

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

Traineeship contract

* To be completed by the cantonal authority

☐ VET programme for Federal VET Diploma

☐ Other

Contract no. *

Host company contract no. *

Vocational school no. *

The parties mentioned below hereby agree to the following:

1. Host company

Company

Address

Postal code / town

Tel. no.

E-mail

Use name indicated on passport or ID card

2. Learner

Surname

First name

Date of birth

Address

Postal code / town

Mother tongue:

☐ G

☐ F

☐ I

☐ R

☐ Other

Sex:

☐ M

☐ F

Tel. no.

Cell no.

E-mail

Place of origin

Canton

Country

OSI no.

Residence permit:

☐ C

☐ B

☐ F

☐ Other status:

* required field, clarify permit obligation under Foreign Nationals Act

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

Surname

First name

Sex:

☐ M

☐ F

Address

Postal code / town

Tel. no.

E-mail

Surname

First name

Sex:

☐ M

☐ F

Address

Postal code / town

Tel. no.

E-mail

See ordinance for guidance

4. Occupation title, duration of traineeship and VET programme, trial period and final examination date

Occupation

Branch / field / area of focus

Traineeship duration: (day/month/year)

from

to

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

months

Total duration of VET programme: (day/month/year)

from

to

Date of final examination:

If classroom instruction takes place during the traineeship, indicate the percentage.

%

Does not apply to all VET programmes

Please indicate the exact duration for these two fields (e.g. 01.08.20XX – 31.07.20XX)

Here, the terms specified in the individual employment contract shall apply

5. Information about the host company

Designated workplace trainer (other people responsible, see point 12)

Surname

First name

Occupation

E-mail

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

6. About the vocational school

Institution

Address

Postal code / town

Tel. no.

E-mail

Contact person

Surname

First name

Role

Learner preparing for federal vocational baccalaureate:

☐ Yes

☐ No

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 2nd year of training CHF per ☐ month ☐ hour

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:

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

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

9. Holiday leave

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

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:

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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.

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 traineeship contract and other special provisions

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13. Modification or termination of the traineeship contract

Any and all changes to the traineeship contract must be approved by the cantonal authority.

Legal provisions shall apply in the event of termination of this traineeship contract.

Cooperation between the vocational school and the host company shall be stipulated in a separate contract under Art. 15 VPETO (SR 412.101).

14. Signatures

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

Place

Date

Host company

Learner

Vocational school

Legal guardian

Sign the traineeship contract and submit it in quadruplicate to the VET office of your canton. List of addresses: vocationaleducation.ch/addresses

15. Approval

Approval of the traineeship contract must be obtained from the cantonal authority if the traineeship is to last more than six months and takes place as part of a VET programme.

Place, date, seal

Submit a traineeship contract in quadruplicate to the VET office of your canton. List of addresses: vocationaleducation.ch/addresses