

# L'école

Des Meilleurs Ouvriers de France Lunetiers



CENTRE DE FORMATION EN LUNETTERIE

EYEWEAR MAKING CENTER  
OF EXCELLENCE



REMISE  
POUR TOUTE  
INSCRIPTION AVANT LE  
15.11.2022

**-10%**

DISCOUNT FOR ALL  
REGISTRATIONS  
BEFORE  
15.11.2022



# TRAINING CATALOGUE

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## PROGRAM

### Module 00 - Eyewear design: key points to creating a collection

|   | Program   |
|---|---|
| <p>▶ <b>Objectives:</b><br/>At the end of the course the trainee will have learned:</p> <ul style="list-style-type: none"> <li>◇ the basics of eyewear design in order to create eyewear frames and components.</li> <li>◇ the different phases of design.</li> <li>◇ how to create a collection of several models graphically.</li> </ul> <p>▶ <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ Dispensing opticians and technicians,</li> <li>◇ Sales professionals,</li> </ul> <p>▶ <b>Preconditions:</b></p> <ul style="list-style-type: none"> <li>◇ None</li> </ul> <p>▶ <b>Duration: 16 hours.</b></p> <p>▶ <b>Maximum number of trainees: 6</b></p> <p>▶ <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers: Maximum 3 trainees per trainer and 6 trainees per session.</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> <li>◇</li> <li>◇ Computer with Illustrator and Corel Draw software.</li> </ul> | <p>▶ <b>Course:</b></p> <ul style="list-style-type: none"> <li>◇ History and function of design,</li> <li>◇ Development of a visual panel of the creative universe (magazines, internet),</li> <li>◇ Research of creative themes,</li> <li>◇ Marketing approach, research of the "target" wearer,</li> <li>◇ Study and choice of materials,</li> <li>◇ Industrial property,</li> <li>◇ Idea research and formalization through drawing,</li> <li>◇ Choice of an idea and production of a detailed drawing and plan,</li> <li>◇ Finish using Illustrator and Corel Draw software,</li> <li>◇ Presentation of the result in shapes, dimensions, colors,</li> <li>◇ Think, draw the product environment (case, display..)</li> </ul> |
| <p>▶ <b>Methods of assessing knowledge:</b><br/>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps. Exchanges between trainees and trainer.<br/>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>▶ <b>Certificate of training:</b><br/>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p>  | <p>▶ <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>▶ <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>▶ <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p>                  |

## ■ PROGRAM

### Module 01 - Taking measurements, drawing and production of an acetate frame

|  | Program  |
|--|--|
| <p>▶ <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ To improve skills in taking measurements and drawing up an eyewear design in order to produce or transform and adapt equipment adapted to the client's morphology,</li> <li>◇ At the end of the course the trainee: <ul style="list-style-type: none"> <li>• should be able to determine and define the product in total autonomy according to the measurements and determined characteristics.</li> <li>• will have produced a custom-made acetate frame</li> </ul> </li> </ul> <p>▶ <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals,</li> </ul> <p>wishing to improve their skills in adapting, transforming and creating customized equipment, adapted to the morphology of customers.</p> <p>▶ <b>Preconditions:</b></p> <ul style="list-style-type: none"> <li>◇ None</li> </ul>  | <p>▶ <b>Course:</b></p> <ul style="list-style-type: none"> <li>◇ +Case history</li> <li>◇ Taking preliminary measurements,</li> <li>◇ Determining the practical elements,</li> <li>◇ Production of plans, quotations and specific surveys,</li> <li>◇ Choice of materials and coatings – technical knowledge of these materials (allergy, resistance).</li> </ul>  |
| <p>▶ <b>Duration:</b></p> <ul style="list-style-type: none"> <li>◇ 24 hour training module.</li> </ul> <p>▶ <b>Maximum number of trainees: 6</b></p> <p>▶ <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> </ul> <p>▶ <b>Methods of assessing knowledge:</b></p> <p>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps.<br/>Exchanges between trainees and trainer.<br/>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>▶ <b>Certificate of training:</b></p> <p>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>▶ <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>▶ <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>▶ <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p> |

## PROGRAM

### Module 02 - Design and production of acetate frames using an eyewear router

|  | Program  |
|--|--|
| <p>▶ <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ To improve skills in taking measurements and drawing up an eyewear design in order to produce or transform and adapt equipment adapted to the client's morphology,</li> <li>◇ At the end of the course the trainee: <ul style="list-style-type: none"> <li>• should be able to produce the product in total autonomy according to determined characteristics.</li> <li>• Will have produced 2 custom-made acetate frames.</li> </ul> </li> </ul> <p>▶ <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals,</li> </ul> <p>wishing to improve their skills in creating customized equipment, adapted to the morphology of customers.</p> <p>▶ <b>Preconditions:</b></p> <ul style="list-style-type: none"> <li>◇ Should be able to use an eyewear router.</li> </ul> <p>▶ <b>Duration:</b></p> <ul style="list-style-type: none"> <li>◇ 32 hour training module.</li> </ul> <p>▶ <b>Maximum number of trainees: 6</b></p> <p>▶ <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> </ul> <p>▶ <b>Methods of assessing knowledge:</b></p> <p>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps. Exchanges between trainees and trainer.</p> <p>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>▶ <b>Certificate of training:</b></p> <p>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>▶ <b>Course:</b></p> <ul style="list-style-type: none"> <li>◇ Reading and understanding detailed drawings,</li> <li>◇ Production of an additional "detailed plan", specific dimensions,</li> <li>◇ Studies of professional standards in the industry,</li> <li>◇ Manual production of templates,</li> <li>◇ Use of machining materials (routers, soldering materials, polishing wheels, etc.),</li> <li>◇ Shaping elements according to specific criteria,</li> <li>◇ Choice of materials and coatings – technical knowledge of these materials (allergy, resistance),</li> <li>◇ Surface coatings,</li> <li>◇ Assembly of produced components.</li> </ul>  |
|  | <p>▶ <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>▶ <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>▶ <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p> |

## PROGRAM

### Module 03 - Design and production of a metal frame

|   | Program  |
|---|--|
| <p>► <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ To improve student's design and production skills for a model specifically adapted to customers morphology,</li> <li>◇ At the end of the course, the trainee should be able to produce the product in total autonomy according to determined characteristics.</li> </ul> <p>► <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals,</li> </ul> <p>wishing to improve their skills in creating customized equipment, adapted to the morphology of customers.</p> <p>► <b>Preconditions:</b><br/>None</p> <p>► <b>Duration:</b><br/>24 hour training module</p> <p>► <b>Maximum number of trainees: 6</b></p> <p>► <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> <li>◇</li> </ul> <p>► <b>Methods of assessing knowledge:</b><br/>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps. Exchanges between trainees and trainer.<br/>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>► <b>Certificate of training:</b><br/>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>► <b>Course:</b></p> <ul style="list-style-type: none"> <li>◇ Reading and understanding detailed drawings,</li> <li>◇ Production of an additional "detailed plan", specific dimensions,</li> <li>◇ Studies of professional standards in the industry,</li> <li>◇ Manual production of templates,</li> <li>◇ Use of machining materials (routers, soldering materials, polishing wheels, etc.),</li> <li>◇ Shaping elements according to specific criteria,</li> <li>◇ Choice of materials and coatings – technical knowledge of these materials (allergy, resistance),</li> <li>◇ Surface coatings,</li> <li>◇ Assembly of produced components.</li> </ul>  |
|   | <p>► <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>► <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>► <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p> |

## ■ PROGRAM

### Module 04 – 16h Advanced training: Acetate / Metal

|   | Program   |
|---|---|
| <p>► <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ Improve skills in making a model or a product adapted to the customers' morphology (for a standard or custom head).</li> <li>◇ At the end of the course, the trainee should be able to produce the complex product in total autonomy according to determined characteristics.</li> </ul> <p>► <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals,</li> </ul> <p>wishing to improve their skills in creating customized equipment, adapted to the morphology of customers.</p> <p>► <b>Preconditions:</b></p> <ul style="list-style-type: none"> <li>◇ None</li> </ul> <p>► <b>Duration:</b></p> <ul style="list-style-type: none"> <li>◇ 16 hour training module</li> <li>◇ Module renewable several times depending on the level of improvement desired</li> </ul> <p>► <b>Maximum number of trainees: 6</b></p> <p>► <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> </ul> <p>► <b>Methods of assessing knowledge:</b></p> <p>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps. Exchanges between trainees and trainer.</p> <p>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>► <b>Certificate of training:</b></p> <p>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>► <b>Course:</b></p> <p><b>Customized training.</b></p> <ul style="list-style-type: none"> <li>◇ The trainee will choose from the list of specialities (see document on the next page: "Module 04 - List of specialities to be chosen") the techniques that he/she wishes to deal with during the course. <ul style="list-style-type: none"> <li>• 20 specialities to choose from for acetate</li> <li>• 15 specialities to choose from for metal.</li> </ul> </li> <li>◇ At the time of booking, the trainer will assess the trainee to determine what additional training is required.</li> <li>◇ Shaping of the determined elements according to specific criteria,</li> <li>◇ Choice of materials and surface coatings,</li> <li>◇ Review of technical knowledge of these materials (allergy, resistance),</li> <li>◇ Assembly of produced components,</li> <li>◇ Showcasing the final product.</li> </ul> |
|   | <p>► <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>► <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>► <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p>  |



