

Practical Work Experience Agreement (BFSvq - KAss) International Language Assistant for Business

The following agreement is concluded for a **twelve-week** in-company training phase (compulsory work placement) as part of the training course for International Language Assistant for Business in accordance with the Course and Examination Regulations for the International Language Assistant (German: BFSvq - KAss)

between _____ (Company)
(please also include postal address and name of contact person)

and _____ (work experience participant)

born on _____ in _____

represented by parent/guardian _____.

§ 1 Duration of the Work Experience

This practical work experience lasts for twelve (12) consecutive weeks between the start of the Hamburg school summer holidays and the end of the autumn holidays and takes place five days per week.

It commences on _____ and finishes on _____.

§ 2 Responsibilities of the Company

The company undertakes to give the work experience participant insight into the operational processes and procedures relevant to the job profile for Business Assistant and to integrate him / her in taking an active part in the company's operational sequences.

The company assigns the work experience participant only those tasks and daily routines which are appropriate for the work experience and in accordance with his / her physical abilities.

At the end of the practical work experience the company gives the work experience participant an evaluation of his / her achievements, of the tasks fulfilled and of his / her social behaviour (e.g. job-related skills, standard of competence, integration in the team, reliability, punctuality, ability to work under pressure, absences etc.) for the duration of the work experience. At the participant's request the company may issue a job reference or testimonial in accordance with § 630 BGB (German Civil Code).

The company may grant the participant a financial gratification during the work experience. This work experience is not subject to minimum wage laws.

§ 3 Responsibilities of the Work Experience Participant

The participant is responsible for making best use of the offered work experience options and opportunities. During the work experience key activities should be developed which, in agreement with the supervising teacher and the company, can be implemented as a special subject topic for portfolio research paper.

In addition to this, the work experience participant is responsible for keeping a weekly record of his / her tasks. This record is to be presented to the company or its representative to be checked and signed off on a regular basis.

Should it be necessary for the work experience participant to be absent, *both* the company *and* the school must be informed **immediately** and the reason for the absence must be clearly stated. In the case of illness or an accident this must be done **at the latest** on the third day by submitting an official doctor's note or an official certificate.

§ 4 Working Hours during the Work Experience

The normal number of working hours per week is _____ hours. The relevant passages in German youth protection legislation are to be observed if the work experience participant is under the age of 18.

§ 5 Responsibilities of the School

The school is, in general, responsible for the work experience participant. Each participant will be supervised by a member of the teaching staff for the duration of the work experience. This teacher will normally visit the company and the participant twice during the work experience (Hamburg metropolitan area).

§ 6 Conflict Reconciliation

Should a conflict arise as a result of this agreement, steps should be undertaken together with the school to reconcile differences before terminating the work experience.

§ 7 Additional Stipulation(s)

Signature of company representative (company stamp)

Signature of work experience participant

Signature of parent/guardian

Signature of school management

Hamburg, (date) _____
