45 PM – 4:30 PM

- July and August: 2:30 PM – 3:15 PM – 4:00 PM – 4:45 PM

Given the intensity of the training course, and to ensure the best possible experience, trainees are advised to visit the museum either before or after the training.

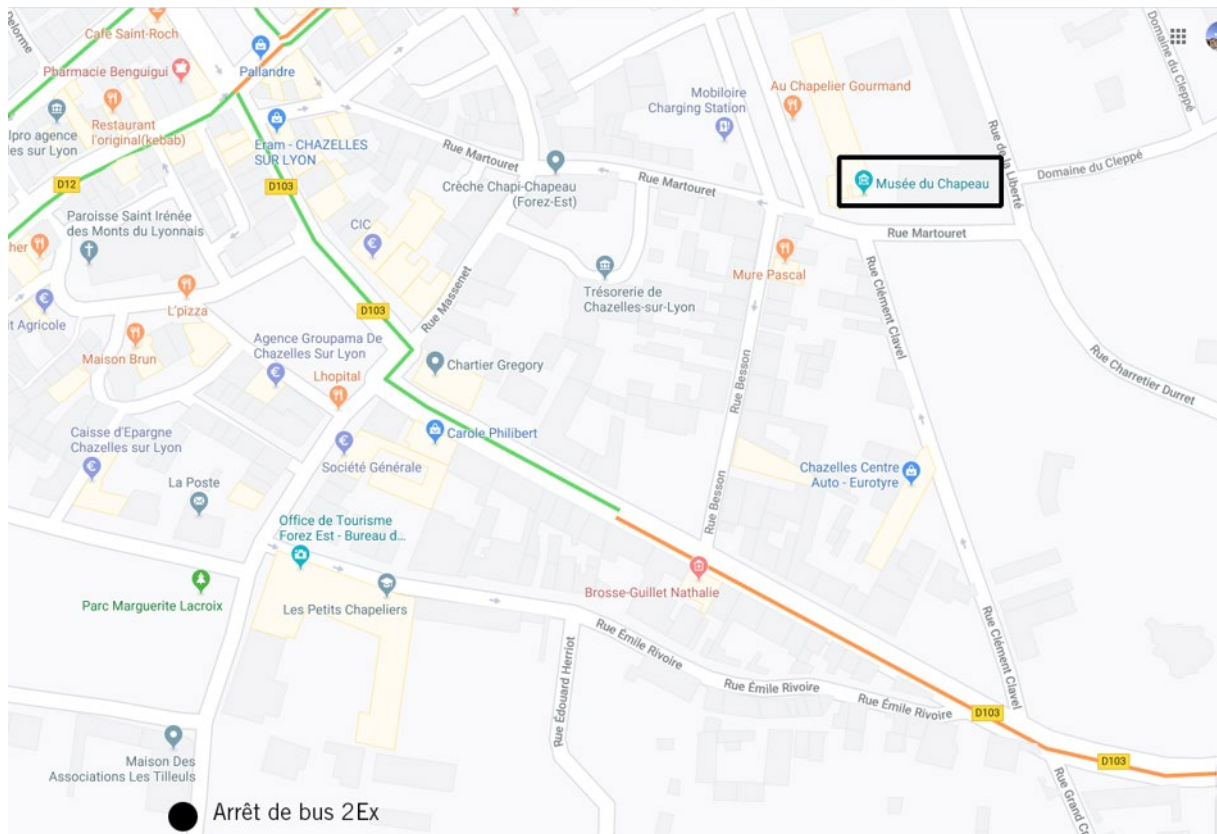
Training Venue

Atelier-Musée du Chapeau (Hat Workshop-Museum)

31, rue Martouret

42 140 Chazelles-sur-Lyon

France



Training Schedule (unless otherwise specified)

Monday to Saturday: 9:15 AM – 12:30 PM and 1:15 PM – 6:00 PM (8 hours of training per day)

Technical and Logistical Facilities

- A training room set up as a workshop, accessible to people with reduced mobility (includes 2 modeling tables, 1 cutting table, sewing tables, areas for dyeing and stiffening, wooden hat blocks, a professional ironing board, 1 professional free-arm sewing machine, and 1 domestic free-arm sewing machine)
- Whiteboard
- Internet access
- Break area for lunch

A list of required equipment and materials (which varies depending on the course) is sent to each trainee 15 days before the training begins (along with the training agreement).

