

The following contract is agreed

between

.....
.....
Placement location (name, address, stamp)

and

Mr/ Ms

born

in

address

with regard to the completion of an industrial/ administrative placement.

Placement location

Practical instructor

Name of College

Schulen der Brede – Abteilung Gymnasium
Bredenweg 7
33034 Brakel
Tel.: 0049 - 5272 3916-0

§ 1 Objectives and Core Activities

The completion of an industrial/ administrative placement is a compulsory component of the degree classes in the Business College. The placement is intended to offer the student practical training and to give him/her the chance to either enable or to hedge individual vocational choices.

§ 2 General aims

The placement student is supposed to

1. gain insight and collaborate in basic operating and work processes as well as practical contexts,
2. to deal with professional and job-related assignments,
3. to cope with social and communicative interactions in a professional context

§ 3 Duration of the placement

The placement will take place from _____ to _____. (Extension is possible upon application.)

The weekly working time is _____ hours.

§ 4 Assignment and Remuneration of the trainee

The placement is an academic activity. During the placement all regulations of the Young Persons Protection of Employment Act (in German: Jugendarbeitsschutzgesetz) apply. Before and during the placement the students must be informed about accident risks. Due to possible claims placements students must not drive any motor vehicles whatsoever. Grants (money or other benefits) are uncommon.

§ 5 Obligations of the trainee

The placement student must follow the rules and regulations of the hosting institution, particularly concerning its normal working hours, code of conduct, safety practices, and rules of confidentiality. Additionally, the student agrees to

- to carry out his/her duties conscientiously,
- to comply with the health and safety regulations of the placement location and to handle all equipment with care,
- to treat with confidentiality, even after the placement has been concluded, all industrial secrets, production methods and other industrial information obtained during his/her placement,
- to inform the placement location immediately in the case of absence from the workplace; in case of illness, a doctor's sick note should be submitted at the latest on the third day;

§ 6 Insurance

The student will retain his/her status as registered student at „Schulen der Brede“ for the whole duration of the placement. As a matter of fact the student enjoys insurance cover. The general liability insurance of the placement location is responsible for any liability losses. Any case of liability loss or accident must be reported to the school immediately.

§ 7 Other stipulations

The legal representative (Parents) agrees to urge the student to follow all the above mentioned obligations.

After completion of the placement the hosting institution agrees to submit a confirmation of internship.

.....
Place, date

.....
Signature

.....
Placement location (with stamp)

.....
Placement student

.....
Confirmation of the school

.....
Legal representative