

الجمهورية الجزائرية الديمقراطية الشعبية  
وزارة التكوين و التعليم المهنيين  
**APTI** المعهد الجزائري للتكوين المحترف  
Algerian Professional Training Institute  
معهد خاص معتمد



*A training ... A job ... A future*



**SERVICE  
OFFER**

**Algerian  
Professional  
Training  
Institute**



[www.aptinstitut.com](http://www.aptinstitut.com)



+213 770 10 13 86



[support@aptinstitut.com](mailto:support@aptinstitut.com)

# Service offer letter

Professional Training Institute A.P.T.I



Mme Hamitouche Thinhinane

Object : Service offer  
Dear Madam, dear Sir

Our institute, located in el Mefti City, Mahfoud Adjerid Residence, Ouled Moussa, Boumerdès, Algeria, is a private training institution, accredited by the state's, The directorate of professional Training (DFP): accreditation no.°02/2025.

The A.P.T.I. institute is founded on the core values of academic excellence and pedagogical innovation. Our ultimate goal is for our corporate and individual clients to leave the institute with new knowledge and skills and to truly prepare our learners for the world of work through the internships we provide.

Our institute is not a building with numerous classrooms. It is a place where knowledge is cultivated with passion. Our team of dedicated instructors is guided by one mission:

**To provide excellent training that prepares learners to succeed in the constantly evolving world of work.** Dans l'espoir que la qualité de nos services et nos formations retiennent votre attention.

Please accept, dear Madam, dear Sir, the assurance of our most devoted feelings.

**ALGERIAN PROFESSIONAL TRAINING  
INSTITUTE APTI**  
**Agrée par l'état**  
**Agrément N°: 02 - 2025**  
Cité Mezaraa Bloc N° 01 A et 02 B 1er Étage Ouled Moussa  
Boumerdes  
**RC N°: 25 B 0731008 - 00/35**

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## **WHO ARE WE ?**

The A.P.T.I. Professional Training Institute is a private training institution, accredited by the Directorate of professional Training (DFP): accreditation no. 02/2025, by DFP BOUMERDES, located in el Mefti City, Residence Mahfoud Adjerdid, Ouled Moussa, Boumerdès.

Our vision is to be recognized nationally and regionally for the effective development of our clients and to meet their needs by leveraging the expertise of several competent trainers and providing the necessary equipment to ensure training meets the pedagogical requirements of accredited training schools.



# PRIVILEGES OF THE INSTITUTE



## INTERNATIONAL EXPERTISE

Trainers and experts from all over the world.



## GLOBAL NETWORK

Training based on the latest trends and technologies.



## INNOVATIVE PROGRAMS

Access a global network of professionals and businesses.



## FLEXIBILITY

In-person, online or hybrid training to fit your schedule.

# WHY CHOOSE US ?



## Skills development for Companies or workers :

The Algerian Professional Training Institute (APTI) guarantees training and education in several fields, whether for companies wishing to invest in their human resources by training their employees with qualified experts and trainers, with the aim of achieving better performance and greater efficiency in their field of activity.

The institute offers several specialties, supported by experts and professional trainers, for those wishing to personally invest in developing their skills.

## Do you want to benefit from a tax exemption ?

- Are you an establishment or a tradesperson employing 20 or more employees?
- You are subject to the training tax (2%) according to Decree No. 82-298 of September 4, 1982, and Article 56 of the 2022 Finance Act. Work with our institute and benefit from this discount
- Ensure the employment of your employees and you will not be liable for the training and apprenticeship tax.
- Promote the integration, reintegration, and professional mobility of workers.
- Adapt employee skills to changes in technology and professions.



# TYPES OF TRAINING



## INTRA-COMPANY TRAINING

Intra-company training, also known as corporate training or internal training, refers to a skills development process.

Intra-company training is a session organized with employees from the same company.

The training can take place on the company's premises or at third-party facilities provided by the company.

This training allows companies to choose the location and schedule that best suits their needs, as well as the training program.



## INTER-COMPANY TRAINING

It takes place at our institute's premises and brings together employees from different companies in the same session.

It enhances experience sharing because you'll be working with several companies, facilitating the sharing of experiences between trainees, with accommodation provided for participants.



*"We begin to grow old when  
we stop learning."  
Japanese proverb*

# OUR TRAINING COURSES



## 01 **IN-PERSON TRAINING**

Participate in intensive training sessions organized at our institute. Benefit from direct interaction with our experts and hands-on learning in a dynamic environment through three types of training:

- ✓ Diploma
- ✓ Qualifying / Certifying
- ✓ A la carte. (Individually tailored training)

## 02 **ONLINE TRAINING**

Our online courses are designed to provide an interactive and immersive experience with comprehensive digital resources and distance learning support with an internationally recognized diploma.



## 03 **TRAINING WITH PARTNERS ABROAD**

Enhance your experience by participating in international training programs in various countries. Explore different markets and cultures while acquiring skills relevant to a global context.



# OUR TRAINING AREAS

This specialized program for the economic sector is designed for businesses and other economic entities.

It encompasses a range of programs that cover all business functions.



## Administrative and Management Techniques

Marketing

Accounting and Finance

Human resources

Banking and Insurance

Transit and customs clearance

Purchasing and supply

Inventory management and logistics

Management

International trade

Switchboard operator

# OUR TRAINING AREAS

This training aims to develop occupational health and safety programs.

