

APPRENTICESHIP:

Employment relationship (check box)

Public service relationship/comparable service relationship in a public corporation (check box)

Entrepreneur (check box)

STUDENT

Surname

Forenames

Forename normally used

Personal identity code

Learner number

Address

Postal address

Municipality of residence

Email address

Telephone number

EMPLOYER/ENTREPRENEUR'S OWN ENTERPRISE

Name of employer

Business ID

Place of business

Contact information (address of place of business)

Contact person

Contact person's details (telephone number, email address)

EDUCATION PROVIDER

Name of education provider

Business ID

Department/Unit

Contact information (address of department/unit)

Contact person

Contact person's details (telephone number, email address)

1. AGREEMENT ON THE ARRANGEMENT OF APPRENTICESHIP TRAINING**RESPONSIBILITIES OF PARTIES****Employer**

Provides the student with an opportunity to acquire vocational skills in accordance with his or her personal competence development plan (PCDP) and makes a plan for this skills acquisition. 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 apprenticeship and/or competence demonstrations. Provides the student with an opportunity to acquire skills and competence in other learning environments as well.

Responsible workplace instructor

Is responsible for student orientation and participates in the planning, implementation and assessment of the apprenticeship 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 education provider/teacher/other employees in the workplace.

Education provider

Appoints a responsible person who ensures that the workplace is suitable for apprenticeship training and competence demonstrations. Ensures that the workplace instructor's guidance skills are assured and provides the workplace with necessary information on the student's initial skills level. Supports the apprenticeship workplace in the implementation of the apprenticeship and competence demonstrations. Monitors that apprenticeship training is organised in compliance with the applicable acts and decrees and bears the overall responsibility for this.

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 meet the objectives of the personal competence development plan in the workplace under the lead, supervision and guidance of the employer. Observes the work safety regulations of the workplace, the agreed working hours, and other regulations. Observes that he or she is subject to a secrecy obligation regarding the employer's affairs. Participates in acquisition of skills and competence in other learning environments in accordance with the personal competence development plan. Assesses his or her own competence development.

Applicable if entrepreneur's apprenticeship

Responsible workplace instructor of entrepreneur

Is responsible for student orientation and participates in the planning, implementation and assessment of the apprenticeship 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. Cooperates with the education provider and teacher in the guidance.

Education provider

Appoints a responsible person who ensures that the enterprise is suitable for apprenticeship training and competence demonstrations. Ensures that the guidance skills of the entrepreneur's workplace instructor are assured and provides the instructor with necessary information on the student's initial skills level. Supports the entrepreneur in the implementation of the apprenticeship and competence demonstrations. Monitors that apprenticeship training is organised in compliance with the applicable acts and decrees and bears the overall responsibility for this.

Entrepreneur's duties and responsibilities

Participates in the drawing up of his or her personal competence development plan. Performs work tasks that meet the objectives of the personal competence development plan. Participates in acquisition of skills and competence in other learning environments in accordance with the personal competence development plan. Assesses his or her own competence development.

COMMUNICATIONS

The workplace shall notify the education provider of any essential changes to the student's work tasks or employment relationship. The education provider shall notify the workplace of any changes to the education.

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

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

TRAINING COMPENSATION TO BE PAID
EUR/month

Bank account number (IBAN)

Message to recipient

Payment schedule for training compensation: _____

OTHER AGREED ARRANGEMENTS

(E.g. use of a guidance resource from another workplace, education provider's support for the workplace in the implementation of apprenticeship training)

2. APPRENTICESHIP AGREEMENT

OBJECTIVE OF TRAINING

(E.g. qualification title or title of vocational module as specified in the PCDP any deviations from the PCDP are not allowed)

PERIOD OF VALIDITY

Employment contract for an indefinite term (check box)

Employment contract for a fixed term (check box). If this is checked, the agreement shall specify a trial period and pay in the beginning of the apprenticeship.

Entrepreneur's apprenticeship (check box)

Start date

End date

Working hours

Trial period

PAY

Basis for pay

Pay when apprenticeship training begins (EUR)

Wages paid for skills acquisition in education provider's learning environments YES/NO

ANNEX:

Student's personal competence development plan (PDCP), approved by all parties in so far as it concerns apprenticeship training

The employer and the education provider have agreed on the matters under section 1 of this agreement.

The student and the employer have agreed on the matters under section 2 of this agreement.

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

DATE: _____

Employer:

N.N.

Student:

N.N.

Education provider:

N.N.

Applicable if entrepreneur's apprenticeship

Entrepreneur:

N.N.

Education provider:

N.N.