

## Youth's activities association of Tixerain's Institution

The youth's activities association of Tixerain's institution activates on the ground according to the agreement n° "104 youth " wich she got from the "grand governorat d'Alger " in jun 16 th 1997.

This association was established according to the general assembly which was held in the institue's center in April 16 th 1997. From where comesup the fondamental law agreement and the election of the executive's broad

members. And among the youth's activities association targets :

- 1- Assist, developpe and frame the several youth's activities.
- 2- Make up cultural, scientific and artistic clubs.
- 3- Organizing camps in each season.
- Publishing cultural and scientific magazines .
- 5- Organizing excursions, visites and exchanges ...

## The Educator's Magazine

From July 1996, the higher training institute of youth's executives publishes "The educator" which is a monthly magazine that consecrates it self to the youth's social and educational training and organisation. Besides; " the educator "is aimed firstly to the sports and youth's executives, and in general to each educator working with young's. However; the "educator's " papers are drawn up particularly by the institute's professors as well as by other executives and professors from the in and the out side of the sector.

Thus, the magazine is composed of several subjects:

- 1-" The educator's " word: about the keenness of the Youth's and sports' sector.
- 2- Studies: about scientific and pedagogical issues and subjects concerning the sector.
- 3- Researches: in scientific, artistic activities and academic issues.
- 4- Reports: on youth's situation and youth's and sports' activities, meetings and festivities.
- 5- Stations: at artistic and scientific subjects : ceramic arts, dramatically arts, ecology, electronics ... etc.

# The post

## 1 - The post: Local delegate

### Functions :

Under the framing of the departement's inspector, the youth's

local delegates are charged with :

- a- The preparation and the carrying out of cultural, sociopedagogical and distraction local animation programmes.
- b- the contribution in the carrying out and the fellow-up of working programmes concerning youth's integration and promotion.
- c- Inform and orientate youth orientate
- d- The gathering and the exploitation of primary data concerning youth's world.

## 2 - The post : Youth's establishment director

### Functions :

Youth's establishment directors are charged with administrative and pedagogical management and framing of the institution, and particularly with:

- a- The parctice of hierarchical authority over the people working under their responsibility.
- b- The preparation of the anual plan of the establishment's activities and the following-up of its execution and evaluation, and then drawing up the balance sheet
- c- Lead the organization of cultural, artistic and scientific youth's demonstrations.
- d- Give great interest and guarantee youth's information and orientation.

- e- Lead the gathering and the exploitation of primary data in relation to youth's field.
- f- The preparation of the monographic studies of the establishment's surrounding.
- g- Animating the surrounding in collaboration with local authorities, educative institutions and associative movement.
- h- The participation in the training and the improvement of the staff's level wich is under their authority .
- i- Giving help when necessary in framing groups of youngng in their speciality.

## 3-A league's or federation's methodical director

### Functions :

According to the association they workin, league's or federation's methodical directors in youth's branch. have to contribute in the preparation of activities' programmes and assure its execution especially in the following domaines .

- a- The organization of cultural and scientific youth's demonstrations.
- b- The generalization, evaluation, development and promotion of youth's activities.
- c- Take care and orientate youth's gifts in different activities related to association's or league's federation's work field activities.
- d- Guarantee the use of **all material and financial means** that the **public administartion** put at the sector's disposal .
- e- Gather and exploit the primary data related to youth's world.
- f- Training associations' animators related to the league or to the federation.

development , animation , integration and promotion plan.

**D\*** They prepare informative document in their activities' domain.

**E\*** They contribute in the development and the assistance of the associative movement in the youth's surrounding.

**2- In the information and orientation field:**

**A\*** They orientate and inform youth in order to integrate and promote it in a social and a professional life .

**B\*** They assume all tasks of information's management at the profit of youngs.

**C\*** They achieve the analytic documents in youth's field .

**D\*** They analyse ,examine,draw up and correct the gathered information which they receive through computer's equipments.

**4 -The corpse : teachers of animation techniques**

**functions :**

The teachers of animation techniques in training establishment or external services dependent to the ministry are charged of what follows .

