

**APPRENTICESHIP:**

Employment relationship (check box)

Public-service employment relationship or other comparable employment relationship (check box)

Entrepreneur (check box)

**STUDENT**

Surname

Forenames

Name normally used

Personal identity code

National learner ID

Address

Postal address

Municipality of residence

Email

Telephone number

**EMPLOYER/ENTREPRENEUR'S OWN ENTERPRISE**

Name of employer

Business ID

Place of business

Contact details (address of place of business)

Contact person

Contact person's 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

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

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

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 apprenticeship and/or demonstrations. Provides the student with an opportunity to acquire skills and competence in other learning environments as well.

**Responsible workplace instructor**

The instructor is responsible for student orientation and participates in the planning, implementation and assessment of the apprenticeship 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 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 demonstrations. Ensures that the workplace instructor's guidance skills are assured and provides the workplace with necessary information on the student's initial competence level. Supports the apprenticeship workplace in implementing the apprenticeship and demonstrations. Monitors that apprenticeship training is organised in compliance with the applicable acts and decrees and bears overall responsibility for this. The education provider requests feedback from the employer 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 meet the objectives of the personal competence development plan in the workplace under the management, supervision and guidance of the employer. Complies with 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 the acquisition of skills and competence in other learning environments in accordance with the personal competence development plan. Assesses his or her own development of competence.

*Applicable if the apprenticeship is with an entrepreneur*

**Responsible workplace instructor of entrepreneur**

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

**Education provider**

*Appoints a responsible person for the student's apprenticeship agreement who ensures that the enterprise is suitable for apprenticeship training and 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 competence level. Supports the entrepreneur in implementing the apprenticeship and demonstrations. Monitors that apprenticeship training is organised in compliance with the applicable acts and decrees and bears overall responsibility for this. The education provider requests feedback 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.*

**Entrepreneur's duties and responsibilities**

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

**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:

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

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TRAINING COMPENSATION TO BE PAID  
EUR/month


Bank account number (IBAN)

Message to recipient

Payment schedule for training compensation:

OTHER AGREED ARRANGEMENTS

(such as the use of a guidance resource from another workplace, education provider's support for the workplace in implementing the apprenticeship training)

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## 2. APPRENTICESHIP AGREEMENT

OBJECTIVE OF TRAINING

(e.g. qualification title or qualification unit as specified in the PCDP; no derogations from the PCDP are permitted in the apprenticeship agreement)

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VALIDITY OF AGREEMENT

Open-ended employment contract (check box).

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

Validity of entrepreneur's apprenticeship agreement (check box)

Start date

End date

Working hours

Trial period

PAY

Basis for pay

Pay at start of apprenticeship (EUR)

Wages paid for competence acquisition in the 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 the apprenticeship is with an entrepreneur

Entrepreneur:

\_\_\_\_\_  
N.N.

Education provider

\_\_\_\_\_  
N.N.