Name: \_\_\_\_\_

Training date: \_\_\_\_\_

| ACETATE  |         |                   |  |
|--|---------|-------------------|--|
| Your choice                                    | Code    | Hours             | Description  |
|  | 4- A1   | 2                 | <b>Optimising router settings</b><br>Fine-tuning the router, Using the "stops" functionality, (review on use)  |
|  | 4- A 2  | 4                 | To carry out specific work on a router: Use shape milling tools  |
|  | 4- A3   | 4                 | <b>Make graduations and grooves in the acetate layers:</b><br>Make templates or guiding jigs   |
|  | 4- A 4  | 2                 | <b>Make acetate layers by gluing</b><br>Multiple layers,<br>A plate with a different colour at the top than at the bottom,<br>A plate with gluing of the endpieces and the nose in over thickness,<br>Side-shields to transform a classic frame into a wet chamber frame |
|  | 4- A41  | 1                 | <b>Planing an acetate plate</b> to make a bonding  |
|  | 4- A42  | 1                 | <b>Milling an acetate front blank</b> to give it the desired thicknesses   |
|  | 4- A 5  | 5                 | <b>Insert wire core into temples</b> on router or milling machine by grooving, gluing<br>Make a hollow for a spring-hinge housing or hinge   |
|  | 4- A51  | 2                 | <b>Lengthen temples by gluing</b>  |
|  | 4- A 6  | 3                 | <b>Rolling, bending an acetate endpiece</b><br>Preparation and specific machining of the material. Gluing and drying   |
|  | 4- A 7  | 1                 | <b>Incrusting hinges for the front</b><br>Measurement of volumes,<br>Preparation and specific machining of the material<br>Inlaying, different methods (Joule effect, torch)   |
|  | 4- A 8  | 1                 | <b>Produce adapted systems on a front</b><br>Examples by screwing: pad arms, antiptosis, etc.  |
|  | 4- A 9  | 3                 | <b>Review the finishing steps</b><br>Push out a nosepiece, shape an acetate frame front, open the temples, adjust and align  |
|  | 4- A 10 | Variabl<br>e time | <b>The trainee can submit a proposal for a module corresponding to a particular training request, which can be validated within the framework of this module dealing with acetate.</b>   |
| METAL (excluding titanium and precious metals) |         |                   |  |
| Your choice                                    | Code    | Hours             | Description  |
|  | 4- M1   | 2                 | <b>Carry out the shaping</b> of an endpiece, a temple, the endpiece-temple all in one  |
|  | 4- M 2  | 2                 | <b>Perfecting soldering</b><br>Preparation of parts, cleaning and protection<br>Assembling a bridge, nose pads, endpieces, trim, etc.<br>Finish  |
|  | 4- M 3  | 1                 | <b>Soldering a spring-hinge housing:</b> preparation, soldering  |
|  | 4- M 4  | 3                 | <b>Making complex solders:</b> assembly of more than two elements, micro-soldering   |
|  | 4- M 5  | 3                 | <b>Making a combination frame with an existing acetate front, by shaping the bar and soldering the barrels (or screws)</b>   |
|  | 4- M 6  | 2                 | <b>Shaping a semi-circular endtip</b> , on a rolling mill, preparing it and soldering it - (For info : see M5-2 or M7-2)   |
|  | 4- M 7  | Variabl<br>e time | <b>The trainee can submit a proposal for a module corresponding to a particular training request, which can be validated within the framework of this module dealing with metal.</b>   |

## ■ PROGRAM

### Module 05-1 –

#### Making an eyewear frame using natural materials (Except material under the 1973 Washington Convention)

|  | Program  |
|--|--|
| <p>▶ <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ To improve their knowledge of eyewear regarding precautions/restrictions for the use of natural materials,</li> <li>◇ Solve difficulties in the use and processing of non-homogeneous natural materials, as well as the possibilities of repairing products,</li> <li>◇ At the end of the course, the trainee should be able to produce, starting with the basic materials and all on their own, a frame from natural material.</li> </ul> <p>▶ <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals,</li> </ul> <p>wishing to improve their skills in creating customized equipment, adapted to the morphology of customers.</p> <p>▶ <b>Preconditions:</b><br/>Mastering the eyewear router.</p> <p>▶ <b>Duration:</b><br/>18 hour training module in 2 days</p> <p>▶ <b>Maximum number of trainees: 6</b></p> <p>▶ <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment</li> </ul> <p>▶ <b>Methods of assessing knowledge:</b><br/>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps.<br/>Exchanges between trainees and trainer.<br/>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>▶ <b>Certificate of training:</b><br/>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>▶ <b>Course:</b></p> <ul style="list-style-type: none"> <li>◇ History of natural materials,</li> <li>◇ Selection of materials according to quality criteria (precautions/restrictions of use) and commercial advantages,</li> <li>◇ Preparation of materials for the machining of a frame,</li> <li>◇ Production of specific tools,</li> <li>◇ Study and production of composite elements (increase in mechanical resistance or aesthetic contribution),</li> <li>◇ Design and production of specific accessories for decoration and assembly (hinges, closures etc.),</li> <li>◇ Study and realization of the possibilities of repair of the products,</li> </ul>  |
|  | <p>▶ <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>▶ <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>▶ <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p> |

## PROGRAM

### Module 05-2 – Advanced training: Making an eyewear frame using natural materials (Except material under the 1973 Washington Convention)

|   | Program  |
|---|--|
| <p>► <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ To confirm one's knowledge of the use of natural materials in eyewear,</li> <li>◇ Create mechanical systems associated with natural materials,</li> <li>◇ At the end of the course, the trainee will be able to carry out innovative and reliable assemblies.</li> </ul> <p>► <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals,</li> </ul> <p>wishing to improve their skills in creating customized equipment, adapted to the morphology of customers.</p> <p>► <b>Preconditions:</b></p> <p>Completion of module 05-1.</p> <p>► <b>Duration:</b></p> <p>16-hour training module with list of specialities to choose from</p> <p>► <b>Maximum number of trainees: 6</b></p> <p>► <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> </ul> <p>► <b>Methods of assessing knowledge:</b></p> <p>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps. Exchanges between trainees and trainer.<br/>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>► <b>Certificate of training:</b></p> <p>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>► <b>Course:</b></p> <ul style="list-style-type: none"> <li>◇ Preparation of materials for the machining of a frame,</li> <li>◇ Creation of specific tools for cylindrical sanding, 3D gluing and prisoner inclusions,</li> <li>◇ Design and production of composite elements by sizing or laminating,</li> <li>◇ Design and production of specific accessories for decoration and assembly (hinges, closures etc.),</li> <li>◇ Study and realization of repair possibilities of the products.</li> <li>◇ The trainee will choose from the list of specialities (see document on the next page: "Module 05-2 - List of specialities to be chosen") the techniques that he/she wishes to deal with during the course.</li> </ul> |
|   | <p>► <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>► <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>► <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p>                   |

Name:

Training date:

| <b>HORN AND WOOD FRAMES</b> |               |               |   |
|-----------------------------|---------------|---------------|---|
| <b>Advanced training</b>    |               |               |   |
| Your choice                 | Code          | Hours         | Description   |
|                             | <b>05-2 A</b> | <b>4.0</b>    | Sizing Mechanical plan; making sheets of wood or horn from 20/10 to 4/10 to make 2D or 3D composite chips of horn and wood by gluing.   |
|                             | <b>05-2 B</b> | <b>5.0</b>    | Mechanical cylindrical sizing; production of cylindrical wooden blocks to make 3D composite frames in wood and horn by gluing.  |
|                             | <b>05-2 C</b> | <b>3.5</b>    | Fitting "spring" hinges assembled by the trainee to create their own model and fitting it into wooden or horn temples.  |
|                             | <b>05-2 D</b> | <b>4.5</b>    | Design atypical and decorative non-flex hinges and assemble them on wooden or horn temples.   |
|                             | <b>05-2 E</b> | <b>4.0</b>    | Making metal sheets and using them to make decorative elements on a horn or wooden frame.   |
|                             | <b>05-2 F</b> | <b>5.5</b>    | Making 3D moulds or surfaces for gluing or machining with wood sheets.  |
|                             | <b>05-2 G</b> | <b>3.5</b>    | Assemble, inlay by gluing or resin of front hinges, prisoners, logo, beads, leather   |
|                             | <b>05-2 X</b> | Variable time | <p><b>The trainee can submit a proposal for a module corresponding to a particular training request, which can be validated within the framework of this module dealing with horn and wood.</b></p> <hr/> <hr/> <hr/> <hr/> |

■ PROGRAM

**Module 06-1 – DAO - CAD - computer aided design for  
CNC milling or other machining**

|  | Program   |
|--|---|
| <p>▶ <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ Learn computer aided design (CAD) for the purpose of creating eyewear frames and components,</li> <li>◇ Master vectorized drawing and create the file types required for CNC milling.</li> </ul> <p>▶ <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals</li> </ul> <p>wishing to improve their practice in the use of a CNC machine applied to the creation of frames and computer-aided design.</p> <p>▶ Also for those who do not own a CNC milling machine, have no knowledge of CNC machining and do not design with a computer.</p> <p>▶ <b>Preconditions:</b><br/>None</p> <p>▶ <b>Duration:</b><br/>Module of 16 hours of training:</p> <p>▶ <b>Maximum number of trainees: 6</b></p> <p>▶ <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> </ul> <p>▶ <b>Methods of assessing knowledge:</b><br/>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps. Exchanges between trainees and trainer.<br/>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>▶ <b>Certificate of training:</b><br/>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>▶ <b>Course:</b></p> <p>▶ CAD menu (drawing)</p> <ul style="list-style-type: none"> <li>◇ Drawing geometric shapes, rectangles, ellipses, lines, vectorized paths,</li> <li>◇ Use of selection and shaping tools for curves and lines,</li> <li>◇ Use of merge, cut and intersection tools,</li> <li>◇ Setting up and using dynamic dimensioning tools and angular measurements,</li> <li>◇ Managing nodes, studying the properties of points and vectors,</li> <li>◇ Use of point and object alignment menus, duplication,</li> <li>◇ Drawing a half-frame in vectorized mode and applying a mirror effect,</li> <li>◇ Use of keyboard shortcuts, copy, paste, group, merge, etc,</li> <li>◇ Drawings and copying, managing object layers,</li> <li>◇ Display management, zoom options,</li> <li>◇ The text tool and its relationship to the object, positioning text on an object,</li> <li>◇ Colouring the frames for presentation,</li> <li>◇ Use and creation of a library of components, bridge, endpieces, temples etc...</li> <li>◇ Drawing frames from a scanned sketch,</li> <li>◇ Creation of a drawing of glasses intended for the creation of a machining path for the machining of a part at the end of the course,</li> <li>◇ Exporting the file of the drawn frame in a file format intended for the creation of a tool path.</li> </ul> |
|  | <p>▶ <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>▶ <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>▶ <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p>  |

## PROGRAM

### Module 06-2 – CAD - complete tool paths for milling machine

| <b>Program</b>  |   |
|---|---|
| <p>▶ <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ Learn to create toolpaths for CNC milling,</li> <li>◇ Master the creation of complex toolpaths with machining of both sides of a frame.</li> </ul> <p>▶ <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals</li> </ul> <p>wishing to improve when using a digitally controlled machine applied to the production of frames.</p> <p>▶ <b>Preconditions:</b></p> <ul style="list-style-type: none"> <li>◇ Validation of module M06-1 or mastery of computer-aided design</li> </ul> <p>▶ <b>Duration:</b></p> <p>8 hours training Module.</p> <p>▶ <b>Maximum number of trainees: 6</b></p> <p>▶ <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> <li>◇</li> </ul> <p>▶ <b>Methods of assessing knowledge:</b></p> <p>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps. Exchanges between trainees and trainer.</p> <p>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>▶ <b>Certificate of training:</b></p> <p>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>▶ <b>Course:</b></p> <p><u>CAM menu (tool path manufacturing)</u></p> <ul style="list-style-type: none"> <li>◇ Presentation of the software and its function in the creation chain,</li> <li>◇ Importing the file created with the drawing software,</li> <li>◇ Adjustment of the data related to the raw material, dimensions, thickness, position,</li> <li>◇ Presentation of the specific tools for the management of paths, selection, position, node editor etc,</li> <li>◇ Presentation of the possible types of milling,</li> <li>◇ Use of the tools in the library, creation/modification of tools according to the materials to be machined and the milling cutters available,</li> <li>◇ Adjustment of the feed rate, plunge and rotation parameters of the cutting tools according to the materials being machined,</li> <li>◇ Selection of the paths to be machined,</li> <li>◇ Adjustment of the milling depth,</li> <li>◇ Setting the position of the inner or outer toolpath,</li> <li>◇ Adding holding lugs for fragile parts,</li> <li>◇ Launching the toolpath calculation,</li> <li>◇ 3D visualisation of the milling before machining,</li> <li>◇ Saving Gcode files for the machining program.</li> </ul> <p>▶ <b>Dates and fees of our training courses:</b></p> <p><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>▶ <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b></p> <p>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>▶ <b>Training Location:</b></p> <p>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p> |

## PROGRAM

### Module 06-3 – Digital milling - Using the CNC milling machine.

| Program  |  |
|--|--|
| <p>▶ <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ Understand the use the functions of a CNC machine,</li> <li>◇ Learn to set up and operate a CNC milling machine,</li> <li>◇ Learn to mill eyewear parts using a CNC milling machine.</li> </ul> <p>▶ <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals</li> </ul> <p>wishing to improve their practice in the use of a CNC machine applied to the creation of frames and components.</p> <p>▶ <b>Preconditions:</b><br/>None</p> <p>▶ <b>Duration:</b><br/>8 hours training Module.</p> <p>▶ <b>Maximum number of trainees: 6</b></p> <p>▶ <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> <li>◇</li> </ul> <p>▶ <b>Methods of assessing knowledge:</b><br/>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps. Exchanges between trainees and trainer.<br/>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>▶ <b>Certificate of training:</b><br/>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>▶ <b>Course:</b></p> <p><b>CAM menu (use of the milling machine and machining)</b></p> <ul style="list-style-type: none"> <li>◇ Presentation of the software functions,</li> <li>◇ The position of the material, the setting of the X, Y and Z coordinates of the milling machine in relation to the raw material,</li> <li>◇ Validation of the position coordinates,</li> <li>◇ Defining the position of the cutter via the keyboard,</li> <li>◇ Adjustment of manual travel speeds,</li> <li>◇ Setting the milling spindle speed according to the milling cutter used,</li> <li>◇ Start of machining and safety instructions to be observed,</li> <li>◇ Machining the frame designed by the trainee,</li> <li>◇ Tips and tricks to obtain good results.</li> </ul> <p><b>Machining on a CNC machine.</b></p> <p>▶ <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>▶ <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>▶ <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p> |

■ PROGRAM

Module 06-4 – Digital milling - Use for complex machining, double-sided

|  | Program  |
|--|--|
| <p>▶ <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ Use the complex functions of a CNC,</li> <li>◇ Learn how to make toolpaths for complex and double-sided milling with a CNC,</li> <li>◇ Learn to mill complicated eyewear parts on a CNC milling machine,</li> <li>◇ Assembly of machined parts (without polishing).</li> </ul> <p>▶ <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals</li> </ul> <p>wishing to improve their practice in the use of a CNC machine applied to the creation of frames and components.</p> <p>▶ <b>Preconditions:</b><br/>Mastery of CAD (Computer Aided Design).<br/>Must have taken m06-2 and m06-4.</p> <p>▶ <b>Duration:</b><br/>8 hours training Module.</p> <p>▶ <b>Maximum number of trainees: 6</b></p> <p>▶ <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> </ul> <p>▶ <b>Methods of assessing knowledge:</b><br/>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps. Exchanges between trainees and trainer.<br/>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>▶ <b>Certificate of training:</b><br/>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>▶ <b>Course:</b></p> <p><b>CAM menu (use of the milling machine and machining)</b></p> <ul style="list-style-type: none"> <li>◇ Deepening of the functions of the tool path software,</li> <li>◇ Indexing of material and creation of workpiece turning supports,</li> <li>◇ Choose the starting origin coordinates according to the milling to be performed,</li> <li>◇ Define the position of the cutter via the keyboard,</li> <li>◇ Create and save the pre-registered positions,</li> <li>◇ Machining of a turning support,</li> <li>◇ Machining the back and front of the frame,</li> <li>◇ Tips and tricks to obtain good results.</li> </ul> <p><b>Machining on a CNC machine.</b></p>                |
|  | <p>▶ <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>▶ <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>▶ <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p> |