Accommodation

Trainees can stay on-site at La Chapellerie. Accommodation is provided in the former caretaker's house, renovated in 2013. It features 3 single bedrooms (1 on the ground floor and 2 upstairs) and shared areas: kitchen, shower room, and toilet.

Rental is charged per night and includes a cleaning fee as well as bed linen and tea towels. Bath towels are not provided.

Keys can be collected from the designated lockbox located in front of the accommodation's entrance.

If arriving outside museum opening hours (when the courtyard gate is closed), the code for the pedestrian gate will be provided when your stay is being arranged.

How to get to Chazelles-sur-Lyon?

By car

The town of Chazelles-sur-Lyon is located 50 km west of Lyon and 30 km north of Saint-Étienne. To plan and follow your route, the easiest method is to use an app like Waze.

Once there, several parking areas are available around La Chapellerie. They are free of charge.

By train (Lyon Part-Dieu station): take metro line B to Saxe-Gambetta station, then line D to Gorge de Loup station (20-minute journey).

From the Gorge de Loup bus station, take bus C202 towards Chazelles-sur-Lyon (1 hour 10 minute journey).
Timetables are available.

By plane (Lyon-Saint Exupéry Airport): take the shuttle (30 minutes) to Lyon Part-Dieu station.

Visit <https://www.rhonexpress.fr/> to purchase tickets online.

At Lyon Part-Dieu station, take metro line B to Saxe-Gambetta station, then line D to Gorge de Loup station (20-minute journey).

From the Gorge de Loup bus station, take bus C202 towards Chazelles-sur-Lyon (1 hour 10 minute journey).
Timetables are available in PDF format (attached file).

Your contact

Yvan PERRETON, Director
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y.perreton@museeduchapeau.com

Atelier-Musée du Chapeau (Hat Workshop-Museum)
31, rue Martouret
42140 Chazelles-sur-Lyon

INTERNAL REGULATIONS APPLICABLE TO TRAINEES AT THE ATELIER-MUSEE DU CHAPEAU

General Provisions

Article 1 : Purpose – Pursuant to Article L 6352-3 of the Labor Code, these internal regulations have been established and apply to trainees undergoing training at the Atelier-Musée du Chapeau. Its purpose is to:

1. outline the main health and safety measures applicable within the facility;
2. establish disciplinary rules, specifically the nature and scale of sanctions applicable to trainees, as well as their rights in the event of a sanction;
3. specify the procedures for trainee representation for training courses exceeding five hundred hours in duration.

Article 2 : Scope of application

These regulations and their appendices apply to all trainees participating in training courses organized by the Atelier-Musée du Chapeau.

The provisions of these regulations apply at the Atelier-Musée du Chapeau premises and at any location where training takes place.

TITLE I : Health and safety

Article 3 : Health and safety

Regarding health and safety, every trainee must strictly comply with established rules. When training takes place in a company or establishment that already has its own internal regulations, the health and safety measures applicable to trainees are those of said regulations.

Article 4 : General rules regarding accident prevention

All trainees are required to use all individual and collective protective equipment provided to prevent accidents and to strictly observe specific instructions given for this purpose at each training location. A trainee's refusal to comply with health and safety requirements may result in temporary suspension, in addition to one of the sanctions provided for in Article 13. The same applies in the event of a clear violation of a basic safety rule by the trainee.

TITLE II : Discipline

Article 5: Respect for others

Trainees must conduct themselves with tolerance and respect for others—regarding their person, personality, and behavior, as well as their convictions—and must under no circumstances engage in physical or psychological violence.

Article 6 : Alcoholic beverages

Bringing alcoholic beverages onto the premises and consuming them there is prohibited, except in exceptional circumstances and with prior approval from Management.

