

Apprenticeship contract

* To be completed by the cantonal authority

- VET programme for Federal VET Diploma
- VET programme for Federal VET Certificate
- Shortened VET programme
- Other

Contract number* _____

Company number(s)* / / _____

The parties mentioned below hereby agree to the following:

1. Host company

Company	Tel. no.
Address	E-mail
Postal code/town	

2. Learner

Surname	First name	Date of birth
Address		Mother tongue: <input type="checkbox"/> G <input type="checkbox"/> F <input type="checkbox"/> I <input type="checkbox"/> R
Postal code/town		<input type="checkbox"/> Other
Sex: <input type="checkbox"/> M <input type="checkbox"/> F		
Tel. no.	Place of origin	OSI no.
Cell no.	Canton	Residence permit: <input type="checkbox"/> Residence permit C <input type="checkbox"/> Other status*
E-mail	Country	* this section must be completed (requires authorisation from cantonal immigration office)

3. Legal guardian (father and/or mother or guardianship authority)

Surname	First name
Address	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Postal code/town	Tel. no.
Surname	First name
Address	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Postal code/town	Tel. no.

4. Title of occupation, duration of apprentice- ship, trial period

Occupation	
Field/branch/area of focus	Profile
Duration of apprenticeship (day/month/year): from _____ to _____	Duration of trial period (from 1 to 3 months): _____ months

5. Information about the host company

VET trainer (see point 12)

Surname	First name
Occupation	Date of birth
Number of qualified persons in the company to calculate the maximum authorised number of learners.	Total workweek percentage of qualified persons working in the company to calculate the maximum authorised number of learners.

Training location (if different from the address of the host company)

The training will take place within a host company network: Yes No

6. Classroom instruction and branch courses

Vocational school to be attended
(subject to modifications by the cantonal authority)

Name of vocational school _____ Language of instruction:
 G F I

The learner is attending courses to prepare for the **Federal Vocational Baccalaureate examination**
provided he/she meets prerequisites. Yes No

The costs for classroom instruction shall be paid for as follows:

	Travel	Meals	Accommodation	School materials
Host company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learner/legal guardian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Special terms _____

Learners shall pay no costs associated with attendance of branch courses (Art. 21, para. 3 VPETO)

Surname	First name
Host company	

7. Salary

Gross salary

1 st year of training CHF per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour	3 rd year of training CHF per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour
2 nd year of training CHF per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour	4 th year of training CHF per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour

Benefits

13th month: Yes No (deductions from gross salary, with the exception of social insurance deductions, see points 11 and 12)

8. Working hours

Including classroom instruction, the working hours represent

Hours per week:	Working days per week:
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A day or half-day of school is equivalent to a day or half-day of work.

Maximum duration of the working day, night work and on Sundays, possible overtime:
Legislative provisions must be complied with and in particular the Employment Act (EmpA, SR 822.11) and the ordinances relating thereto.

Special provisions

9. Holiday leave

Holiday entitlement in weeks per year

1.	2.	3.	4.
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10. Purchases of work-related tools or equipment

The learner requires the following personal tools and work clothes

The costs of such purchases are to be paid by host company learner/legal guardian

The cleaning of clothes shall be handled by host company learner/legal guardian

11. Insurance

Accident insurance
The learner must be covered by accident insurance (AI).
The premiums for **occupational accident insurance** shall be paid by the host company.

The premiums for **non-occupational accident insurance** shall be co-paid by % host company % learner/legal guardian

Loss of earnings insurance agreed: Yes No
If so, the premiums are paid % host company % learner/legal guardian
(The host company must cover at least 50% of the premiums.)

12. Schedules to the apprenticeship contract and other special provisions

13. Changes in the duration of apprenticeship or termination of the apprenticeship contract

Any and all changes to the apprenticeship contract must be approved by the cantonal authority.
Federal legal provisions shall apply in the event of termination of this apprenticeship contract.

14. Signatures

This contract has been drawn up in copies.

Host company (If the apprenticeship takes place within a host company network, indicate the name of the main company)	Place	Date
	Learner	
	Legal guardian	

15. Approval

The cantonal authority hereby approves this apprenticeship contract.

Place, date, seal