

Agreement on trainees

Company offering practical training:

Name:		
Manager:		
Address:	Street	Nr.
	Zip code	City
	State	
Telephone :		Mobile:
E-Mail:		

Date of the practical training:

Length of practical	from	to
Interruption:	from	to
Monthly pay:	€	
Working hours per week	hours.	

Trainee:

Name:		
Date of birth		
Address:	Street	Nr.
	Zip code	City
Telephone:		Mobile:
E-Mail:		
Student at the	College for Horticulture and Landscape Design, A-1130 Wien, Grünbergstr. 24	

Parents/legal guardian

Name(s):		
Address:	Street	Nr.
	Zip code	City
Telephone:		Mobile:
E-Mail:		

According to the curriculum, the students at the College for Horticulture and Landscape Design are required to do the following obligatory practical training at a recognized company.

- 6 weeks between the second and third year
- 10 weeks between the third and the fourth year
- 6 weeks between the fourth and fifth year

The above mentioned manager agrees with the above mentioned practical trainee or with the above mentioned parents/legal guardian the following occupation:

1. Relevance to the curriculum

The employment of the practical trainee is carried out within the frame of the curriculum at the College for Horticulture and Landscape Design.

2. Rights of the practical trainee

The trainee is allowed to deepen his/her theoretical knowledge by carrying out practical works at the company. Further, he/she is allowed to make himself/herself familiar with the daily routines of the company and in this way, make use of the opportunities offered to him/her by the employing company to the best of his/her ability. The company employing the practical trainee allows the trainee with reference to his /her educational goal to work in their company.

3. Duties of the company employing trainees

The company employing the trainee agrees to assign the trainee vital work relevant to his/her professional training and necessary for his/her future professional career.

4. Payment and working hours

The company employing a practical trainee pays him/her a monthly wage respecting the minimum wage according to the collective labour agreement for trainees without Matura exams (school completion diploma). The work time regulation follows the relevant regulations concerning labour protection and protection of minors.

5. Length of the agreement

This agreement is made for the length of the practical training even if there are pauses in employment.

6. Accident prevention

The trainee is informed by the company about all rules of accident prevention and shall follow the necessary instructions regarding accident prevention.

7. Rights of access

The responsible teachers in charge of the trainee as well as his/her parents or legal guardian are entitled at any time to oversee whether the required practical training is carried out, accident prevention is sufficient and the rules for protection of minors are respected.

8. Early termination of the contract.

This agreement can be terminated early by both parties in case of important reasons, especially if safety regulations are not respected or if due to the behaviour of the trainee or the company the education goals are not achieved. The agreement can be terminated early by both parties especially in case of neglect of the safety rules or when the achievement of the training purpose due to the behaviour of the trainee or of the employer cannot be guaranteed. The principal of the College for

Horticulture and Landscape Design must be given notice of the early termination by the company. (office@gartenbau.at, phone 0043-1-8135950-333, Fax 0043-1-8135950-99)

9. Duties of the trainee at his/her work place

The trainee commits himself/herself to carry out the work assigned to him/her with great care within the purpose of the education and to stick to the assigned working hours.

10. Records of the trainee

The trainee is required to keep records during the practical training which serve as basis for the report that has to be handed in at the College for Horticulture and Landscape Design. Confidences of business and company shall be respected.

11. Handing over information

The trainee is required give the company a certificate pertaining to the practical training as well as information for the managers prepared by the College for Horticulture and Landscape Design.

12. Confirmation of the obligatory practical training

The company employing the practical trainee is required to produce a confirmation of completion for practical training. At least it must contain the data about the length of the practical training. Further details about the content of the practical training (acquired knowledge and skills) and further information in the sense of a testimonial are desired. The confirmation of completion of the practical training shall be given to the trainee at the end of the training.

13. Requirement for information on behalf of the company

The company employing the practical trainee is required to inform, without delay, the parents or legal guardian and the College for Horticulture and Landscape Design about any special occurrences (especially in case of illness or accident).

This agreement is carried out in three copies one remaining at the company, one given to the trainee and his/her parents or legal guardian and one sent to the College for Horticulture and Landscape Design.

Place / Date

Signatures

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for the employing company /manager

.....
trainee

.....
Parent or legal guardian of the trainee