

**Contracting parties**

Education provider	Contact person
Luksia, Western Uusimaa Municipal Education and Training Consortium	Phone
Toivonkatu 4 08100 Lohja Finland	E-mail

Employer, work place, address	Contact person
Field of industry	Phone
	E-mail

**1. Form of education**

The national core curricula confirmed by the Finnish National Board of Education determine the vocational skills required for each qualification as well as the objectives, core contents and assessment criteria of the studies. They also include the overall objectives of on-the-job learning which is practical training in a genuine working environment.

During the on-the-job learning the student retains his/her status as the student of Luksia, Western Uusimaa Vocational College. The learning usually takes place without employment and the student does not receive a salary if the employer and the student do not have a separate agreement of employment in accordance with employment law.

**2. Vocational qualifications**

Qualifications that this agreement concerns		
<input type="checkbox"/> Audiovisual Communication	No <input type="checkbox"/> Tourism Industry	No.
<input type="checkbox"/> Vehicle Technology	No <input type="checkbox"/> Chemical Engineering	No.
<input type="checkbox"/> Catering	No <input type="checkbox"/> Wood Processing	No.
<input type="checkbox"/> Hairdressing	No <input type="checkbox"/> Surface Treatment Technology	No.
<input type="checkbox"/> Hotel and Restaurant Services	No <input type="checkbox"/> Construction	No.
<input type="checkbox"/> Metalwork and Machinery	No <input type="checkbox"/> Social and Health Care	No.
<input type="checkbox"/> Household and Cleaning Services	No <input type="checkbox"/> Electrical Engineering	No.
<input type="checkbox"/> Crafts and Design	No <input type="checkbox"/> Building Maintenance Technology	No.
<input type="checkbox"/> Laboratory Technology	No <input type="checkbox"/> IT Services and Marketing	No.
<input type="checkbox"/> Business and Administration	No <input type="checkbox"/> Safety and Security	No.
<input type="checkbox"/> Logistics	No <input type="checkbox"/>	No.
<input type="checkbox"/> Preparatory training for immigrants	No <input type="checkbox"/>	No.

**3. Aims of the on-the-job learning**

The aim of the on-the-job learning is that the student acquires a part of the qualification requirements, vocational skills and aims of the curriculum in a real working environment under the rules governing work life. On-the-job learning is planned, guided, focused and assessed training in accordance with the educational objectives determined in the curriculum. Objectives are always jointly agreed with supervising teacher, work place instructor or contact person and student.

**4. Duties and responsibilities of the sending institution**

Institution assigns a contact teacher who will represent the institution in the planning, arrangement and guiding of the agreed on-the-job learning. If necessary, the institution will assist and guide the work place in the successful implementation of the on-the-job learning and will inform the company on the education provided for the student.

Educational institutions' liability and obligation to insure students against accidents occurred in connection with practical work training is determined by the Employment Accidents Insurance Act and the legislation on compensation of student accidents. Students are accident and liability insured by their educational institution.

The sending institution prepares the student for the work place and ensures that the student is aware of the duty to respect work place rules as well as able to observe regulations on occupational safety.

The institution ensures that the student is aware of the content of this agreement and his/her duty to respect other regulations on vocational education and training.

## 5. Duties and responsibilities of the employer

Employer will appoint a contact person / work place instructor with adequate experience for these duties. The instructor will represent the company in the planning, implementation, supervising and evaluation of the on-the-job learning at work place. Employer will inform the education provider on circumstances related to the work and working environment as well as on work equipment.

Employer is responsible for the student's occupational safety during the on-the-job learning period in accordance with the law and other regulations concerning employees.

Employer ensures that the personnel of the work place have sufficient information about the student's tasks related to the on-the-job learning and the contents of this agreement.

Evaluation of the on-the-job learning period is carried out jointly by the workplace instructor, the student and the employer.

## 6. Skills demonstrations

In Finnish qualifications for vocational education, skills demonstrations ensure the quality of education and strengthen the cooperation with work life. Student proves through authentic work tasks how s/he masters the vocational skills required in the working life. Student receives a separate certificate for skills demonstration as a part of his/her qualification certificate.

Skills demonstration is a part of student's evaluation and is based on the objectives of the curriculum. Demonstrations are regulated through legislation, acts and decree of the Board of Education. Skills demonstrations are supervised by an organ chosen by the education provider which has approved the skills demonstration plan of the VET institution.

Skills demonstration is planned in cooperation with the employer and the activity must not cause unreasonable harm to the actual operation of the work place.

## 7. Cooperation

Contact persons of the VET institution and the employer will agree on details regarding the on-the-job learning and/or competence-based examinations.

The employer notifies immediately the VET institution any expected essential changes in the student's work tasks or work circumstances. Accordingly the VET institution notifies without delay the employer on any possible changes occurring in the education.

If agreed, VET institution organizes separate training for the appointed contact persons / work place instructor.

## 8. Occupational safety, accidents and liability

The parties are aware of the responsibility related to occupational safety, work accidents and liability. The liability of damages is determined in the Tort Liability Act and Employment Contracts Act.

The student is insured for liability and accidents taking place at workplace.

## 9. Supervision and preparation of the student

Signatures of this agreement confirm that in accordance to the decree given on occupational safety of young employees (475/2006), a young person can perform especially harmful work tasks (decree 128/2006) only after a thorough introduction and in constant supervision of an experienced and professional person. The agreement concerning the student will be sent to occupational safety officials for information if it belongs to activities listed in the decree 475/2006.

## 10. Term of force

This agreement is in force  indefinitely or  for a fixed period until .

The agreement can be cancelled with a delay of one month or by a separate agreement without any notice.

## 11. Signatures

There are two (2) identical copies of this agreement, one for each party.

Date \_\_\_\_\_

Employer \_\_\_\_\_

Education provider / VET institution

Luksia, Western Uusimaa Municipal Education and  
Training Consortium

\_\_\_\_\_  
principal

The information given must not be used for marketing purposes by Municipal Education and Training Consortium in Western Uusimaa.