Apprenticeship contract – employment

Surname: _____

First name: _____

Occupation: _____

Legend:
VEP = vocational education professional
L = Learner
VETO = VET office

✓	What?	Who?	When?	✎
☐	Draw up apprenticeship contracts (in triplicate)	VEP		
☐	Send apprenticeship contracts to learner to sign (possibly during a job interview)	VEP		
☐	Return apprenticeship contracts to host company	L		
☐	Submit apprenticeship contracts to VET office (VETO) for approval	VEP		
☐	Return approved apprenticeship contracts to host company and learner (1 copy stays with the VETO)	VETO		
☐	Clarify registration of the learner at the VET school and for the vocational baccalaureate (observe cantonal regulations)	VEP		
☐	Clarify the learner's registration for inter-company courses	VEP		
☐	Send invitation letter for parents' evening/information evening	VEP		
☐	Invite learner in writing to start the apprenticeship	VEP		

Please note: If the company is a host company network member, the lead organisation or lead company must conclude the apprenticeship contract and submit it to the cantonal VET office.

© 2024 SDBB, Bern