

WORK PRACTICE CONTRACT No 6.1-10/

The Parties of the Contract are:

Räpina School of Horticulture (hereinafter referred to as “**the School**”), represented by the Students’ Internship Co-ordinator **Kadi Koosapoe**,

The Student of the School,

.....specialisation.....course.....

(hereinafter referred to as “**the Trainee**”),

.....(the Company where the work practice takes place) represented by (hereinafter referred to as “**the Company**”).

In pursual of the goal of enabling all the students of the School to conduct a work practice at a company, and to support the development of self analysis and a self-directed personality, that has a clear understanding of the subject of study and career opportunities in the field, effectiveness of skills on the labour market and the motivation to be part of lifelong learning

The parties of this contract have agreed the following:

1. Object of the Contract

- 1.1 To define the binding principles of co-operation in implementing the work practice.
- 1.2 To guarantee the support of the Trainee in using and developing their acquired knowledge, skills, proficiencies, etc. in an authentic working environment.
- 1.3 To agree on how to achieve a suitable learning environment (supervising) and learning outcomes (according to the curriculum).
- 1.4 To create better opportunities in the preparation of future employees and in the arrangement of teaching specialities.
- 1.5 To get regular feedback to improve the educative process and its contents.

2. The rights and the duties of the Parties

2.1 The rights and the duties of the School:

- 2.1.1 to get to know the venues of the practice beforehand and to understand the opportunities of implementing work practice in safe working conditions according to the curriculum;
- 2.1.2 to support the instruction and training of the work practice supervisor;
- 2.1.3 to introduce the goals and the tasks of the work practice to the students;
- 2.1.4 to visit if possible the Company and the Trainee during the work practice implementation;
- 2.1.5 to follow the activities of the Trainee in the Company;
- 2.1.6 to require the Trainee to leave the Company if the conditions of the agreement are broken.

2.2 The rights and the duties of the Company:

- 2.2.1 to obtain instructions for the implementation of the work practice and explanations to follow these instructions;
- 2.2.2 to get the necessary training for instructing, assessment and feedback of the Trainee;
- 2.2.3 to get support from the School for solving problematic situations that may occur during the work practice;

- 2.2.4 to participate in work practice seminars and meetings organised by the School;
- 2.2.5 to ensure the trained supervisor for the duration of the work practice in the Company;
- 2.2.6 to ensure the safety training of the Trainee in the Company and provide basic safety clothing (gloves etc);
- 2.2.7 to offer to Trainee various tasks that introduce the possibilities of the specialised work;
- 2.2.8 to offer the Trainee appropriate pay, if possible;
- 2.2.9 to help to solve the living- and everyday issues;
- 2.2.10 to assess the work done by the Trainee and to sign off on the report of the work practice;
- 2.2.11 to end the co-operation with the School regarding the work practice if the Trainee does not follow the rules, or is late or regularly skips work.

2.3 The rights and the duties of the Trainee

- 2.3.1 to obtain knowledge of the requirements of the individual work practice (including filling in the documents, requirements of the work practice report, assessment of the work practice, feedback etc);
- 2.3.2 to participate in the preparation, filling in and signing of the contract and its additions;
- 2.3.3 to refuse to do or follow orders that conflict with the law or valid work safety requirements;
- 2.3.4 to manage responsibly and actively the learning process during the work practice according to its goal;
- 2.3.5 to get the work safety instructions and necessary equipment for safe work;
- 2.3.6 to fulfill the tasks given to the Trainee by the supervisor, to follow the rules of the working order, occupational safety and health protection;
- 2.3.7 to follow during the work practice the agreed rules of conduct and work discipline;
- 2.3.8 to use the property of the employer with due care;
- 2.3.9 to fill in the diary of the work practice online on daily basis;
- 2.3.10 to return one copy of the Contract signed by the Company within five days of signing.

3. The extent, venue and date of the individual work practice, period of validity of the contract

- 3.1 Extent of the work practice isEKAP, taking place between the dates,..... 201... and,..... 201..., total number of working hours of the Trainee is
- 3.2 The parties of this contract are legally bound from the date of its signing, but no longer than two weeks after the work practice is finished.
- 3.3 The individual work practice takes place at
(Address of the Company)

4. Data of the Trainee and the supervisors of the work practice

4.1 Tutor of the Company (to be filled in by the Company)
.....
(Name and Surname, position, phone, e-mail)

4.2 Supervisor of the School (to be filled in by the School)
.....
(Name and Surname, position, phone, e-mail)

4.3 Data of the Trainee (to be filled in by the Trainee)
Name and surname, ID-number (or date of birth in the absence of an ID-number)
.....
Phone
E-mail

5. Amending and terminating the contract

5.1 The proposal to amend the contract or its additions can be made by one party of the contract and agreed with other parties in written form. Amendments to the contract are made by the School.

5.2 To terminate the contract the party has to inform other parties of the contract at least three working days before the termination.

6. Final provisions

6.1 As part of the contract the addition 1 - The individual work practice plan of the Trainee - is also to be signed.

6.2 The contract is signed in three copies of equal legal strength, one for each party to the contract.

6.3 All conflicts will be resolved by agreement between the parties of this contract.

Data of the parties:

SCHOOL	COMPANY	TRAINEE
Räpina School of Horticulture	[Name of the company]	[Name and Surname]
Address: Pargi 32, Räpina 64505	Address:	Address:
Phone:	Phone:	Phone:
E-mail: kool@aianduskool.ee	E-mail:	E-mail:
Date:	Date:	Date:
Signature:	Signature:	Signature:

Addition 1

THE INDIVIDUAL WORK PRACTICE PLAN OF THE TRAINEE

Name and surname of the trainee	
Specialisation	
Curriculum (EHIS code)	
Course	

The trainee has passed the following courses and acquired the skills/knowledge/proficiency/values/experiences etc, that are **prerequisite to work practice**:

Curriculum:	
Passed courses (names of the modules)	Acquired knowledge/skills/values (outcomes of the studies)
1.	
2.	
...	

General goal of the work practice	
The expected outcomes of the Trainee	1. 2. ...
The expected outcomes of the work practice	