Prepare action plans to prevent accidents or occupational illnesses and ensure the safety and protection of company property and individuals.

Health safety / environment

The HSE inspector

The HSE agent

QHSE Supervisor

Construction site safety



# OUR TRAINING AREAS

This training aims to improve employee's skills and continue the evolutionary pace of computer software.

## Computers and softwares

Microsoft 360 Office

EXCEL advanced level

BIM softwares  
(REVIT ,autocad, archicad ,sketchup)

MS OFFICE

Management software  
(achat,paie, stock ..ext)



# OUR SEMINARS

Our seminars generally take place in hotels, conference rooms, or on company premises upon request. They can also be organized at the institute's headquarters.

Current topics include :

Public procurement

The finance law

Industrial safety

Taxation





# OUR SEMINARS

The proposed topics are varied, new, and topical, designed to offer seminar participants maximum choice.

Management indicators

Cost control

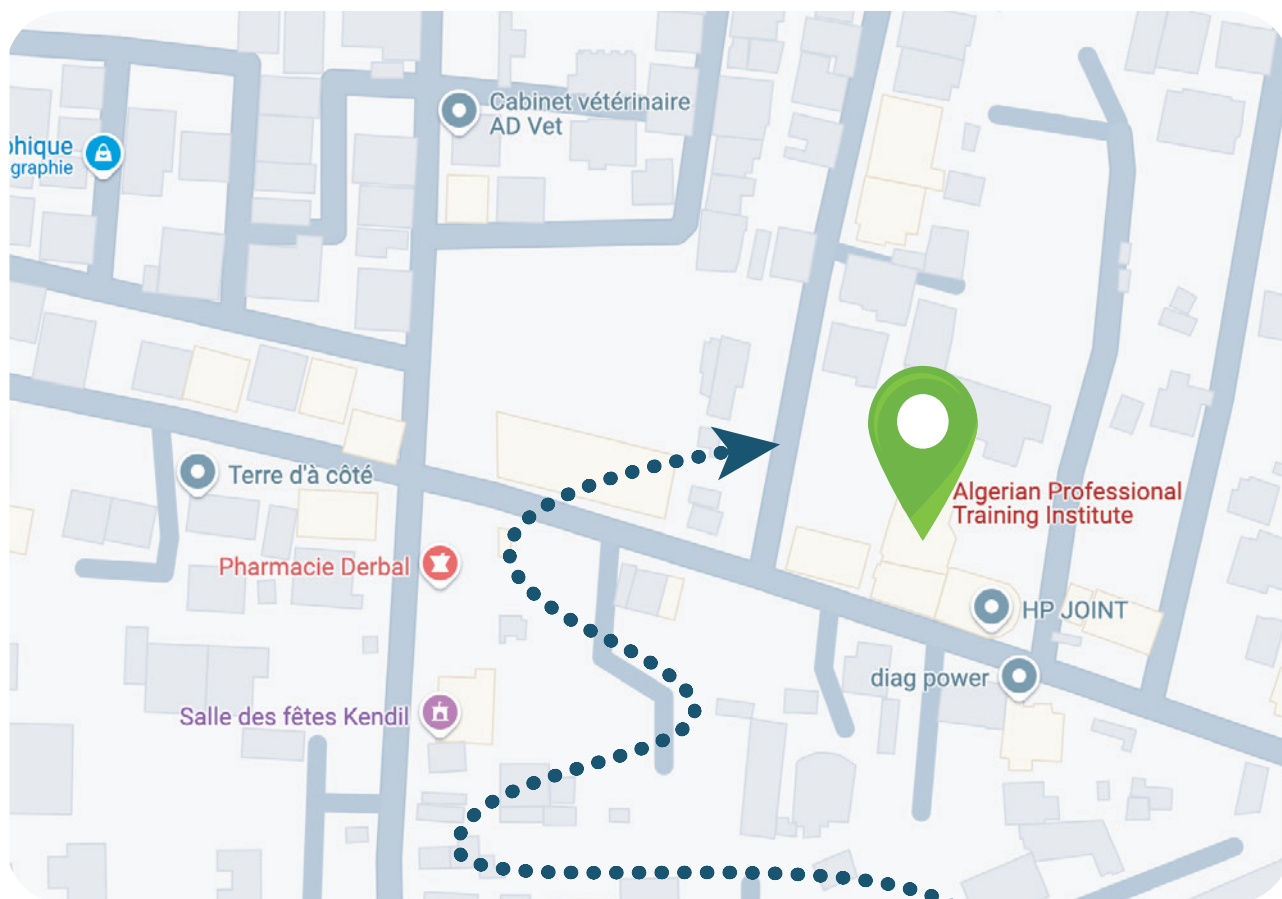
The quality

Artificial intelligence



# OUR CONTACTS

## ADDRESS :



City el Mefti, Residence  
Mahfoud Adjerid,  
Ouled Moussa, Boumerdès,  
Algeria



**Algerian  
Professional  
Training Institute**

# OUR CONTACTS

Do not hesitate to contact us...



+213 770 07 85 08  
+213 770 77 19 42  
+213 770 10 13 86



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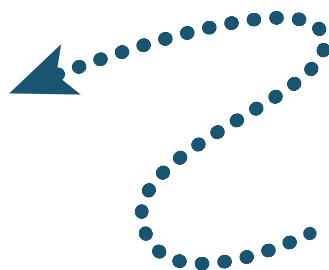


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....A future*



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**CONTACT US**



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