

TRAINING AGREEMENT

Agreement between an education provider and a representative of a training agreement workplace on skills acquisition by a student through practical work tasks in a workplace

STUDENT

Surname
Forenames
Forename normally used
Personal identity code
Learner number
Address
Postal address
Municipality of residence
Email address
Telephone number

TRAINING AGREEMENT WORKPLACE

Name of workplace
Business ID
Place of business
Contact information (address of place of business)
Contact person (contact person at place of business)
Contact details (telephone number, email address)

EDUCATION PROVIDER

Name of education provider
Business ID
Department/Unit
Contact information (address of department/unit)
Contact person (responsible for training agreement)
Contact details (telephone number, email address)

STUDENT STATUS

A student attending training that is based on a training agreement is not in an employment relationship with the training agreement workplace nor is the training agreement workplace liable to pay wages or other remuneration to the student.

RESPONSIBILITIES OF PARTIES

Training agreement workplace

Provides the student with an opportunity to acquire vocational skills in accordance with his or her personal competence development plan (PCDP). Plans the practical arrangements for student guidance, appoints a workplace instructor and other persons responsible for the guidance (with adequate skills and resources for the task), and proposes a workplace representative to participate in the assessment of competence demonstrations. Ensures that the workplace instructor and staff in the workplace are aware of the plans and tasks related to the student's training agreement and/or competence demonstrations. Monitors the student's competence development, reports on the progress to the education provider, and undertakes measures if it seems that the competence level specified in the plan cannot be achieved. Is responsible for the student's safety at work during the training agreement period.

Responsible workplace instructor

Is responsible for student orientation and participates in the planning, implementation and assessment of the training agreement and competence demonstrations. Guides the student in a goal-oriented manner in accordance with the student's personal competence development plan and gives feedback on the student's

competence development. Guides the student in cooperation with the educational institution/teacher/other employees in the workplace.

Education provider

Appoints a responsible person who ensures that the training agreement workplace is suitable for training and competence demonstrations, prepares the student for the workplace, and ensures, for his or her part, that the student is aware of his or her obligation to comply with workplace rules and any regulations and instructions concerning the work and safety at work. The responsible person also provides the workplace with necessary information on the student's initial skills level. Furthermore, the responsible person appointed by the education provider is responsible for assuring the workplace instructor's guidance skills, for supporting the training agreement workplace in the implementation of the training agreement and competence demonstrations, and for familiarising workplace representatives with the national qualification requirements. The education provider is responsible for ensuring that training based on a training agreement is organised in compliance with the applicable acts and decrees.

Student

Participates in the drawing up of his or her personal competence development plan in so far as it concerns training organised in a workplace. Performs work tasks that comply with the vocational skills requirement of the qualification, as specified in the personal competence development plan, and demonstrates the acquired competences in the workplace, if this is part of the plan. Observes the work safety regulations of the workplace, the agreed working hours, and the workplace rules. Observes that he or she is subject to any secrecy obligation of the workplace.

COMMUNICATIONS

The training agreement workplace shall notify the education provider of any essential changes to the student's tasks or working conditions. The education provider shall notify the training agreement workplace of any changes to the education.

The following has been agreed on communications between the education provider and the training agreement workplace:

The following has been agreed on assurance of the workplace instructor's guidance skills:

OBJECTIVE OF TRAINING (the objective cannot be the entire qualification, but e.g. a specific vocational module instead)

VALIDITY OF AGREEMENT

Start date

End date

Working hours: _____

Working hours cannot exceed the regular working hours of the workplace, and the Young Workers' Act (998/1993) shall be observed in the determination of the working hours.

OTHER AGREED ARRANGEMENTS

E.g. meal arrangements of a student in full-time vocational upper secondary education or in preparatory education for vocational training, questions related to safety at work, and questions related to liability for damages and insurances.

ANNEX:

Student's personal competence development plan (PCDP), approved by all parties in so far as it concerns training based on a training agreement

The parties to this agreement undertake to observe the legislation governing training agreement and affirm that the information given in this agreement is true and correct. This agreement has been made in two identical copies.

DATE: _____

Representative of training agreement workplace:

N.N.

Education provider:

N.N.

FOR THE ATTENTION OF THE STUDENT

AGREEMENT TEMPLATE