Speech balloons and exclamation marks do not appear when apprenticeship contract is printed.

Apprenticeship contract

* To be completed by the cantonal authority

Contract no. *

Company contract no. *

Information in «Apprenticeship guidebook» 2.1

The parties mentioned below hereby agree to the following:

1. Host company

Company | Tel. no.

Address | E-mail

Postal code/town

Use name indicated on passport or ID card

2. Learner 2.1

Surname | First name | Date of birth

Address | Mother tongue: ☐ G ☐ F ☐ I ☐ R

Postal code/town | ☐ Other

Sex: ☐ M ☐ F

Tel. no. | Place of origin | OSI no.

Cell no. | Canton | Residence permit: ☐ C ☐ B ☐ F 2.14

E-mail | Country | ☐ Other status: * * required field, clarify permit obligation under Foreign Nationals Act

3. Legal guardian (father and/or mother or adult/child protection services) 3.1.2

Surname | First name | Sex: ☐ M ☐ F

Address | Tel. no.

Postal code/town | E-mail

Surname | First name | Sex: ☐ M ☐ F

Address | Tel. no.

Postal code/town | E-mail

See ordinance for guidance

Does not apply to all VET programmes

4. Title of occupation, duration of apprenticeship, trial period 1.3 2.2 2.3

Occupation

Branch/field/area of focus

Duration of apprenticeship (day/month/year): from to

Duration of trial period (from 1 to 3 months): months

Please indicate exact duration of workplace training (e.g. 01.08.20XX – 31.07.20XX)

5. Information about the host company

Designated workplace trainer for this VET programme 3.1

Surname | First name

Occupation | E-mail

Training location (if different from the address of the host company)

The training will take place within a host company network: ☐ Yes ☐ No

6. Vocational school and branch courses

Vocational school to be attended (subject to modifications by the cantonal authority) | Name of vocational school | Language of instruction: ☐ G ☐ F ☐ I 1.5 3.3

The host company agrees to attending **classroom instruction for FVB**, provided that the admission requirements are met. ☐ Yes ☐ No

Additional registration form must be completed

The costs for classroom instruction shall be paid for as follows:

	Travel	Meals	Accommodation	School materials	Electronic equipment
Host company	☐	☐	☐	☐	☐
Learner/legal guardian	☐	☐	☐	☐	☐

Examples of costs for branch courses: Course fees, materials, teaching aids, meals away from home, travel expenses, etc.

Learners do not incur any costs for **attending branch courses** (Art. 21 para. 3 PDO).

Special terms

Surname | First name

Host company

7. Salary

Gross salary

Any collective labour agreements, standard employment contracts or trade association recommendations must be taken into account

1st year of training CHF ____ per ☐ month ☐ hour | 3rd year of training CHF ____ per ☐ month ☐ hour

2nd year of training CHF ____ per ☐ month ☐ hour | 4th year of training CHF ____ per ☐ month ☐ hour

2.5

Benefits

13th month salary ☐ 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:

2.4

A day or half-day of school is equivalent to a day or half-day of work.

The statutory provisions must be observed with regard to maximum daily working hours, breaks, work at night and on Sundays as well as any overtime, in particular the Employment Act (ArG) with its associated ordinances, including the Youth Employment Protection Ordinance (ArGV 5).

Special provisions

9. Holiday leave

At least five weeks of paid vacation per year until the age of 20

Vacation time per year of training 1. ____ 2. ____ 3. ____ 4. ____ ☐ in days ☐ in weeks

2.6

10. Purchases of work-related tools or equipment

Learners shall incur no **costs** for **personal protective equipment (PPE)** (Art. 90 Accident Prevention Ordinance).
The learner requires the following personal tools and work clothes:

2.8

The costs of such purchases are to be paid by ☐ host company ☐ learner / legal guardian

The cleaning of work 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.

2.10

The premiums for **non-occupational accident insurance** shall be paid by ____ % host company ____ % learner / legal guardian

Loss of earnings insurance agreed: ☐ Yes ☐ No
If so, the premiums are paid ____ % host company ____ % learner / legal guardian
(The host company must cover at least 50% of the premiums.)

12. Schedules to the apprenticeship contract and other special provisions

13. Modification or termination of the apprenticeship contract

Any and all changes to the apprenticeship contract must be approved by the cantonal authority.
Legal provisions shall apply in the event of termination of this apprenticeship contract.

2.17

14. Signatures

This contract has been drawn up in **three** copies.

Place | Date

2.1

Host company (if the apprenticeship takes place within a host company network, indicate the name of the main company)

Learner

Legal guardian

15. Approval

Please sign apprenticeship contract and submit in triplicate to the VET office of your canton. List of addresses: vocationaleducation.ch/addresses

The cantonal authority hereby approves this apprenticeship contract.

Place, date, seal

2.17

Submit the apprenticeship contract in triplicate to the VET office of your canton. List of addresses: vocationaleducation.ch/addresses