





















Apprenticeship Agreement

CONTRACTING PARTNERS			
APPRENTICE			
 	First name: Arnold		+358 12345678
	Last name: Apprentice		000000@gymnasium.ax
	Address: Apprenticeship Road 11		Date of Birth: 28.2.1978
	Country: 22100 Mariehamn		EQF level ¹ : 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
Legal representative (if minor)			
	First name:		
	Last name:		
VET PROVIDER			
	Organisation/company name: Åland VET education		
	Department: Technical education and hairdressing		
	Address: Neptunigatan 19		
	Country: 22100 Mariehamn		
Contact person			
	First name: Ciara		+358 12345678
	Last name: Coordinator		info@gymnasium.ax
EMPLOYER			
	Organisation/company name: Sheet metal work AB		
	Department: Sheet metal work		
	Company registration number:		
	Address: Metal Road 9		
	Country: 33333 Sheetland		
Contact person			
	First name: Simon		+46 12345678
	Last name: Metal		
Mentor ² (if different)			
	First name:		
	Last name:		

AGREEMENT

Apprenticeship conditions

Title of apprentices' Vocational Qualification ³	Vocational Qualification in Building Maintenance Technology
Planned period: [day/month/year]	From: 15.01.2024 To: 15.03.2024
Number of working hours at the company (per week)	40 h
Time spent at the VET provider for the all training	Yes

Assessment

The apprentice will take a final competence test: Yes No , if yes, please specify:

↳ planned time:

↳ place: The company The VET-provider

↳ organiser: The company The VET-provider

↳ evaluator(s): The mentor Teachers Others:

Unit/module award (ECVET credits⁴ or equivalent):

Salary

The salary is paid by: The company The VET-provider Other

Salary based on collective agreement: Yes No Other:

↳ Please specify the terms (amount per year / frequency of the payment...):

Insurances

The **accident insurance on the workplace** is provided by: The company The VET-provider The apprentice

↳ That covers accidents during travels made for work purposes: Yes No

↳ That covers accidents on the way to and from work: Yes No

The **accident insurance at the VET provider** is provided by: The company The VET-provider The apprentice

↳ That covers accidents to and from the VET provider: Yes No

The **liability insurance** to the apprentice is provided by: The company The VET-provider The apprentice

The **travel insurance** is provided by: The company The VET-provider The apprentice

Language

The level of language competence⁵ in _____ [indicate here the main language of work]

that the apprentice already has or agrees to acquire by the start of the apprenticeship period is:

A1 A2 B1 B2 C1 C2 Native speaker

DETAILED DESCRIPTION OF EXPECTED LEARNING OUTCOMES⁶

1.	Preparing the sheet metal penetration fittings
2.	Carry out sheet metal fittings on penetrations in felt, tile and profile sheet roofs
3.	Carry out the preparation and assembly work safely

Signatures

By signing this document, the Apprentice, VET-provider, and Employer confirm that they approve the Apprenticeship Agreement and that they will comply with all the arrangements agreed by all parties. The apprentice and the employer will communicate to the VET provider regarding any challenges or changes regarding the apprenticeship period.

Apprentice / Legal representative	The VET provider	The employer
<i>Date, place, name, signature</i> Arnold Apprentice	<i>Date, place, name, signature</i> Ciara Coordinator	<i>Date, place, name, signature</i> Simon Metal

Annex documentation

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Record of Apprenticeship <input checked="" type="checkbox"/> Insurance certificates <input checked="" type="checkbox"/> Employment contract <input type="checkbox"/> Apprenticeship learning outcomes <input type="checkbox"/> Mapping of work tasks <input type="checkbox"/> Apprentice self-evaluation <input checked="" type="checkbox"/> Health Certificates | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work safety certificates <input type="checkbox"/> Monitoring plan <input type="checkbox"/> Evaluation plan <input type="checkbox"/> ID-documentation <input type="checkbox"/> VISA, if needed <input type="checkbox"/> Recommendations <input type="checkbox"/> Other: |
|---|--|

The European Commissions support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.. Project n° 2021-1-FI01-KA220-VET-000034837.



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Footnotes and descriptions:

¹ [The European Qualifications Framework \(EQF\) | Europass](#)

² **Mentor:** the role of the mentor is to provide instructions, support, encouragement, information and guidance to the apprentice (culture of the enterprise, informal codes and conducts, etc.).

³ **Sector/Field of VET education:** The [European Vocational Education and Training](#) to be used in detailed fields of education and training officially published by the European Commission, if official qualifications and fields available by the VET provider.

⁴ **ECVET credits or equivalent:** The European Union (EU) has several common instruments helping individuals in transfer, recognition and accumulation of their assessed learning outcomes, to achieve a qualification or to take part in lifelong learning. [The European credit system for vocational education and training](#) (ECVET) is one of these instruments; it uses flexible and individualised learning pathways, including transnational mobility.

⁵ **Language levels:** A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user
<https://www.cactuslanguage.com/language-level-tests>

⁶ Expected learning outcomes define the totality of knowledge, skills, attitudes, values, competencies, or behaviour a learner should master upon the successful of the unit.