## PROGRAM

### Module 07-1 – Creating an eyewear workshop using material easily found in DIY stores

|  | Program  |
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| <p>► <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ To set up a frame-making workshop, by adapting everyday DIY equipment, in order to apply industrial techniques concerning the creation or transformation of a unique eyewear product, in order to obtain a product that conforms to an optimum quality level.</li> </ul> <p>► <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Workshop manager,</li> <li>◇ opticians,</li> <li>◇ technicians,</li> </ul> <p>wishing to train or improve their skills in the creation of eyeglass frames and derivatives.</p> <p>► <b>Preconditions:</b></p> <ul style="list-style-type: none"> <li>◇ None</li> </ul> <p>► <b>Duration:</b></p> <p>8 hour training module.<br/>The duration of the course can be adapted to each trainee according to their level of competence and technical practice.</p> <p>► <b>Maximum number of trainees: 3</b></p> <p>► <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> </ul> | <p>► <b>Course:</b></p> <ul style="list-style-type: none"> <li>◇ Acquisition of the specific vocabulary used,</li> <li>◇ Presentation of photo and video documents concerning the techniques of each production material,</li> <li>◇ Matching by type of family, eyewear production machines and general DIY equipment,</li> <li>◇ Presentation of the necessary adaptations to general equipment,</li> <li>◇ Search for adapted solutions to save time and improve quality while maintaining precision,</li> <li>◇ Approaching the principles of a manufacturing range,</li> <li>◇ Awareness of the dimensioning of technical elements and manufacturing tolerances,</li> </ul> <p>Concerning metal frames: about 4 h :</p> <ul style="list-style-type: none"> <li>◇ Prepare simple assemblies concerning the sizing, welding and sawing of rims,</li> <li>◇ Make a customized machining support for hinges and bridges,</li> <li>◇ Making a water barrel for polishing,</li> </ul> <p>Concerning acetate frames: about 4 hours:</p> <ul style="list-style-type: none"> <li>◇ Prepare simple assemblies concerning the removal of acetate shavings, removing material from the "bridge",</li> <li>◇ Making a hinge inlay support using heat,</li> <li>◇ Make an inlay tool to insert a wire core,</li> <li>◇ Prepare simple fixtures for milling a groove bevel, with different materials.</li> </ul> |
| <p>► <b>Methods of assessing knowledge:</b></p> <p>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps. Exchanges between trainees and trainer.<br/>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>► <b>Certificate of training:</b></p> <p>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p>   | <p>► <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>► <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>► <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) – France</p>   |

## PROGRAM

### Module 07-2 – Setting up an Eyewear Workshop - Advanced

(with maintenance and repair/transformation of your machine park)

|  | Program  |
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| <p>► <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ Improve your frame-making workshop by modifying your production equipment in order to apply industrial techniques.</li> </ul> <p>► <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Workshop manager,</li> <li>◇ opticians,</li> <li>◇ technicians,</li> </ul> <p>wishing to train or improve their skills in the creation of spectacle frames and derivatives, and wishing to learn specific machining operations.</p> <p>► <b>Preconditions:</b></p> <p>None</p> <p>► <b>Duration:</b></p> <p>16 hour training module.<br/>The duration of the course can be adapted to each trainee according to their level of competence and technical practice.</p> <p>► <b>Maximum number of trainees: 3</b></p> <p>► <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment</li> </ul> <p>► <b>Methods of assessing knowledge:</b></p> <p>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps. Exchanges between trainees and trainer.<br/>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>► <b>Certificate of training:</b></p> <p>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>► <b>Course:</b></p> <ul style="list-style-type: none"> <li>◇ Acquisition of the specific vocabulary used,</li> <li>◇ Presentation of photo and video documents concerning the techniques of each production material,</li> <li>◇ Introduction to turning with exercises applicable to eyewear,</li> <li>◇ Introduction to milling with exercises applicable to eyewear,</li> <li>◇ Dismantling, overhaul and maintenance of a Paget hand router or a Vaucher panto router belonging to a trainee,</li> <li>◇ Approach of the principles of a manufacturing range,</li> <li>◇ Awareness of the dimensioning of technical elements and manufacturing tolerances, removing material from the "bridge".</li> <li>◇ The trainee will choose from the list of specialities (see document on the next page: "Module 07-2 - List of specialities to be chosen") the techniques that he/she wishes to deal with during the course.</li> </ul> |
|  | <p>► <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>► <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>► <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p>   |

Name:

Training date:

| <b>CREATING AN EYEWEAR WORKSHOP</b> |               |               |   |
|-------------------------------------|---------------|---------------|---|
| <b>Advanced training</b>            |               |               |   |
| Your choice                         | Code          | Hours         | Description   |
|                                     | <b>07-2 A</b> | <b>10.0</b>   | Initiation to turning, realization of parts including a set of stops for a router, a draft of a finished shape milling cutter on a milling machine, or parts proposed by the trainee in agreement with the trainer. |
|                                     | <b>07-2 B</b> | <b>6.5</b>    | Initiation to milling, production of a marble square, acetate sheets from 20/10 to 4/10, finish a shape milling cutter or parts suggested by the trainee in agreement with the trainer.                             |
|                                     | <b>07-2 C</b> | <b>3.5</b>    | Introduction to lamination, making metal sheets, structuring the material and making decorative elements.   |
|                                     | <b>07-2 D</b> | <b>2.5</b>    | Overhaul of a Paget eyewear router, electrical conversion, changing of bearings and adjustments. With the agreement of the trainer, the trainee can bring his or her own router for revision and repair.            |
|                                     | <b>07-2 E</b> | <b>2.5</b>    | Technical revision and use/training of welding or brazing equipment on electrolysis torch or on PUK TIG principle adapted to jewellery.   |
|                                     | <b>05-2 X</b> | Variable time | <p><b>The trainee can submit a proposal for a module corresponding to a particular training request, which can be validated within the framework of this module.</b></p> <hr/> <hr/> <hr/> <hr/> <hr/>              |

| Program   |  |
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| <p>▶ <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ Learn CAD drawing in order to create 3D eyewear frames and components.</li> <li>◇ Mastering Sketchup drawing software and creating the file types required for 3D printing.</li> </ul> <p>▶ <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals</li> </ul> <p>wishing to improve their practice in the use of a 3D printing machine applied to the creation of frames and 3D computer-aided design.</p> <p>▶ <b>Preconditions:</b></p> <p>None</p> <p>▶ <b>Duration:</b></p> <p>8 hour training module.</p> <p>▶ <b>Maximum number of trainees: 6</b></p> <p>▶ <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> <li>◇</li> <li>◇ Computer with Sketchup software and fdm 3D printer.</li> </ul> <p>▶ <b>Methods of assessing knowledge:</b></p> <p>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps.</p> <p>Exchanges between trainees and trainer.</p> <p>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>▶ <b>Certificate of training:</b></p> <p>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>▶ <b>Course:</b></p> <p><b>CAD menu (Sketchup)</b></p> <ul style="list-style-type: none"> <li>◇ Drawing of geometric shapes, rectangles, ellipses, lines, gauges.</li> <li>◇ Use of selection and shaping tools for curves and lines.</li> <li>◇ Use of dimensioning tools and angular measurements and photo transfer.</li> <li>◇ Creating symmetry, scaling.</li> <li>◇ Drawing a front and temples in simple and extended extrusion.</li> <li>◇ Use of keyboard shortcuts, copy, paste, group, merge, explode etc...</li> <li>◇ Colouring the frames for presentation.</li> <li>◇ Drawing frames from a scanned sketch.</li> <li>◇ Creating a frame front prototype using 3D printing</li> <li>◇ Acquisition of the technique for assembling prototype temples.</li> </ul> <p>▶ <b>Dates and fees of our training courses:</b></p> <p><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>▶ <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b></p> <p>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>▶ <b>Training Location:</b></p> <p>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p> |