- \* Giving theoretical and practical courses in their speciality's domain.
- \* Correction ,assessment and exploitation of individual and collectif work.
- \* Taking part in framing exams and concourses, and select candidates and make them exams, and they also participate in the pedagogical councils meeting.
- \* The framing of training in order to improve the level and the renewel of information .
- \* Conceiving and consentment on the consent of animation's technics programme applied in youth's institutions .

- \* The preparation of pedagogical documents.
- \* The promotion of pedagogical recherche's work with relation to youth
- \* The assessment and the assistance of pedagogical executives.
- \* Giving technical assistance to youth's associative movement.

**5 -Youth's inspector**

**functions :**

Under the authority of the principal inspector, youth's inspectors are charged with :

- a- Doing the administrative and financial inspection and control over youth's institutions and their staff.
- b- The guarante of the carrying of administartive and financial management's measures and its rules according to the regulation in force.
- c- Guarantee a rational management and the maintaining of infrastructures and equipments' reserved to youth's activities .
- d- The inspection, and technical and educational control over educational staff of institutions, organization and structures which are specialized in animating and organizing youth, and evaluate their work and anual marks.
- e- The framing of pedagogical researches' activities .
- f- The adoption of the institution's work programme and the follow of its execution and evaluation.
- g- Preparing and presenting reports of supervision and inspection.
- h- the organisation and the contribution in the processes of studies related to youth's field.
- i- Youth's inspectors carry out their functions in a territory limited according to the number of institutions and executives they are charged to frame.

# The corpses and the posts

## The scorpse

### **1 -The corpse : Youth's educator**

#### Functions :

under hierarchical

responsible, youth's educators are charged with :

- \* The organisation of youth's éducation and distraction activities
- \* Teaching artistic's leasures, cultural and traditional principale.
- \* The encouragement and sensitization of youngs to practice several activities.
- \* The information and orientation of youngs.
- \* The taking part in planning and framing youth's demonstrations.
- \* The contribution in the acheivement of studies in the fields which are close to youngs.

### **2- The corpse : A specialized educator**

#### functions :

under the authority of his responsible, a specialized educator is charged with :

- a\* Teaching animation techniques in his speciality's field .
- b\* Making studies that relate youth's great interest and keen, obviously close to the establishment's programme.
- c\* Organizing cultural and scientific aspect youth's demostration .
- d\* Inform and orientate youth .
- e\* Taking part in the preparation of the establishment's activities programme.
- f\* Participating in a pedagogical and a technical training in his speciality's field .
- G\* The contribution in the studies and researches concerning youth's issues.

### **3 - The corpse : youth's educationel adviser educational**

#### Fonctions :

under the authority of youth's inspector, youth's educational advisers are charged with:

#### 1- In the assessment and training field

- a\* They assist and evaluate the educational functionaries who are working in institutions , organizations and structures which organise and animate youth .
- b\* They assume the functionaries , continous training task, and improve the branch they are specialized in.
- c\* They contribute in their respective circumsription to prepare the youth's

## 9- COMPLEMENTARY LECTURES

- Controlled work: according to the social and practical topics.
- Training course : (observation , impregnation, mastery) in the youth's institution.
- Pedagogical and thought daytime concerning subjects in relation to the students.
- scientific and artistic club.
- Specific training course (Scout, comping, medical education, association).
- Cultural and sports evening.
- Exchange between the students of other institutes.
- Cultural, scientific and sports observation's visit into pedagogical institutions.

## 10- LEARNING CONTROL

The student sit their oral, written and practical exams in all the subjects student. These exams are composed of :

- Control exam.
- Partial exam.
- Six months exam.
- The moving up of the student from one year to the other is made by the acquisition of on annual pass-mark of 10/20.
- The student should pass a special exam if he doesn't acquire the pass-mark of 10/20.
- The student should pass a special exam if his pass-mark is an elementary mark which is 05/20.
- The student has the right to repeat once only during his education.
- Student's results are judged by the teacher's committee.

- During his third and last year, the student must write out a thesis.

## 11- SANCTIONS

In order to preserve stability and order into the institute, some sanctions were set for the following cases :

- non-respect of the inside statutes.
- non-respect of the professors and the management.
- non-respect of the pedagogical means.
- Bad behaviour.
- Injustified absence.
- To be late during the cours.

