

We, the undersigned have agreed on the objectives, length, timing, organisation and evaluation of on-the-job learning and /or skills demonstration taking place at the work place.

Contracting parties		Student	
Student's name		Date of birth	
Phone		E-mail	
Address		Postal code	City
Vocational education and training provider			
Luksia, Western Uusimaa Municipal Education and Training Consortium			
Qualification / stage of studies			
Vocational education and training (VET) provider			
Responsible teacher		Phone	E-mail
Employer			
Employer / workplace			
Workplace address			
Work place instructor		Phone	E-mail
Length and dates of on-the-job learning / skills demonstration		Weekly / daily working hours	

On-the-job learning will take place without employment in employment

If on-the-job learning will take place in employment, and additional work contract is needed.

On-the-job learning and skills demonstration is planned and executed in cooperation with the work place. VET provider's documents will be used for the evaluation. For vocational skills demonstrations the undersigned have acquainted themselves with the VET provider's / study modules vocational skills demonstration plan.

1. Work arrangements

Meals _____

Local travel costs _____

Working clothes _____

Accommodation _____

2. Occupational safety and insurances

The employer is responsible for student's job safety during the on-the-job learning period as stipulated in the occupational safety legislation.

VET institution has insured the student during his/her on-the-job learning period by a statutory accident and travel insurance policy number 16-470-328-6 at Pohjola, valid all over the world up to a period of 3 months. The student is also insured by Pohjola Trainers' All Risk Insurance, policy number 16-248-750-8 covering property being held or handled by the insured student, with a maximum amount of indemnity of EUR 100,000. The insurance only covers that the loss which is not covered by any other insurance. The property insurance is valid all over the world except the USA and Canada.

3. Supervision and guidance

Young employees can perform harmful work tasks (Government Decree on Work Especially Harmful and Hazardous to Young Workers, 475/2006) only after a thorough instruction and in constant supervision of an experienced and skilled person, according to the regulations at the work place. These work tasks include eg. tasks which demand excessive stress, considerable responsibility for own or other's safety, notable economic responsibility; taking care of psychiatric patients; diving; working with toxic or explosive substances or work including harmful radiation exposure. If student's work includes tasks listed in the Decree 475/2006, the contract concerning the student will be sent to the respective occupational safety district for information.

Employer is in charge of the introduction, guidance and supervision at the work place.

4. Study modules or courses

Name / code of the course or study module to which the on-the-job-learning period / skills demonstration is connected, objectives and tasks.

5. Student's own objectives

I am aware of the contract between the VET provider and employer and will follow all the principles agreed both in that contract and in this contract.

I would like to develop my skills especially in the following areas and tasks:

6. Evaluation

On-the-job learning evaluation will include work place instructor, student and teacher. Student will write a learning diary of his/her work tasks. The evaluation of skills demonstration is made according to the vocational skills demonstration plan.

7. Role of the work place instructor

As a work place instructor I am in charge of the student's guidance and evaluation as agreed in the contract made between the employer and the VET provider and in this contract.

Instructor is in charge of orientating the student for safety regulations at work place.

Instructor is in charge of orientating the student in work tasks and guides the execution of these tasks.

Instructor is in charge of evaluation and guidance together with the institution offering vocational education and training.

8. Role of the teacher

As a teacher I will take part in the guidance and evaluation of the student's on-the-job learning as agreed in the contract made between the employer and the VET provider and in this contract.

Supervisor of the work period takes care that the execution, guidance, supervision, contracts and evaluation of the on-the-job learning period is based on the curriculum. Teacher also keeps contact with on-the-job learning places. Guidance methods for on-the-job learning include phone, e-mail, other distance communication methods

(eg. skype, Adobe Connect Pro) and supervision visits.

9. Signatures

There are three (3) identical copies of this contract, one for each party.

Place and date

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Signatures and names

Student

Employer representative / work place
instructor

Responsible teacher