



IMPROVING EUROPEAN WORKEXCHANGE EXPERIENCES FOR YOUNG PEOPLE
& PROVIDING TRAINING AND SUPPORT FOR TEACHERS AND ENTERPRISES

EXAMPLE OF A WORK PLACEMENT AGREEMENT IN ENGLISH

Article 1

The following agreement defines the relationship between

The company: *Phone No.*

Address :

Represented by:

and

....., Principal of, concerning the work
experience period spent in this company by one of the students of (*Name of the Class*)

.....

Name of the student:

The student, or his/her legal custodial if she/he is a minor, shall be made aware by the school of the clauses of this agreement. The student or his /her legal custodial shall express signed acceptance of the clauses of this agreement prior to the work experience period.

Article 2

The main objective of this work experience period is the practical application of the skills learnt at school. The work experience programme is set out by the Manager of the company in concurrence with the Principal, or his representative, according to the student's specific field of studies.

The work experience program shall include one or several periods of time dedicated to the observation of the company, which shall be completed by one or several periods of time dedicated to the accomplishment of practical tasks in the company.

Article 3

The Company commits itself to ensuring that the trainee shall be given tasks and assignments corresponding to his / her skills and training objectives. The trainee's tutor shall therefore be attentive to the trainee's physical and moral integrity in order to guaranty him / her the best possible integration.

Article 4

During the work experience period, the trainee will continue to be a pupil of the school. The Principal or his representative will ensure the correct running of this work experience. There should be an established line of communication for use in emergency.

Liaison officer in the company:

Name:

Telephone number:

Liaison officer in the school:

Name:

Telephone number:



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Article 5

The work experience period extends from to.....

Article 6

During his / her experience period, the trainee must comply with the company rules (in particular for medical check-ups and hours of working). He is also bound by professional secrecy. When travel is involved, the student may be conveyed as a passenger in cars or commercial vehicles but must not be allowed or asked to drive.

The company accepts to comply with the French legislation and guarantees that the trainee will not be asked to work more than 35 hours a week, at a maximum. The trainee must also be granted at least 24 hours of rest on Sunday.

Article 7

In case of breach in discipline, the Manager of the company is entitled to terminate the work experience period of the student at fault after having warned the Principal of the school, or his representative. Before the trainee's departure, the Manager of the company must ensure that the notice sent to the Principal has actually been received.

Conversely, the Principal of the school is entitled to terminate the work experience at any time if the company no longer satisfies to the minimum requirement of hygiene, security, and moral integrity necessary to ensure a smooth work experience for the trainee.

Article 8

During his / her work experience period, the trainee cannot claim any salary from the company.

As the student must be covered by his / her parents' or his / her own National Health Insurance arrangements, no contributions need to be made for health or industrial injuries.

In case of accidents either at work or on the way to or from work, the Manager of the company undertakes to send all the necessary documents, as soon as possible, to the Principal of the school, or his representative, whose responsibility it is to complete the required formalities.

Article 9

The student certifies being fully covered for civil liability by the following insurance policy:

Name and address of the insurer:

Policy n° :

Conversely, the company is expected to make arrangements so as to guarantee its own civil liability each time it may be involved by either subscribing to a specific civil liability insurance policy or by endorsing its current civil liability insurance policy.

Article 10

At the end of the work experience period, the Manager of the company has to fill in the work experience certificate and other documents brought by the trainee who will bring them back to the Principal of the school, or his representative.



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Article 11

On his/her return to the school, the trainee can be asked to hand a report on his/her work in the company (without any commercial considerations). A copy of this report will be sent to the company.

Date, Signature and Stamp of the Manager of the company		Date, Signature and Stamp of the Principal of the School
<p>I ⁽¹⁾, certify giving full acceptance of the clauses of this agreement.</p> <p>Date & Signature:</p>		

⁽¹⁾ Name of the trainee
or his/her legal custodian