Leaving on completion of basic vocational education and training

✓	Things to consider when the learner leaves		✎
☐	**Apprenticeship certificate, interim reference**	The report should be handed out on the last day of work at the latest. An interim reference can be issued in good time before completion of basic vocational education and training to help with finding a job.	
☐	**Holidays**	Holidays must be taken by the end of basic vocational education and training. Apprentices can use up their remaining holiday entitlement in the last month of their training.	
☐	**Minus/plus hours**	Minus or plus hours must be compensated by the departure date. They are either made up for, compensated, or offset against the last payment.	
☐	**In-house items**	On the date of discharge, work clothes, keys, badges and all other internal items and tools must be handed over cleanly and completely.	
☐	**Company knowledge**	If learners are not permitted to pass on internal company knowledge, this must be stipulated in writing in the apprenticeship contract or in an additional contract when the apprenticeship starts. The learner must simply be reminded of this agreement when leaving the company.	
☐	**Farewell**	Has a farewell event been planned? How? Who needs to be informed?	
☐	**Farewell gift**	Does the learner get a farewell gift? Who organises it?	
☐	**Personnel files**	As a rule, personnel files must be kept for ten years.	
☐	**Extension of the apprenticeship contract**	The apprenticeship contract can be extended by one year if the learner has been ill for an extended period and/or has failed the final exam or parts thereof. The apprenticeship contract must be adapted accordingly and approved by the Vocational Training Office.	
☐	**Learner is employed by the company**	An employment contract must be concluded if the learner enters into an employment relationship.	

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