



Weiterführende Schulen

► Fachmaturitätsschule

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Contract for the „Work Placement in an Occupational Area“

Contract partner

Name of company/institution

Surname/name of contact person for work placement

Address of company/institution

Telephone number business & Email address

Trainee

Surname, name

Date of birth

Address, telephone number

Class

Length of work placement

Terms and Conditions

The trainee has to obey the service regulations of the company/institution and is to complete his/her work diligently. Insurance is the trainee's responsibility.

The participants, both the trainee as well as the contract partner, by signing this contract, acknowledge the general conditions for the work placement on the second page and confirm that they will abide by them.

This contract is issued in three parts: one each for the contract partner, the trainee and the Fachmaturitätsschule Basel school administration.

signature of trainee

signature of contract partner

signature of guardian if the student is minor

place and date



General Conditions:

- The trainee should receive a broad ranging insight of working in the field he/she has chosen. The participant should be sufficiently involved to experience „behind the scenes“ activities.
- Working hours during the two-week period are to be 35 hours per week.
- The work placement generally takes place in the same place during two weeks. Exceptions are to be named below.
- The student should have the opportunity to work on and fulfil both work-specific and personal objectives. The trainee should inform the contract partner of his/her objectives beforehand. These are a significant part of the work placement report, which is to be written and completed by the student/trainee during and after the work placement. This report will be evaluated by the trainee's teacher. If the contract partner is interested in reading this report he/she is allowed to ask for and receive it.
- The trainee needs to be acquainted with the contract partner and the escort/attendance/chaperone and follow his/her instructions.
- If any disagreements arise between the parties named above, these should be discussed between them. If no solution is found, the teacher should be notified. In emergencies the school administration should be informed.
- At the end of the two-week period the contract partner/attendance/escort/chaperone issues a(n) certification/acknowledgement to the trainee/student of completion of the work placement. The work placement is certified with the terminology “fulfilled” or “not fulfilled” (in German: “erfüllt” or “nicht erfüllt”). Students who do not complete the work placement satisfactorily receive a “not fulfilled”. An explanation of the reason for a “not fulfilled” assessment should be provided by the contract partner/attendance/escort/chaperone. A not fulfilled work placement must then be successfully completed before the end of the second term of 2nd class, or the student will not be promoted to 3rd class. (After receiving the year report the acknowledgement given can be used as a reference).
- Absent any prior objection from the commission for the field-specific work placement, the contract partner will receive confirmation or cancellation of the work placement at least four weeks before the commencement date.

Possible remarks or requests for consent (for instance: extraordinary/exceeding working hours etc):
