

# BREVET DE TECHNICIEN SUPÉRIEUR

## Assistant de gestion de PME-PMI

Épreuve de langue vivante étrangère

U21 – Compréhension de l'écrit et expression écrite

ANGLAIS

SESSION 2017

Durée : 2 heures

Coefficient : 2

**Matériel autorisé :**

- LE DICTIONNAIRE UNILINGUE EST AUTORISÉ  
(à l'exclusion de tout dictionnaire électronique)
- CALCULATRICE INTERDITE

Dès que le sujet vous est remis, assurez-vous qu'il est complet.

Le sujet se compose de 3 pages, numérotées de 1 à 3.

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## Will job sharing encourage gender equality at work?

When Sara Allen went back to work after having children, she found she was exhausted trying to fit a stressful full-time role with the Department of Health into four days, and she set out to find a solution. She left the civil service and founded Further&More, a recruitment consultancy specializing in job sharing and matching pairs.

The concept is simple – two part-time employees share the responsibilities of one-full time role, often with a handover day<sup>1</sup> on a Wednesday. It's a practice that is popular in Australia and Switzerland but still uncommon in the UK. Allen's research backs this up – of the 500 people who have answered Further&More's survey so far, 79% of respondents said they did not feel they could ask their employer to job share without affecting their employability. Job sharing provides a viable solution to this problem, making it easier for women to keep their jobs by working part-time, and improves workplace equality by increasing the number of women available for promotion to senior positions. Their career trajectories don't have to stop because they have children. Job sharing, Allen believes, "offers something that part-time and flexible working can't."

In Allen's experience, the most complementary job-sharing pairs often have opposite strengths — some may have a "big picture" person, the other more obsessed with the finer details, for example. "The employer benefits from more than what any one person could ever bring to the table," she says. Inspired in parts by dating apps, Further&More has developed a matching algorithm that analyses candidates' values, skills and approach to work to provide candidates with their suggested match.

One of the biggest objections is the cost. The one overlap day<sup>2</sup> means that a job-share pair will cost slightly more than a full-time role. Allen argues that the cost is compensated by higher staff retention rates and increased productivity.

Job sharing is certainly something that Lynda Thomas, chief executive of Macmillan Cancer Support, says has helped her career over the last 10 years. It was an incredibly successful partnership — Thomas and her job share partner were promoted together four times and rose to board level, before both going back to full time roles in 2011. "It's one of the best things I've ever done" Thomas says, and I don't think job sharing is just for people who've had children — it could work for people who have caring responsibilities, and for young people."

Allen agrees: "The conversation always starts with women and how to retain brilliant talent. But it also moves on to younger workers, who often want to combine entrepreneurship with employment. We've also been talking about doing intergenerational job sharing, when you bring together people who are nearing retirement who would be happy working a three day week, and combining them with a brilliant 30-something."

Adapted from *theguardian.com*, 19 July 2016

<sup>1</sup> handover day: *jour de passation*

<sup>2</sup> overlap day = handover day

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### A. Compréhension de l'écrit. (10 points)

Vous rédigerez **en français** le compte rendu de ce document en 180 mots (+/-10 %).  
Vous indiquerez **impérativement** le nombre de mots utilisés.

### B. Expression écrite. (10 points)

Vous êtes Sam Jones, assistant(e) de gestion de CPW ([samjones@CPWmail.co.uk](mailto:samjones@CPWmail.co.uk))  
Vous rédigerez **en anglais** un courriel au PDG de votre entreprise, Helen Banner ([helenbanner@CPWmail.co.uk](mailto:helenbanner@CPWmail.co.uk)), pour lui soumettre votre demande de partage de poste :

- vous présentez votre situation : assistant(e) depuis 7 ans, vous aimeriez être plus disponible pour vos 2 enfants sans devoir renoncer à vos responsabilités et perspectives d'évolution ;
- vous expliquez votre projet : vous avez réussi à trouver, grâce à un site internet, un(e) partenaire possible en la personne d'Alex Sleight qui, proche de la retraite, souhaite travailler 2 jours par semaine. Le partage de votre poste à temps plein permettrait à chacun(e) d'avoir un meilleur équilibre entre vie professionnelle et personnelle ;
- vous expliquez les avantages du temps partagé pour l'entreprise : plus large éventail de compétences pour un seul poste + 2 autres avantages inspirés du texte ou de votre choix ;
- vous remerciez Madame Banner de bien vouloir prendre en considération votre proposition. Vous espérez qu'elle sera intéressée et dans ce cas, lui seriez reconnaissante de vous fixer un rendez-vous afin de lui présenter un programme de travail plus détaillé.

Formules et présentation d'usage.