

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

Apprenticeship contract

* To be completed by the cantonal authority

- VET programme for Federal VET Diploma
- VET programme for Federal VET Certificate
- Shortened VET programme
- Other

Contract number* _____

Company number(s)* / / _____

The parties mentioned below hereby agree to the following:

1. Host company

Company	Tel. no.
Address	E-mail
Postal code/town	

2. Learner

Use name indicated on passport or ID card

Surname	First name	Date of birth
Address		Mother tongue: <input type="checkbox"/> G <input type="checkbox"/> F <input type="checkbox"/> I <input type="checkbox"/> R
Postal code/town		<input type="checkbox"/> Other
Sex: <input type="checkbox"/> M <input type="checkbox"/> F		
Tel. no.	Place of origin	OSI no.
Cell no.	Canton	Residence permit: <input type="checkbox"/> Residence permit C <input type="checkbox"/> Other status*
E-mail	Country	* this section must be completed (requires authorisation from cantonal immigration office)

3. Legal guardian (father and/or mother or Kindes- und Erwachsenenschutzbehörde KESB)

Surname	First name	Sex: M <input type="checkbox"/> F <input type="checkbox"/>
Address		Tel. no.
Postal code/town		E-mail
Surname	First name	Sex: M <input type="checkbox"/> F <input type="checkbox"/>
Address		Tel. no.
Postal code/town		E-mail

4. Title of occupation, duration of apprenticeship, trial period

See ordinance for guidance

Occupation _____

Field/branch/area of focus _____

Profile _____

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

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

5. Information about the host company

Designated workplace trainer for this VET programme

Surname	First name	Date of birth
Occupation		E-mail

Number of **qualified persons** in the company to calculate the maximum authorised number of learners. Total **workweek percentage** of qualified persons working in the company to calculate the maximum authorised number of learners.

6. Classroom instruction and branch courses

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

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

Vocational school to be attended (subject to modifications by the cantonal authority)

Name of vocational school _____ Language of instruction: G F I

Learner will attend preparatory course for **federal vocational baccalaureate examination** if he/she meets prerequisites. Yes No

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

	Travel	Meals	Accommodation	School materials	Electronic equipment
Host company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learner/legal guardian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Special terms _____

Learners shall pay no costs associated with attendance of branch courses (Art. 21, para. 3 VPETO)

Information in "Apprenticeship guidebook" 2.1 2.1 2.14 3.1.2 1.3 2.2 2.3 3.1 1.5 3.3 3.2

Surname	First name
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Host company

7. Salary

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

1 st year of training CHF per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour	3 rd year of training CHF per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour
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2 nd year of training CHF per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour	4 th year of training CHF per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour
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Benefits

13th month: 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:
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A day or half-day of school is equivalent to a day or half-day of work.

Statutory regulations on maximum daily working hours, night shifts, work on Sundays and any overtime hours must be adhered to, in particular those contained in the Employment Act and corresponding ordinances.

Special provisions

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

9. Holiday leave

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

10. Purchases of work-related tools or equipment

The learner requires the following personal tools and work clothes

The costs of such purchases are to be paid by host company learner/legal guardian
 The cleaning of clothes shall be handled by host company learner/legal guardian

Learners shall incur no **costs** for **personal protective equipment (PPE)** (Art. 90, Accident Prevention Ordinance).

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 co-paid by % host company % learner/legal guardian

Loss of earnings insurance agreed: Yes No % host company % learner/legal guardian

If so, the premiums are paid (The host company must cover at least 50% of the premiums.)

12. Schedules to the apprenticeship contract and other special provisions

13. Changes in the duration of apprenticeship or termination of the apprenticeship contract

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

Federal legal provisions shall apply in the event of termination of this apprenticeship contract.

14. Signatures

This contract has been drawn up in copies.

Place	Date
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Host company (if the apprenticeship takes place within a host company network, indicate the name of the main company)	Learner
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Please sign apprenticeship contract and submit in triplicate

15. Approval

The cantonal authority hereby approves this apprenticeship contract.

Place, date, seal