## PROGRAM

### Module 08-2 – Creating a prototype using 3D printing - Advanced

|   | Program   |
|---|---|
| <p>▶ <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ Learn CAD computer-aided design in order to create 3D eyewear frames and components.</li> <li>◇ Mastering Sketchup drawing software and creating the file types required for 3D printing.</li> </ul> <p>▶ <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals</li> </ul> <p>wishing to improve their practice in the use of a 3D printing machine applied to the creation of frames and 3D computer-aided design.</p> <p>▶ <b>Preconditions:</b></p> <p>None</p> <p>▶ <b>Duration:</b></p> <p>8 hour training module.</p> <p>▶ <b>Maximum number of trainees: 6</b></p>   | <p>▶ <b>Course:</b></p> <p><b>CAD menu (Sketchup)</b></p> <ul style="list-style-type: none"> <li>◇ Use of Boolean operations.</li> <li>◇ Presentation of surface software:</li> <li>◇ Solidworks, Fusion 360, Rhino.</li> <li>◇ Use of the scanner in 3D.</li> <li>◇ Application of other 3D applications in eyewear (tools, decorations, portable glasses, orthesis ...).</li> <li>◇ Presentation of the different printing techniques (fdm, sls, sla,...).</li> <li>◇ Adjustment and use of the fdm machine.</li> <li>◇ Acquisition of the assembly technique of the front and temples.</li> </ul>  |
| <p>▶ <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out exclusively by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> <li>◇ Computer with Sketchup software and fdm 3D printer.</li> </ul> <p>▶ <b>Methods of assessing knowledge:</b></p> <p>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps. Exchanges between trainees and trainer.</p> <p>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>▶ <b>Certificate of training:</b></p> <p>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>▶ <b>Dates and fees of our training courses:</b></p> <p><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>▶ <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b></p> <p>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>▶ <b>Training Location:</b></p> <p>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p> |

|  | Program   |
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| <p>► <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ To improve their skills in applying the techniques of alignment, in order to deliver an eyewear product in an optimum state of quality, in accordance with specifications.</li> </ul> <p>► <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Eyewear company employees,</li> <li>◇ Also possible: opticians, colleagues, sub-contractors etc. anyone wishing to train or improve their skills in the techniques of aligning spectacle frames.</li> </ul> <p>► <b>Preconditions:</b></p> <p>None</p> <p>► <b>Duration: from 6 to 18 hours</b></p> <p>A 6-hour training module for each type of product: metal, acetate or rimless.</p> <p>Each module is divided into 2 parts:</p> <ul style="list-style-type: none"> <li>• 4 hours for training in the techniques of aligning,</li> <li>• 2 hours for the application on the selected products.</li> </ul> <p>The duration of the course can be adapted to each trainee according to their level of competence and technical experience.</p> <ul style="list-style-type: none"> <li>◇ Maximum number of trainees: 6</li> </ul> <p>► <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> </ul> <ul style="list-style-type: none"> <li>◇ The company will select and make available specific frames for the training in adjusting and aligning (training carried out in real working conditions under the control of the trainer),</li> <li>◇ The company will also provide the tools specific to the frames supplied, plans, templates necessary for precision work.</li> </ul> <p>► <b>Methods of assessing knowledge:</b></p> <p>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps.</p> <p>Exchanges between trainees and trainer.</p> <p>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>► <b>Certificate of training:</b></p> <p>a document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>► <b>Course:</b></p> <ul style="list-style-type: none"> <li>◇ To become aware of the challenges of refitting,</li> <li>◇ Know the specific vocabulary used,</li> <li>◇ Understand how to read a drawing,</li> <li>◇ Know how to measure and compare a part,</li> <li>◇ Understand and know how to apply tolerances,</li> <li>◇ Define the adjustment points,</li> <li>◇ Know the specific control tools and learn how to handle them with precision,</li> <li>◇ Evaluate the settings in the 3 dimensions.</li> </ul> <p>Concerning the aligning of metal or acetate rimmed frames:</p> <ul style="list-style-type: none"> <li>◇ Use the appropriate tooling correctly, without marking the surface condition,</li> <li>◇ Use available inspection tools (tracings, templates),</li> <li>◇ Evaluate and correct asymmetries of the front in three dimensions, and of its components, for metal frames,</li> <li>◇ Evaluate and correct asymmetries of the temples and spatulas in three dimensions,</li> <li>◇ Perform symmetrical adjustments of moving parts,</li> <li>◇ Evaluate the appearance of the metal and plastic elements of the product,</li> <li>◇ Validate your work.</li> <li>◇ Assemble presentation lenses (optional).</li> </ul> <p>Concerning the aligning of semi-rimless or rimless frames:</p> <ul style="list-style-type: none"> <li>◇ Assemble presentation lenses (optional),</li> <li>◇ Evaluate and correct the position of presentation lenses,</li> <li>◇ Check and make symmetrical adjustments of the attaching elements,</li> <li>◇ Evaluate and correct the position of the presentation lenses,</li> <li>◇ Use available inspection tools (tracings, templates),</li> <li>◇ Evaluate and correct asymmetries of the front in three dimensions, and of its components,</li> <li>◇ Evaluate and correct asymmetries of the temples and endpieces in three dimensions,</li> <li>◇ Perform symmetrical adjustments of moving parts.</li> <li>◇ Evaluate the appearance of the metal and plastic elements of the product,</li> <li>◇ Validate your work.</li> </ul> <p>► <b>Dates and fees of our training courses:</b></p> <p><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>► <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b></p> <p>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>► <b>Training Location:</b></p> <p>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p> |

■ PROGRAM

**Module 10 – Modifying, adapting and repairs in an optical store**

|   | Program   |
|---|---|
| <p>▶ <b>Objectives:</b><br/>Be able to:</p> <ul style="list-style-type: none"> <li>◇ Analyze, search for the most appropriate solutions to modify, adapt or repair a spectacle frame,</li> <li>◇ Evaluate the "risks" of intervention on a frame,</li> <li>◇ Carry out in total autonomy, the professional gestures to modify, adapt or repair a spectacle frame</li> </ul> <p>▶ <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Workshop manager,</li> <li>◇ opticians,</li> <li>◇ technicians.</li> </ul> <p>▶ <b>Preconditions:</b><br/>None</p> <p>▶ <b>Duration:</b><br/>16 hour training module</p> <p>▶ <b>Maximum number of trainees: 6</b></p> <p>▶ <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment..</li> </ul> | <p>▶ <b>Course:</b></p> <ul style="list-style-type: none"> <li>◇ Morphological adaptation of the different parts of a large production frame: <ul style="list-style-type: none"> <li>• Nosepad</li> <li>• Bridge</li> <li>• Nosepiece</li> <li>• Pad arms</li> <li>• Endpiece</li> <li>• Temple</li> </ul> </li> <li>◇ Maintenance and restoration of frames <ul style="list-style-type: none"> <li>• Material identification</li> <li>• Removing lenses</li> <li>• Repairing an eyewear frame using natural materials</li> <li>• Repairing a frame made from acetate</li> <li>• Repairing a metal frame</li> </ul> </li> <li>◇ Repairing a broken frame <ul style="list-style-type: none"> <li>• Presentation of metals and their surface treatments</li> <li>• Repair of all types of hinges (inlaid, riveted, flex)</li> <li>• Welding of a bridge, pad arms, rimlocks</li> <li>• Repair of a broken bridge or rim of an organic frame</li> <li>• Protecting a rusted metal frame</li> </ul> </li> <li>◇ Removal of broken screws</li> </ul> |
| <p>▶ <b>Methods of assessing knowledge:</b><br/>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps.<br/>Exchanges between trainees and trainer.<br/>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>▶ <b>Certificate of training:</b><br/>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p>  | <p>▶ <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>▶ <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:<br/> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>▶ <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p>  |

**PROGRAM**

**Module 11-8h – Acetate decoration (manual applications) - 8 hours**

|   | Program  |
|---|--|
| <p>► <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ Improve skills in decorating eyeglass frames with rhinestones, metal trim and material transformation techniques.</li> <li>◇ At the end of the course, the trainee should be able to produce the product in total autonomy according to determined characteristics.<br/>At the end of the training course, the trainee will be able to carry out in total autonomy, the transformation of the product according to determined characteristics.</li> </ul> <p>► <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals</li> </ul> <p>wishing to improve their practice of decorating customers' eyewear products and customizing them.</p> <p>► <b>Preconditions:</b><br/>None</p>  | <p>► <b>Course:</b></p> <ul style="list-style-type: none"> <li>◇ Studies of professional standards in the industry,</li> <li>◇ Review of material technologies and constraints,</li> <li>◇ Determination and location of elements according to specific criteria,</li> <li>◇ Explanations on decoration techniques,</li> <li>◇ Creation of the decoration tools and patterns,</li> <li>◇ Production of the "decoration" on parts,</li> <li>◇ Checking the equipment.</li> </ul>  |
| <p>► <b>Duration:</b><br/>8 hour training module.</p> <p>► <b>Maximum number of trainees: 6</b></p> <p>► <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> </ul> <p>► <b>Methods of assessing knowledge:</b><br/>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps.<br/>Exchanges between trainees and trainer.<br/>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>► <b>Certificate of training:</b><br/>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>► <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>► <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>► <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p> |





