

# Traineeship 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\*

Host company number\* / /

Vocational school number\*

## The parties mentioned below hereby agree to the following

### 1. Host company

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

### 2. Learner/trainee

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.	E-mail	OSI no.
Place of origin	Canton	Country
		Residence permit: <input type="checkbox"/> Residence permit C <input type="checkbox"/> Other status*

\* 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 traineeship, trial period, entire duration of VET programme, end of VET programme, examination date

Occupation/profile			
Field/branch			
Duration of traineeship: (day/month/year) from	to	Examination date:	Duration of trial period: months
Entire duration of VET programme: (day/month/year) from	to	If <b>classroom instruction</b> takes place during the traineeship, indicate the percentage: %	

### 5. Information about the host company

#### VET trainer responsible (other people responsible, see point 12)

Surname	First name
Occupation	Date of birth
<input type="checkbox"/> Number of <b>qualified persons</b> in the company to calculate the maximum authorised number of learners.	<input type="checkbox"/> Total <b>workweek percentage</b> 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)

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### 6. Information about the vocational school

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

#### Contact person

Surname	First name
Position	
Aim <b>Federal Vocational Baccalaureate</b> : <input type="checkbox"/> Yes <input type="checkbox"/> No	

Surname	First name
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Host company

**7. Salary**

**Gross salary**

CHF  per  month  week  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:

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 during the traineeship in weeks

**10. Purchases of work-related tools or equipment**

The learners need 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

(The host company must cover at least 50% of the premiums.)

% host company  % learner/legal guardian

**12. Schedules to the traineeship contract and other special provisions**

**13. Changes in the duration of traineeship or termination of the traineeship contract**

**Any and all changes to the traineeship contract must be approved by the cantonal authority.**

Federal legal provisions shall apply in the event of termination of this traineeship contract.

Cooperation between the vocational school and the host company is stipulated in a separate contract under Art. 15 VPETO (SR 412.101).

**14. Signatures**

This contract has been drawn up in  copies.

Host company

Place  Date

Vocational school

Learner

Legal guardian

**15. Approval**

Approval of the traineeship contract must be obtained from the cantonal authority if the traineeship is to last more than 6 months. (The cantonal authority hereby approves this traineeship contract.)

Place, date, seal