## 12- THE GRADUATED EDUCATOR'S

- teaching his speciality.
- The organization of cultural and scientific meetings for young people.
- To inform and orientate young people.
- To take part in pedagogical and thecnical training in his speciality.
- To take part in works and studies in youth's field.
- To work out and make studies in the youth's field according to the institution's programme.

## 13- GRADUATING

The special educator worker can accceed to the following grades :

- Youth's institution director.
- Youth's local representative.
- Federation's or league's methodicall president.
- Professor of animation techniques.
- Pedagogical councillor.
- Youth's inspector.

**1968:** By ordonnance 681109 dated on 08 may 1968, the name became " Training school of youth's executives ".

**1988:** By presidential decree 88/84 dated on 12 April 1988, it becomes : " National Institute of Higher Training of youth's executives ". And according to the executif order n°2000-53 completing the order n°8844.

## 5- INSTITUTE'S ROLES

**A-** Training of youth's executives from technical and educational point of view according to the stages stated in law about sector's staff in particular :

- Educator workers.
- Pedagogical adviser.
- Lecturers of animation techniques.
- Inspectors.

**B-** It is charged to guarantee the training of the framing staff that practises permanantly or partialy the task of organizing, animating and managing the educational and recreative activities.

**B-It is also charged :**

1 – To guarantee an adequat training at the profit of the youth associative movement according to the contractual modalites.

2 – To guarantee a specialized and distant training in its ' activities' field.

## 6- ENTERING TO THE INSTITUTE

**A- For the special educator worker :**

The admission of the holder baccalauriat of the higher education are orientated by the ministry of higher education and scientific research.

These holders have to pass a selective exam destined to evaluate student's capacities and aptitudes to work with the groups of young peolpe.

## 7- STUDIES' ORGANIZATION

full board and half board.

- Duration of the lectures: The studies are going on for three years, during these three years the student receives a scholarship by rules.

**STUDIED LECTURES :**

- Psychology: General psychology, application of experimental psychology to education.
- Pedagogics: pedagogical theories, specific pedagogy.
- Sociology: antique and recent.
- Methodology and statistics.
- Information and communication : The aspect, practical aspect (information and communication network in the youth's sector).
- Law and administration.
- Economics.
- English language.

## 8- PRACTICAL LECTURES (Animation Techniques )

- Drama : theory and parctice (drama, comedy, creation ... )
- Plastic arts: theory an practice (artistic school, colours, arabesques, ceramic ...)
- Lyrical arts: theory and practice (tonic solfa, musical group, instrument).
- Scientific activities: (computer science, electronic, ecology).
- Sports activities : theory and practice (individual, group and corporal games).

# THE INSTITUTE'S

## GUIDE

### 1-GEOGRAPHICAL SITUATION

Within a radius of three (03) Kilometres from Hydra, Bir Mourad Rais and Birkhadem, the INFSCJ is situated near by attraction and leisures parc of Mouflon d'Or Hotel in the middle of a magnificent forest.

The INFSCJ is well known by the name « Institute of Tixeraine » it takes out the name of the next village which means - the village with two palaces-.

Tixeraine depends administratively from commune of Bir Mourad Rais, दौरا of the wilaya of algiers.

### 2 - SURFACE

The INFSCJ global surface is approximately about 12 hectare, the  $\frac{1}{4}$  of this surface is built whereas, the remaining  $\frac{3}{4}$  constitutes a green surface.

### 3- ADMISTRATIVE AND EDUCATIVE OFFICES

A- The administrative offices : Are composed of sixteen (16) offices.

B- The educative offices :

- A hall for parties with 250 places (arranged especially for theoretical plays, films projections, lectures).
- Sport-hall in-door.
- Amphitheatre (A) : 100 places.
- Amphitheatre (B) : 100 places.
- Foreign languages laboratory.
- Directed works.
- Plastic arts studio.
- Environement and sceince hall.
- Musical art hall.
- Dramatical art hall.
- Ceramic art hall.
- Data- processing section.
- electronic section.
- Collective sports stadium.
- Library (10850 books) and reading-hall.
- Out-door theatre with 300 places.
- archives hall.

### 4 - HISTORIC

Principal dates :

**1962:** The Institute was recognized by the name of " National Center of Fundamental Education and Social Development ".

**1966:** By decree 28/04/1966, the name has been modified " Training Center for Executives of youther ".