

Agreement between an education provider and a representative of a training workplace on skills acquisition by a student through practical work tasks in a workplace.

- Learning at workplace  
 Skills demonstrations

**STUDENT**

<b>Name</b>	<b>Date of birth</b>	<b>Learner number</b>	<b>Telephone number</b>
<b>Email address</b>	<b>Address</b>		<b>Municipality of residence</b>
<b>Field of vocational education</b>			

**TRAINING AGREEMENT WORKPLACE OR SCHOOL**

<b>Name of workplace</b>	<b>Business ID</b>	<b>Contact information</b> (address of place of business)	
<b>Contact person</b> (contact person at the place of business)		<b>Telephone number</b>	<b>Email address</b>

**INTERMEDIARY SCHOOL OR COMPANY**

<b>Name of workplace</b>	<b>Business ID</b>	<b>Contact information</b> (address of place of business)	
<b>Contact person</b> (contact person at the place of business)		<b>Telephone number</b>	<b>Email address</b>

**EDUCATION PROVIDER**

<b>Name of education provider</b> Vamia Vocational College	<b>Business ID</b> 0209602-6	<b>Department/unit</b>	
<b>Contact person</b> (responsible for training agreement)		<b>Telephone number</b>	<b>Email address</b>

**OBJECTIVE OF TRAINING**

<b>Unit of the vocational qualification in Finnish</b>	<b>Learning outcomes</b>
<b>Competence points:</b>	
<b>Unit of the vocational qualification in English</b>	

**VALIDITY OF AGREEMENT**

<b>Start date</b>	<b>End date</b>	<b>Working hours</b> (day/week)	<i>Working hours cannot exceed the regular working hours of the workplace, and the Young Worker's Act (998/1993) shall be observed in the determination of the working hours.</i>
<b>Is the training period in a company or a school or in both of them?</b>			
<b>The workplace shall provide the student with:</b>			
<input type="checkbox"/> Tools <input type="checkbox"/> Protective gear		<input type="checkbox"/> Clothing <input type="checkbox"/> Meals free of charge	

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**OTHER AGREED ARRANGEMENTS****Occupational work safety**

*The employer (i.e. the workplace for work-based learning) shall ensure that work-based learning complies with appropriate occupational safety rules and regulations in addition to the particular safety regulations of the work place where work-based learning takes place. The workplace instructor shall be responsible for the student's orientation to the workplace.*

**Other****COMMUNICATIONS**

*The training agreement workplace shall notify the education provider of any essential changes to the student's tasks or working conditions. The education provider shall notify the training agreement workplace of any changes to the education.*

**The following has been agreed on communications between the education provider and the training agreement workplace:**

**The following has been agreed on assurance of the workplace instructor's guidance skills:**

**TASKS AT THE WORKPLACE****Student:**

- The student will carry out the skills demonstrations(s) at the workplace.

**STUDENT'S PLAN FOR SKILLS DEMONSTRATIONS**

The skills demonstration shall cover of

- Work process
- Command of work methods and tools
- Know-how
- Key skills of life-long learning

**STUDENT STATUS**

*A student attending training that is based on a training agreement is not in an employment relationship with the training agreement workplace nor is the training agreement workplace liable to pay wages or other remuneration on the student.*

**INSURANCE**

*The employer shall have the insurances according to the legislation of the country where the employer is situated. Vamia Vocational Collage has following insurances:*

STATUTORY STUDENT'S COMPENSATION INSURANCE POLICY NO: POHJOLA INSURANCE 78-20000-18685-1

The insurance provides coverage against employment accidents and occupational diseases which occur while students are undergoing professional training in Finland or abroad including travelling from the place of residence to the place of practical training job and back.

The insurance is valid in accordance with the Student's Compensation Insurance Act

POHJOLA INSURANCE, Pohjola Trainer's All Risk Insurance 16-725-572-2, Policy Period 1.1.2022-31.12.2022, Insurance is valid worldwide excluding USA/Canada. The insurance covers property being held or handled by the Insured, and which is not owned by the policyholder or a person in practical training for the send by the policyholder. The insurance covers damages that cause bodily injury or material damage to the employer or another third party through more than slight negligence. The maximum amount of indemnity in any loss and in the aggregate during insurance period is EUR 100,000. The insurance only

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covers that the loss which is not covered by any other insurance. Moreover, a precondition for the coverable loss is that the loss is a direct consequence of the operations of a person in practical training for the send by policy holder.

POHJOLA INSURANCE , TRAVELLERS INSURANCE 16-717-960-0. Insurance period 1.1.-31.12.2022.

The insurance is valid throughout the world excluding Finland. The insurance is valid for 6 months maximum as of the commencement of an uninterrupted trip.

The insurance covers medical treatment expenses for travel illnesses and injuries without an upper limit. The duration of illness treatment covered by the insurance is 120 days. Duration of accident treatment covered by the insurance is 3 years.

The insurance contains travel interruption cover, cancellation cover, cover for missed or delayed departure

**RESPONSIBILITIES OF PARTNERS**

Training agreement workplace

*Provides the student with an opportunity to acquire vocational skills in accordance with his/her personal competence development plan (PCDP). Plans the practical arrangements for student guidance, appoints a workplace instructor and other persons for the guidance (with adequate skills and resources for the task), and proposes a workplace representative to participate in the assessment of competence demonstrations. Ensures that the workplace instructor and staff in the workplace are aware of the plans and tasks related to the student’s training agreement and/or competence demonstrations. Monitors the student’s competence development, reports on the progress to the education provider, and undertakes measures it seems that the competence level specified in the plan cannot be achieved. Is responsible for the student’s safety at work during the training agreement period.*

Responsible workplace instructor

*Is responsible for student orientation and participates in the planning, implementation and assessment of the training agreement and competence demonstrations. Guides the student in a goal-oriented manner in accordance with the student’s personal competence development plan and gives feedback on the student’s competence development. Guides the student in co-operations with the educational institution/teacher/other employees in the workplace.*

Education provider

*Appoints a responsible person who ensures that the training agreement workplace is suitable for training and competence demonstrations, prepares the student for the workplace, and ensures, for his/her obligation to comply with workplace rules and any regulations and instructions concerning the work and safety at work. The responsible person also provides the workplace with necessary information on the student’s initial skills level. Furthermore, the responsible person appointed by the education provider is responsible for assuring the workplace instructor’s guidance skills, for supporting the training agreement workplace in the implementation of the training agreement and competence demonstrations, and for familiarizing workplace representatives with the national qualification requirements. The education provider is responsible for ensuring that training based on a training agreement is organized in compliance with the applicable acts and decrees.*

Student

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*Participates in the drawing up of his/her competence plan in so far as it concerns training organized in a workplace. Performs work tasks that comply with the vocational skills requirement of the qualification, as specified in the personal competence development plan, and demonstrates the acquired competences in the workplace, if this is part of the plan. Observes the work safety regulations of the workplace, the agreed working hours, and the workplace rules. Observes that he/she is subject to any secrecy obligation on the workplace.*

**The parties to this agreement undertake to observe the legislation governing training agreement and affirm that the information given in this agreement is true and correct. This agreement has been made in two identical copies.**

<b>Date:</b>	<b>Representative of training agreement workplace:</b>	<b>Education provider:</b>	<b>Intermediary company or school:</b>	<b>Student:</b>
/ 20	_____	_____	_____	_____

**FOR INFORMATION:**

- Student

**APPENDIX:**

- Work based trainees orientation
- Assessment of the work based learning abroad
- The student's personal plan for practical demonstration of skills
- Europass certificate supplement
- Europass CV
- Europass mobility
- Certificate of attendance