Article 7 : Tobacco

In accordance with Decree No. 2006-1386 of November 15, 2006, establishing the conditions for implementing the smoking ban in public spaces, smoking is prohibited on the premises of the Atelier-Musée du Chapeau.

Article 8 : Theft and property damage

Trainees are responsible for their personal belongings; the Atelier-Musée du Chapeau accepts no liability for any theft of or damage to trainees' property that may occur during the training course.

Article 9 : Meals

Training areas are classified as workplaces, and consuming meals there is prohibited (Article R 4228-19 of the Labor Code).

Article 10 : Schedule – hours

Training hours are specified in the notification sent to trainees. The Training Manager in charge of the current course will provide any necessary clarifications if required. Unless expressly authorized, trainees may not remain on the premises outside of their scheduled training hours or the Atelier-Musée du Chapeau's opening hours.

Article 11 : Attendance, punctuality, and absences

Trainees are required to attend classes, assessment and reflection sessions, company visits and internships, and—more generally—all sessions scheduled by the Atelier-Musée du Chapeau, consistently and without interruption. Trainee absences may affect the awarding of certifications and qualifications issued by the Atelier-Musée du Chapeau, in accordance with the rules governing the issuance of such certifications and qualifications. Signing the attendance sheet is mandatory, and any active or passive fraud will be subject to sanctions. Any lateness or absence must be justified to the Training Manager. Trainee travel outside the Atelier-Musée du Chapeau in connection with internships is subject to the prior written approval of the internship supervisor regarding both the purpose and the destination. The Atelier-Musée accepts no liability in the event of unauthorized or unjustified absence.

Article 12: Practical internships and company-based work

During the practical internship, the trainee remains under the authority of the Atelier-Musée du Chapeau. However, they are also subject to the internal regulations of the host company.

Article 13: Disciplinary measures

Any measure—other than verbal remarks—taken by the director of the training organization (or their representative) in response to conduct by the trainee deemed to be misconduct constitutes a sanction, regardless of whether the measure immediately affects the trainee's presence in the course or jeopardizes the continuity of the training they are receiving. Fines or other financial penalties are prohibited.

Any failure by the trainee to fulfill obligations arising from these regulations or from internal memoranda may result in a sanction, based on the following nature and scale: a warning, temporary exclusion, or permanent exclusion. In the case provided for in Article 4, a provisional suspension may be imposed prior to the sanction. No sanction may be imposed on the trainee without them first being informed of the charges against them and given the opportunity to present their comments. A warning must be duly substantiated and notified individually in writing. When the organization's management contemplates a sanction that affects—immediately or otherwise—a trainee's presence in a training course, it shall summon the trainee, stating the purpose of the summons. The summons shall specify the date, time, and location of the meeting; it must be in writing and sent by registered mail or handed to the trainee against a signed acknowledgment of receipt. During the meeting, the trainee may be assisted by a person of their choice—either another trainee or an employee of the training organization. The summons mentioned in the preceding paragraph shall state this right. Management shall indicate the reason for the contemplated sanction and hear the trainee's explanations. The organization's director must inform the following parties of the sanction imposed:

- 1) The employer, when the trainee is an employee attending the course as part of a company training plan;
- 2) The employer and the joint body that covered the training costs, where the trainee is an employee participating in the training course as part of training leave;
- 3) Any organization that contributed, in whole or in part, to financing the trainee's training.

TITLE III: Trainee Representation

Article 14: Trainee Representation

For each training course lasting more than 500 hours, a principal representative and an alternate representative shall be elected simultaneously, no earlier than 20 hours and no later than 40 hours after the start of the course. All trainees are eligible to vote and to stand for election; voting takes place via a two-round, single-candidate ballot system (an absolute majority is required for the first round; a relative majority suffices

for the second round). Minutes of these elections shall be drawn up. Representatives are elected for the duration of the course. Their duties cease when they stop participating in the course, for any reason whatsoever. In the event that a representative leaves before the end of the course or resigns, new elections shall be held. Representatives may make any useful suggestions to improve the conduct of the course and the living conditions of trainees at the *Atelier-Musée du Chapeau*. They may present any individual or collective grievance regarding the conduct of the course, living, health, and safety conditions, and the application of the internal regulations.