## PROGRAM

### Module 11-12h – Acetate decoration (manual applications) - 12 hours

|  | Program   |
|--|---|
| <p>► <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ Improve skills in decorating eyeglass frames with rhinestones, metal trim and material transformation techniques.</li> <li>◇ At the end of the course, the trainee should be able to produce the product in total autonomy according to determined characteristics.</li> </ul> <p>At the end of the training course, the trainee will be able to carry out in total autonomy, the transformation of the product according to determined characteristics.</p> <p>► <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals</li> </ul> <p>wishing to improve their practice of decorating customers' eyewear products and customizing them.</p> <p>► <b>Preconditions:</b></p> <p>None</p> <p>► <b>Duration:</b></p> <ul style="list-style-type: none"> <li>◇ 12 hour training module.</li> </ul> <p>► <b>Maximum number of trainees: 6</b></p> <p>► <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> </ul> <p>► <b>Methods of assessing knowledge:</b></p> <p>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps.</p> <p>Exchanges between trainees and trainer.</p> <p>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>► <b>Certificate of training:</b></p> <ul style="list-style-type: none"> <li>◇ A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</li> </ul> | <p>► <b>Course:</b></p> <ul style="list-style-type: none"> <li>◇ Studies of professional standards in the industry,</li> <li>◇ Review of material technologies and constraints,</li> <li>◇ Determination and location of elements according to specific criteria,</li> <li>◇ Explanations on decoration techniques,</li> <li>◇ Creation of the decoration tools and patterns,</li> <li>◇ Production of the "decoration" on parts,</li> <li>◇ Checking the equipment.</li> </ul> <p>► <b>Dates and fees of our training courses:</b></p> <p><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>► <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b></p> <p>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>► <b>Training Location:</b></p> <p>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p> |

**Module 11-16h – Acetate decoration (manual applications) - 16 hours**

|   | Program  |
|---|--|
| <p>► <b>Objectives:</b></p> <ul style="list-style-type: none"> <li>◇ Improve skills in decorating eyeglass frames with rhinestones, metal trim and material transformation techniques.</li> <li>◇ At the end of the course, the trainee should be able to produce the product in total autonomy according to determined characteristics.<br/>At the end of the training course, the trainee will be able to carry out in total autonomy, the transformation of the product according to determined characteristics.</li> </ul> <p>► <b>Students:</b></p> <ul style="list-style-type: none"> <li>◇ Opticians,</li> <li>◇ dispensing opticians and technicians,</li> <li>◇ sales professionals</li> </ul> <p>wishing to improve their practice of decorating customers' eyewear products and customizing them.</p> <p>► <b>Preconditions:</b><br/>None</p>  | <p>► <b>Course:</b></p> <ul style="list-style-type: none"> <li>◇ Studies of professional standards in the industry,</li> <li>◇ Review of material technologies and constraints,</li> <li>◇ Determination and location of elements according to specific criteria,</li> <li>◇ Explanations on decoration techniques,</li> <li>◇ Creation of the decoration tools and patterns,</li> <li>◇ Digital explanations,</li> <li>◇ Production of the "decoration" on parts,</li> <li>◇ Checking the equipment.</li> </ul>   |
| <p>► <b>Duration:</b><br/>16 hour training module.</p> <p>► <b>Maximum number of trainees: 6</b></p> <p>► <b>Educational tools:</b></p> <ul style="list-style-type: none"> <li>◇ Training course carried out by the French Master Craftsmen in eyewear (Meilleurs Ouvriers de France Lunetiers),</li> <li>◇ Maximum 3 trainees per trainer,</li> <li>◇ Alternating theoretical, practical and methodological inputs,</li> <li>◇ Technical documentation, samples, photos, models of equipment already made,</li> <li>◇ Eyewear workshop,</li> <li>◇ Supply of various materials and tools,</li> <li>◇ The trainee may bring his/her own equipment,</li> <li>◇</li> </ul> <p>► <b>Methods of assessing knowledge:</b><br/>Continuous monitoring: trainees will be evaluated on their theoretical knowledge and skills through exercises and practical cases on the implementation of the different steps.<br/>Exchanges between trainees and trainer.<br/>At the end of the module: the trainees will self-assess their skills as well as theoretical and practical knowledge acquired in this module with exchanges with the trainer.</p> <p>► <b>Certificate of training:</b><br/>A document will be issued to trainees on the basis of the skills they have learned at the end of the course.</p> | <p>► <b>Dates and fees of our training courses:</b><br/><a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></p> <p>► <b>To download on <a href="http://www.mof-lunetiers.com">www.mof-lunetiers.com</a></b><br/>Heading: The school/practical information/useful documents:</p> <ul style="list-style-type: none"> <li>◇ Program</li> <li>◇ Training schedule (with prices)</li> <li>◇ Registration file</li> </ul> <p>or on request at <a href="mailto:ecole@mof-lunetiers.com">ecole@mof-lunetiers.com</a></p> <p>► <b>Training Location:</b><br/>MOF Eyewear School / L'école des Meilleurs Ouvriers de France Lunetiers<br/>8 Rue de l'Industrie<br/>39400 Hauts de Bienne (Morez) - France</p> |

# L'école

Des Meilleurs Ouvriers de France Lunetiers



## DOSSIER of APPLICATION for REGISTRATION

This file contains:

1. Summary of training courses
2. Enrolment form
3. Pre-training questionnaire
4. Internal School Rules
5. General sales conditions

*Documents 2 to 4 must be sent  
back at least 2 weeks before the  
beginning of the course*

[ecole@mof-lunetiers.com](mailto:ecole@mof-lunetiers.com)

Other dates possible on request. Please contact the school.  
For all modules in English we require a minimum of 3 students.

