

## TRAINING AGREEMENT

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

### STUDENT

Surname  
 Forenames  
 Name normally used  
 Personal identity code  
 National learner ID  
 Address  
 Postal address  
 Municipality of residence  
 Email  
 Telephone number

### TRAINING AGREEMENT WORKPLACE

Name of workplace  
 Business ID  
 Place of business  
 Contact details (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  
 Place of business  
 Contact details (address of place of business)  
 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 competence in tasks that comply with the student's 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 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 demonstrations. Monitors the student's development of competence, reports on progress to the education provider, and undertakes measures if 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**

The instructor is responsible for student orientation and participates in the planning, implementation and assessment of the training agreement and 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 development of competence. 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 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 applicable to the work and safety at work. The responsible person also provides the workplace with necessary information on the student's initial competence level. Furthermore, the person appointed by the education provider is responsible for assuring the workplace instructor's guidance skills, for supporting the training agreement workplace in implementing the training agreement and 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. The education provider requests feedback from the provider of the training agreement workplace twice a year and from the responsible workplace instructor at the end of each unit-specific workplace period related to the qualification established in the personal competence development plan.

### **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 competence requirement of the qualification, as specified in the personal competence development plan, and demonstrates the acquired competence in the workplace, if this is part of the plan. Complies with 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. Instead, it can be a qualification unit, for example.)

---

### **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**

Arrangements such as eating arrangements for students in full-time initial vocational qualification education or in preparatory education and training for vocational education and training, matters 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 agreements 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 (Check box)