Article 15: End of Course

A certificate of training completion is issued at the end of the training. Should the trainee leave the training before the scheduled end date, a certificate of attendance attesting to the period during which the individual attended the course shall be issued to them upon request.

Article 16: Entry into Force

These regulations enter into force on January 1, 2017. Registration for the course constitutes acceptance of these internal regulations.

APPENDIX 1

Pedagogical Mediation

- Rule No. 1 : A pedagogical mediation contact person is appointed for each training session. This person will always be the trainer.

- Rule No. 2 : At the start of each session, the trainer/contact person explains the following to the group:

- The content to be delivered by the trainer to the group
- The skills to be acquired
- The prerequisites needed to master these skills

- Rule No. 3 : At the end of each session, the trainer/contact person reviews the following with the group:

- The level of content delivered
- Reasons why objectives may not have been met
- Items to be reviewed at the start of the next session
- The level and type of adjustments made to content and tools to facilitate discovery and understanding

- Rule No. 4: At the start of the training, the trainer/contact person proposes a process for the individual reporting of comprehension issues and feedback on the teaching pace, allowing each participant to raise difficulties regarding the instruction:

- Through the option of a one-on-one meeting at the participant's request
- Through practical applications and exercises planned by the trainer, enabling the detection of potential individual difficulties.

- Rule No. 5: The trainer/contact person proposes a support plan for the participant, which may include tools, recommendations for additional training, or even tutoring by another participant and/or the group. The trainer must first validate this plan with the training coordinator at the Atelier-Musée du Chapeau.

- Rule No. 6: The trainer/contact person proposes opportunities for discussion with the participant to monitor the implementation of the support plan. This process does not necessarily require a formal written record. - Rule No. 7: If the trainee encounters difficulties with the designated trainer, they may contact the training coordinator at the Atelier-Musée du Chapeau.

- Rule No. 8: In the event of a complaint, and after exhausting all avenues for interpersonal mediation, the trainee may use a complaint form (Appendix 3 of this booklet; a copy is also available in the training center room), which will be processed according to a specific procedure.

APPENDIX 2

Excerpts from the Internal Regulations of the Atelier-Musée du Chapeau

II. SAFETY AND PREVENTION

Each staff member is responsible for their own safety and health, as well as that of others affected by their actions. A first-aid kit is available at the Atelier-Musée reception desk. The receptionist is responsible for restocking it. In accordance with current legal provisions, all employees are required to undergo mandatory periodic medical check-ups, as well as pre-employment and return-to-work medical examinations. Emergency equipment (fire extinguishers, etc.) must not be handled except for its intended use; access to it must remain unobstructed. Tampering with or disabling any safety device is prohibited. Any employee who notices a fault or anomaly in the facilities or equipment operation must immediately inform management.

III. HYGIENE

All staff members are required to maintain the cleanliness of their work areas and to observe the hygiene and sanitation rules necessary to protect staff health, particularly regarding common areas (restrooms, etc.). Eating meals at one's workstation (office) is prohibited; a room is designated for this purpose. Each user must ensure the room is left clean after use; this is essential for everyone's well-being. Cleaning supplies for this room (sponges, dish soap, etc.) are the responsibility of the staff members using them.

IV. ATTIRE AND CONDUCT

Staff members working at the Atelier-Musée du Chapeau are required to maintain a professional appearance. Everyone is expected to show courtesy and respect toward the public and colleagues, both in terms of attire and welcoming demeanor. Bringing in or consuming alcoholic beverages for personal reasons on the premises is prohibited. This does not, however, preclude the organization of social gatherings (such as farewell drinks) initiated by a staff member, provided that authorization is requested from Management. The organizer remains responsible for the smooth running of the event, and the time spent at such gatherings does not count as working time.

TRAINEE COMPLAINT FORM (APPENDIX 3)

Trainee Information

Full Name :

Email Address :

Phone number :

Training Course

Title :

Period :

Description of Complaint :

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Complaint Follow-up (to be completed by the training center)

Complaint No : Date of Response :

Comments :

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