Updated  
24/08/22

Registration must be confirmed 2 weeks before course start date

| Code    | Description   | No. of hours | No. of days | Price excl. tax / trainee | price VAT 20 % included / trainee | août-22                  | sept-22                  | oct-22                   | nov-22                   | déc-22                   | janv-23                  | févr-23                  | mars-23                  | avr-23                   | mai-23                   | juin-23                  |
|---------|---|--------------|-------------|---------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| M.0     | Eyewear design: key points to creating a collection   | 16 H         | 2           | 1 520,00 €                | 1 824,00 €                        |                          |                          | 05/10/2022 to 06/10/2022 |                          |                          | 09/01/2023 to 10/01/2023 |                          | 13/03/2023 to 14/03/2023 |                          |                          |                          |
| M.01    | Taking measurements, drawing and production of an acetate frame   | 24 H         | 3           | 2 280,00 €                | 2 736,00 €                        | 30/08/2022 to 01/09/2022 | 30/08/2022 to 01/09/2022 |                          | 28/11/2022 to 30/11/2022 |                          | 16/01/2023 to 18/01/2023 |                          | 27/03/2023 to 29/03/2023 |                          |                          |                          |
| M.02    | Design and production of acetate frames using an eyewear router   | 32 H         | 4           | 3 040,00 €                | 3 648,00 €                        |                          |                          | 24/10/2022 to 27/10/2022 |                          | 05/12/2022 to 08/12/2022 |                          |                          |                          | 17/04/2023 to 20/04/2023 |                          | 26/06/2023 to 29/06/2023 |
| INFO:   | M.1+M.2: For international trainees only. Lessons in French with English interpreter. For all other modules in English we require a minimum of 3 students |              |             |                           |                                   |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| M.1+M.2 | ACETATE: Taking measurements, technical drawing and the production of a frame + drawing and production of frames using an eyewear router                  | 52 H         | 6           | 4 940,00 €                | 5 928,00 €                        |                          | 27/09/2022 to 02/10/2022 | 27/09/2022 to 02/10/2022 |                          |                          |                          | 07/02/2023 to 12/02/2023 |                          |                          |                          |                          |
| M.03    | Design and production of a metal frame  | 24 H         | 3           | 2 280,00 €                | 2 736,00 €                        |                          |                          |                          | 14/11/2022 to 16/11/2022 |                          | 23/01/2023 to 25/01/2023 |                          |                          | 10/04/2023 to 12/04/2023 |                          |                          |
| M.04    | Advanced training: acetate / metal  | 16 H         | 2           | 1 520,00 €                | 1 824,00 €                        |                          |                          |                          | 21/11/2022 to 22/11/2022 |                          |                          | 27/02/2023 to 28/02/2023 |                          | 24/04/2023 to 25/04/2023 |                          | 12/06/2023 to 13/06/2023 |
| M.05-1  | Making an eyewear frame using natural materials   | 18 H         | 2           | 1 710,00 €                | 2 052,00 €                        |                          |                          | 10/10/2022 au 11/10/2022 |                          | 12/12/2022 to 13/12/2022 |                          |                          | 20/03/2023 to 21/03/2023 |                          | 22/05/2023 to 23/05/2023 |                          |
| M.05-2  | Advanced training course for natural materials  | 16 H         | 2           | 1 520,00 €                | 1 824,00 €                        |                          |                          | 12/10/2022 au 13/10/2022 |                          | 14/12/2022 to 15/12/2022 |                          |                          | 22/03/2023 to 23/03/2023 |                          | 24/05/2023 to 25/05/2023 |                          |
| INFO:   | Module Mo6-1 and Mo6-2 - School Training and/or Remote Training possible  |              |             |                           |                                   |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| M.06-1  | CAD - computer aided design for CNC milling or other machining.   | 16 H         | 2           | 1 520,00 €                | 1 824,00 €                        |                          | 12/09/2022 to 13/09/2022 |                          | 21/11/2022 to 22/11/2022 |                          |                          | 13/02/2023 to 14/02/2023 |                          |                          | 08/05/2023 to 09/05/2023 |                          |
| M.06-2  | CAD - complete tool paths for milling machine   | 8 H          | 1           | 760,00 €                  | 912,00 €                          |                          | 14/09/2022               |                          | 23/11/2022               |                          |                          | 15/02/2023               |                          |                          | 10/05/2023               |                          |
| INFO:   | Module Mo6-3 - Training in Morez, Marseille or Paris region. in-store training possible: ask for a quotation if interested.                               |              |             |                           |                                   |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| M.06-3  | Digital milling. Using the CNC milling machine.   | 8 H          | 1           | 760,00 €                  | 912,00 €                          |                          | 15/09/2022               |                          | 24/11/2022               |                          |                          | 16/02/2023               |                          |                          | 11/05/2023               |                          |
| M.06-4  | Digital milling - Advanced  | 8 H          | 1           | 760,00 €                  | 912,00 €                          |                          | 16/09/2022               |                          | 25/11/2022               |                          |                          | 17/02/2023               |                          |                          | 12/05/2023               |                          |
| M.07-1  | Creating an eyewear workshop using material easily found in DIY stores.   | 8 H          | 1           | 760,00 €                  | 912,00 €                          |                          |                          | 14/10/2022               |                          | 16/12/2022               |                          |                          | 24/03/2023               |                          | 26/05/2023               |                          |

## SUMMARY OF TRAINING COURSES 08-2022 / 06-2023

Other dates possible on request. Please contact the school.  
For all modules in English we require a minimum of 3 students.

Updated  
24/08/22

Registration must be confirmed 2 weeks before course start date

| Code  | Description  | No. of hours | No. of days | Price excl. tax / trainee | price VAT 20% included / trainee | août-22 | sept-22                  | oct-22                   | nov-22                   | déc-22                   | janv-23                  | févr-23                  | mars-23                  | avr-23                   | mai-23                   | juin-23                  |
|---|--|--------------|-------------|---------------------------|----------------------------------|---------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| M.07-2  | Creating an eyewear workshop - Advanced : maintenance, repairs and adaptation to existing machines                         | 16 H         | 2           | 1 520,00 €                | 1 824,00 €                       |         |                          | 14/10/2022 au 15/10/2022 |                          | 16/12/2022 to 17/12/2022 |                          |                          | 24/03/2023 to 25/03/2023 |                          | 26/05/2023 to 27/05/2023 |                          |
| <b>INFO:</b> Module Mo8 - Training in Morez or Paris region. in-store training possible: ask for a quotation if interested. |  |              |             |                           |                                  |         |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| M.o8.1  | Making an eyewear frame using 3D printing  | 8 H          | 1           | 760,00 €                  | 912,00 €                         |         |                          | 17/10/2022               |                          | 05/12/2022               |                          | 13/02/2023               |                          | 24/04/23                 |                          | 05/06/2023               |
| M.o8.2  | Making an eyewear frame using 3D printing- Advanced  | 8 H          | 1           | 760,00 €                  | 912,00 €                         |         |                          | 18/10/2022               |                          | 06/12/2022               |                          | 14/02/2023               |                          | 25/04/23                 |                          | 06/06/2023               |
| M.09  | Adjusting and aligning frames to industrial standards  | Choice       |             | 95,00 €/hr                | 114,00 €/hr                      |         |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| M.10_16h  | Modifying, adapting and repairs in an optical store  | 16 H         | 2           | 1 520,00 €                | 1 824,00 €                       |         | 05/09/2022 to 06/09/2022 |                          | 07/11/2022 to 08/11/2022 |                          | 30/01/2023 to 31/01/2023 | 20/02/2023 to 21/02/2023 |                          | 03/04/2023 to 04/04/2023 | 15/05/2023 to 16/05/2023 | 19/06/2023 to 20/06/2023 |
| <b>Module 11 - Frame decoration - 3 course lengths:</b>   |  |              |             |                           |                                  |         |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| M.11_8h   | Acetate decoration (manual applications)   | 8 H          | 1           | 760,00 €                  | 912,00 €                         |         |                          | 12/10/2022               |                          |                          |                          |                          | 14/03/2023               |                          | 30/05/2023               |                          |
| M.11-12h  | Acetate decoration (manual applications)   | 12 H         | 2           | 1 140,00 €                | 1 368,00 €                       |         |                          | 12/10/2022 to 13/10/2022 |                          |                          |                          |                          | 14/03/2023 to 15/03/2023 |                          | 30/05/2023 to 31/05/2023 |                          |
| M.11_16h  | Acetate decoration (manual and digital applications)   | 16 H         | 2           | 1 520,00 €                | 1 824,00 €                       |         |                          | 12/10/2022 to 13/10/2022 |                          |                          |                          |                          | 14/03/2023 to 15/03/2023 |                          | 30/05/2023 to 31/05/2023 |                          |
| M.13  | Tailor-made training course  |              |             |                           | 0,00 €                           |         |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| AT_M.6  | Telephone hotline with remote maintenance for extra lessons in Computer Aided Design, tooling and driving of a CNC machine | 5 H          |             | 475,00 €                  | 570,00 €                         |         |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |

# INS - APPLICATION FORM

Please return by email at least 2 weeks before the 1<sup>st</sup> course date

Update: 20/01/2022

|   |   |  |                         |
|---|---|--|-------------------------|
| <input type="checkbox"/> <b>Company</b> | <input type="checkbox"/> <b>Private</b> | <b>Contact:</b>  | <b>Invoice address:</b> |
| Name: .....                             |   | <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms | .....                   |
| .....                                   |   | Surname  | .....                   |
| Tel: .....                              |   | First name .....   | .....                   |
| VAT No. ....                            |   | Telephone .....  | Zip Code .....          |
| Business registration No. ....          |   | Email .....  | City .....              |
| Website .....                           |   | .....  | Country .....           |

