

# 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**

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	Electronic equipment
Host company	<input type="checkbox"/>	<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"/>	<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 <sup>st</sup> year of training CHF per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour	3 <sup>rd</sup> year of training CHF per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour
2 <sup>nd</sup> year of training CHF per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour	4 <sup>th</sup> year of training CHF per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour

Benefits

13<sup>th</sup> 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