



Internship agreement

2012 - 2013

Student:

Date:



Internship agreement

This internship agreement is part of the procedure of the vocational education at the Saba Comprehensive School. The internship must be completed with a sufficient to be able to finish the education successfully.

Student (trainee) Name:

Address:

Tel.nr At home:

Form: Program: Hospitality / Construction

Level:

Company (internship provider)

Company name:

Adress:

Tel nr. Mobile:

Job Coach: Function:

Saba Comprehensive School

Hill road, St. John

Tel. nr. 416 3270

Job counselor:

Mobile: 416 7012

Maria Jansen - Hilvering

Has agreed as follows:

Article 1 Period of Internship

The internship provider allows the trainee in the context of his/her educational program to follow a internship from until

The trainee will work four (4) days of eight hours a week at the company. Working hours are between 7.00 am and 10.00 pm. The trainee is allowed to work in the weekends when both parties (student and company) agree upon that matter.

Form four and five students come to school on Fridays to obtain lessons and practical assignments.

Article 2 Absence and illness

Whenever the student is sick during the internship, he/she have to call the school and the company. If a student is sick more often, the missed hours must be made up.

Whenever the student want/need a day off, the student will ask the job coach for permission and inform the school about the agreement.

Article 3 Internship agreement

The internship is not an employment agreement and not mend as such.

This agreement will stop as soon as the employer and the student agree upon an employment agreement.

Whenever the internship provider and the student agree about compensation (payment), the school cannot act as intermediary.

Article 4 Terminate prematurely

The internship may by mutual agreement be terminated prematurely if one or all parties cannot reasonably be expected to continue the internship.

Article 5 Internship is competence based

During this period the trainee is able to work at the company on the required competencies. Before the period of internship has started, the student will present a Personal Development Plan to the internship provider. Together with the Job coach the student will set up an internship plan. The coach and trainee will sign both documents and will agree upon the steps that should be taken during the internship.

Article 6 Job coach

The internship provider will point out a coach at the company who will be responsible for the coaching of the student at the workplace. Next to that the coach will be the contact person between the company and the school. The job coach, student and career counselor will evaluate the students' results at least two times during the period of internship. The school will contact the internship provider every week.

The ultimate responsibility for the content of the training lies with the school and is recorded in the examination protocol (OER).

Article 7 Problems on the Job

Both parties agree to adhere to the agreements in this document.

The student and the Job coach will inform the career counselor as soon a conflict or problem on the work floor arises. The School coach will be the mediator between the company and the student.

If the employment relationship really is disturbed, article four will come into force.

Article 8 Costs

The internship provider agrees to pay the costs the student makes to be able to attend the job, such as clothing regulations, specialist tools or transportation.

The student is responsible to properly maintain the clothes or tools that were provided to him/her.

Article 9 Rules and Regulations

The trainee behaves regarding the rules and regulations of the company he/she works for. The trainee will follow the instructions the supervisor is giving according to safety and the code of conduct. The student is insured for working during the given hours and period at the company. The internship provider is responsible for the safety of the trainee at the work place.

The student will regard the privacy and discretion regulations and will act according to these rules.

Article 10 receiving the agreement

The trainee agrees that he / she received a signed agreement.

Agreed, in triple and signed on

at

X

trainee

X

job coach