## REGISTRATION FOR THE FOLLOWING TRAINING COURSE(S):

|  |       |     |
|--|-------|-----|
| <input type="checkbox"/> M 1+2 M01+M02 combined: <i>Lessons in English (with an interpreter) for foreign students</i>  | From: | To: |
| <u>Courses in French:</u> Course in English: please contact the school (a minimum of 3 people registered is required),   | From: | To: |
| <input type="checkbox"/> M00 Eyewear design: key points to creating a collection   |       |     |
| <input type="checkbox"/> M01 Taking measurements & drawing an eyewear frame  |       |     |
| <input type="checkbox"/> M02 Design and production of a prototype frame made from acetate  |       |     |
| <input type="checkbox"/> M03 Making a metal frame  |       |     |
| <input type="checkbox"/> M04 Advanced training: acetate / metal  |       |     |
| <input type="checkbox"/> M05 Making an eyewear frame using natural materials <input type="checkbox"/> 5-1 <input type="checkbox"/> 5-2                               |       |     |
| <input type="checkbox"/> M06 Using a CNC machine <input type="checkbox"/> 6-1 <input type="checkbox"/> 6-2 <input type="checkbox"/> 6-3 <input type="checkbox"/> 6-4 |       |     |
| <input type="checkbox"/> M07 Creating an eyewear workshop <input type="checkbox"/> 7-1 <input type="checkbox"/> 7-2  |       |     |
| <input type="checkbox"/> M08 Creating a prototype using 3D printing <input type="checkbox"/> 8-1 <input type="checkbox"/> 8-2 <input type="checkbox"/> 8-3           |       |     |
| <input type="checkbox"/> M09 Adjusting and aligning frames to industrial standards   |       |     |
| <input type="checkbox"/> M10 Modifying, adapting and repairs in an optical store   |       |     |
| <input type="checkbox"/> M11 Acetate decoration <input type="checkbox"/> 8 hrs <input type="checkbox"/> 12 hrs <input type="checkbox"/> 16 hrs                       |       |     |
| <input type="checkbox"/> M13 Customized training, .....hour training course  |       |     |

## TRAINEES:

| Mr/Mrs/Ms | Last name | First name | Mr/Mrs/Ms | Last name | First name |
|-----------|-----------|------------|-----------|-----------|------------|
|           |           |            |           |           |            |
|           |           |            |           |           |            |
|           |           |            |           |           |            |

**FUNDING:**  Personal  company

## BY COMPLETING THIS FORM:

- I request that the trainee(s) be registered in the module(s) chosen above.
- I have noted that the School may offer me another date if the maximum number of 6 trainees has been reached.
- I undertake to pay for the course in accordance with the payment conditions set out in the contract that I will receive once the registration has been validated.
- I have noted that the registration will only be final once the training agreement has been signed and returned and the deposit of €200 per module and per trainee has been paid.
- I have noted that if I ask to postpone the dates €60 will be charged.
- I undertake to read the Rules of Procedure and its annexes and to respect them. These documents are available on <https://mof-lunetiers.com/> or on request at [ecole@mof-lunetiers.com](mailto:ecole@mof-lunetiers.com)

NB: In case of insufficient number of students, or for technical or meteorological reasons, the frame-making school reserves the right to postpone the dates of the courses.

The information collected is required for your registration. They are the subject of computer processing and are intended for the secretariat of the association. In accordance with Articles 39 and following of the amended Law of 6 January 1978, you have a right of access, rectification and opposition to the information concerning you. If you would like to exercise this right and obtain information about yourself, please [contact@mof-lunetiers.com](mailto:contact@mof-lunetiers.com)

Date signature and stamp



## Internal Rules for students

### I - Purpose and scope

Article 1 - Purpose In accordance with the provisions of Article L 920-5-1 of the Labour Code, the purpose of these internal regulations is to specify the application of health and safety regulations, to determine the general and permanent rules relating to discipline and to set out the provisions relating to the trainee's rights of defence in disciplinary proceedings. It shall be supplemented or clarified, where appropriate, by memoranda drawn up in accordance with the law insofar as they contain general and permanent provisions on the matters referred to in the preceding paragraph.

Article 2 - Scope of application These regulations apply to all trainees of the organisation. The provisions of these rules are applicable not only in the establishment itself, but also in any premises or areas ancillary to the organisation (such as parks, catering facilities, etc.).

### II - Hygiene, health and safety:

Article 3 - General provisions. In matters of hygiene and safety, each trainee must strictly comply with both the general regulations and the specific instructions which will be brought to his or her attention by posters, instructions, memos or by any other means.

Article 4 - It is in the trainees' interest to inform the school management of any health problems (backache, respiratory problems, physical disabilities, etc.) in order to allow, if necessary, the necessary adjustments to be made to the schedule or work to be carried out. The prescriptions of the occupational medicine department resulting from the regulations in force are compulsory for all.

Article 5 - Alcoholic beverages, drugs. It is forbidden to enter or remain in the establishment in a state of intoxication or under the influence of drugs. It is also forbidden to introduce or distribute drugs or alcoholic beverages in the work premises. The consumption of alcoholic beverages in the work premises is prohibited except in exceptional circumstances and with the agreement of the Management

Article 6 - Sanitary facilities Toilets and washbasins are provided for trainees. These facilities must be kept in a constant state of cleanliness.

Article 7 - Catering facilities Access to the catering facilities is only permitted during the hours set for meals. It is forbidden to take meals in the rooms where the courses are held.

Article 8 - General rules concerning protection against accidents. All trainees are required to use all the individual and collective means of protection available to them to avoid accidents and to comply strictly with the specific instructions given to this effect.

Article 9 - Rules on fire prevention. All trainees are required to comply strictly with the instructions relating to fire prevention. It is forbidden to smoke in the rooms where training courses are held. It is forbidden to deposit or leave flammable materials in staircases, passages, corridors, under staircases and near the exits of premises and buildings.

Article 10 - Duty to warn and right of withdrawal. Any trainee who has reasonable cause to believe that a situation presents a serious and imminent danger to his or her life or health has the right to leave the training premises. However, this right must be exercised in such a way that it does not create a new situation of serious and imminent danger for others. The trainee must immediately inform the instructor of the existence of the situation which he or she considers dangerous. Any trainee who notices a fault or anomaly in the installations or the operation of the equipment must inform the instructor or the person in charge of the training organisation. Any accident, even a minor one, must be reported immediately to the management by the victim or witnesses.

### III - Discipline and sanctions

#### A- Disciplinary obligations..

Article 11 - General provisions relating to discipline and professional secrecy: Trainees must adopt dress, behaviour and attitudes which respect the freedom and dignity of each individual. Each trainee undertakes to respect professional secrecy and the confidentiality of all comments and situations raised during the course and to adopt a non-judgmental attitude. They are also bound by an obligation of discretion with regard to any information relating to the organisations of other trainees of which they might be aware. Any breach of the rules relating to discipline may give rise to the application of one of the sanctions provided for in these regulations.

Article 12 - Course timetable Trainees must respect the course timetable set by the management. The management reserves the right, within the limits imposed by the provisions in force, to modify the timetable of the course according to the needs of the service. Trainees must comply with any changes made by the management to the timetable of the course.

Article 13 - Entry, exit and movement Trainees shall have access to the organisation's premises only for the purposes of training sessions. It is forbidden to bring in people who are not part of the course. Unless expressly agreed by the instructor, trainees may not leave the room before the scheduled end of the course. If the trainee is allowed to leave the room before the end of the course, he/she must leave as discreetly as possible so as not to disturb the smooth running of the course.

Article 14 - Use of equipment The trainee is required to keep in good condition all the equipment made available to him/her during the course. He/she must not use this equipment for purposes other than those intended for the course, and in particular for personal use, without permission. At the end of the course, the trainee must return all equipment and documents in his/her possession belonging to the training organisation.

Article 15 - Recordings. It is formally forbidden, except by express dispensation, to record or film the training sessions.

Article 16 - Teaching methods and documentation. The teaching methods and documentation distributed are protected by copyright and may not be reused other than for strictly personal use, or distributed by the trainees without the prior and formal agreement of the head of the training organisation and/or the authors.

Article 17 - Telephone The use of the telephone is strictly reserved for the instructor. Trainees may not telephone on the course site without the authorisation of the instructor or the head of the training organisation. The use of mobile phones is strictly forbidden in the classroom.

#### B - Sanctions and rights of defence..

Article 18 - Nature and scale of sanctions. Any behaviour considered as wrongful by the director of the training centre or his representative may, depending on its nature and seriousness, be subject to one of the following sanctions . Written warning, Temporary exclusion, Permanent exclusion. The exclusion of a trainee may under no circumstances give rise to the reimbursement of sums paid for the training.

Article 19 - Rights of defence No sanction may be imposed on a trainee without the latter having been informed in advance of the complaints made against him/her. When the trainee's behaviour justifies a temporary or permanent exclusion, the Director of the organisation or his representative shall summon the trainee and indicate the purpose of the summons. He will refer the matter to the Board of Directors. Any exclusion will be decided by the Board of Directors. The summons shall specify the date, time and place of the interview. It shall be in writing and sent by registered letter or delivered to the person concerned in person against a receipt. During the interview, the trainee may be assisted by a person of his/her choice, whether a trainee or an employee of the training organisation. The summons mentioned above mentions this option.

Bitschwiller les Thann,  
27/10/2010

Date and student signature: