

# Learning Agreement

## 1 Student

Name <i>Name of the student</i>		Date of birth	
Home address (street address, postcode, city and country)			
Address during learning period (street address, postcode, city and country)			
Mobile +		E-mail	
Qualification/study programme		Group ID	Student ID
Next of kin	Contact information in case of emergency		

## 2 Sending institute (education provider)

Name and address (street address, postcode, city and country) <i>Name and legal address of the sending organization</i>		Website	
Teacher responsible for the period		E-mail	
Telephone (exchange) +	Fax +	Mobile +	

### 3 Employer

Name and address (street address, postcode, city and country) <i>Name and address of the company/employer</i>		Website
Contact person	E-mail	
Telephone (exchange) +	Fax +	Mobile +
Instructor at the working place		E-mail
Telephone +	Fax +	Mobile +

### 4 Exchange institute in the country of learning placement

Name and address (street address, postcode, city and country) <i>Name and address of the organization organizing the exchange (VET-school or other / if exist)</i>		
Contact person	E-mail	
Telephone (exchange) +	Fax +	Mobile +

## 5 Arrangements for the learning periode

Name of the course/study module, to which the period is connected			
Learning period of the student  -	Working hours weekly/daily  /	Total number of working days	Credit units  cu
<p>Tasks and main duties</p> <p><i>Describe here the main tasks and duties of the student that s/he will perform during the exchange period. Tasks and main duties should be negotiated between representative of sending organization (usually the teacher and student), employer (manager with work-place instructor) and the representative of exchange institute (usually the teacher contacting sending institute).</i></p>			
<p>Aims of learning period based on syllabus</p> <p><i>If the student will study part of the professional studies during the work or study-exchange, the content of the learning outcomes has to be equal with the curriculum. If the studies of the work- or study exchange are part of the optional studies, aims of learning period may be defined freely.</i></p>			
<p>Knowledge: = theoretical and/or factual knowledge:</p> <p><i>Describe here the most important knowledge, the student has to possess, so s/he can carry out the tasks and main duties described above.</i></p>			
<p>Skills: = cognitive (involving the use of logical, intuitive and creative thinking) and practical skills (involving manual dexterity and the use of methods, materials, tools and instruments):</p> <p><i>Describe here the important skills the student has to possess, to carry out the main tasks and duties described above. Skills are to be described, for example, as use of tools, equipments, materials, techniques etc.)</i></p>			
<p>Competence: = responsibility and autonomy:</p> <p><i>Describe the responsibilities and autonomy, and how student manages the working process of given work task and duty.</i></p>			
<p>Learning will take place</p> <p><input type="checkbox"/> Without employment</p> <p><input type="checkbox"/> With employment</p>	<p>Employer provides meals</p> <p><input type="checkbox"/> Yes, _____ meal(s) per day</p> <p><input type="checkbox"/> No</p>	<p>Work clothes (if needed) are to be provided by</p> <p><input type="checkbox"/> The employer</p> <p><input type="checkbox"/> The student</p>	<p>Local travel costs (to and from work)</p> <p><input type="checkbox"/> Student pays him/herself</p> <p><input type="checkbox"/> Other arrangements:</p>
Further information (for example health documents needed)			

**6 Insurances** (To be filled in by the workplace instructor)

**Insurance** **Yes** **No**

**Further information** (Additional information on insurance: for example which of the vehicles that the student will be using are covered by comprehensive car insurance and which are not.)

- Comprehensive car insurance
- Machine breakdown insurance
- Third party insurance
- Livestock insurance

**7 Signatures** There are three (3) identical copies of this agreement, one for each party.

Place and date	Place and date
Student	Legal guardian (for student under 18)
Place and date	Place and date
Workplace instructor (or his/her representative)	Representative of Salpaus Further Education

## 7 Contents of the agreement

### **Explanatory note:**

*Describe here, what is agreed with this document (in accordance with Memorandum of Understanding).*

*In Finland, the concept of on-the-job-learning, which is an integral part of vocational education and training, means that certain qualification requirements are acquired at work. With on-the-job learning, the analogy between working life and education increases and the student has an opportunity to enhance his/hers professional competence. Employers have an opportunity to influence the development of education and, at the same time, the student's employment opportunities improve.*

*During an on-the-job learning period, the student acquires a part of the qualification requirements in a real working environment under the rules governing work life. On-the-job learning arrangements are always based on jointly agreed objectives between the teacher, workplace instructor and student.*

*This agreement expires with the ending of the on-the-job learning period. It can also be terminated during the contract period if its objectives are found unrealistic.*

## 8 Duties and responsibilities of the sending institute

### **Explanatory note:**

*Describe here, what are the duties and responsibilities of the sending institute (in accordance with Memorandum of Understanding). Salpaus Further Education assigns a contact teacher, or another person, to represent the sending institute in the planning, arrangement and guiding of the agreed on-the-job placement.*

*It is for the sending institute to ensure that the personnel at the on-the-job learning place are familiar with the arrangement's overall principles and objectives, occupational safety issues, related evaluation obligation, the student's objectives and learning assignments together with other matters necessary for a successful implementation of the on-the-job learning agreement.*

*Prior to the on-the-job learning period, the sending institute makes sure that the student knows and understands his/hers responsibility to comply with the rules governing the organisation of work and occupational safety at the given work place. The sending institute also ensures that the student is familiar with the content of this agreement and his/hers responsibility to honour it.*

*According to Finnish law, the sending institute has the right to disclose information about student's health of functional ability and other information necessary for the performance of job duties to the work-place instructor for safety purposes. The law concerns the following qualifications: social and health services, youth and leisure instruction, logistics/transport services, and natural resources and environment/ the environment sector.*

*The sending institute may require the student to submit to drug test, if there are grounds to suspect that the student has been under the influence of drugs in the workplace or that he or she is dependent on drugs.*

## 9 Duties and responsibilities of the employer

### **Explanatory note:**

*Describe here, what are the duties and responsibilities of the employer (in accordance with Memorandum of Understanding).*

*The employer is responsible for providing the conditions necessary for learning, guidance and evaluation at workplace. Prior to the beginning of an on-the-job learning period, the employer and the sending institute must ensure that the student is adequately prepared for the work in question and able to observe instructions on labour protection. During the on-the-job learning period, the employer is responsible for the student's occupational safety in accordance with the law and other regulations concerning employees even if the student does not have an employment contract with the employer.*

*The employer assigns a workplace instructor with adequate experience in workplace instructor's duties. The employer ensures that the personnel of the workplace have sufficient information about the student's tasks and about the contents of this agreement. Evaluation of the on-the-job learning period is carried out jointly by the workplace instructor, the student and the employer.*

## 10 Insurance

### **Explanatory note:**

*Describe here who takes care of the insurance (in accordance with Memorandum of Understanding).*

*An educational institution's liability and obligation to insure students against accidents occurred in connection with practical work training is determined by the Employment Accidents Insurance Act and the legislation on compensation of student accidents. Students are accident and liability insured by their educational institution. The employer is responsible for the student's occupational safety during practical work training in accordance with the occupational safety legislation.*

*The liability insurance relating to practical work training for students of Lahti Region Educational Consortium will only compensate damage occurred when carrying out occupational tasks provided that the trainee is liable to compensate the damage in accordance with the Tort Liability Act. When assessing the liability for damages, the trainee is considered equal with the company's employees. Accordant with the Tort Liability Act, an eventual compensation is always based on the current value of the damaged property at the time of occurrence.*

*Insurance will cover:*

- *If the student is in accordance with the Tort Liability Act and Employment Contracts Act liable to compensate the employer for damage occurred to or paid by the Employer.*
- *If the student has through his/her fault (e.g. negligence or unconsidered action) damaged property he/she has used, handled or looked after during practical work training.*
- *Damages are compensated in so far as they are not compensated by material or other insurance of the property in question (secondary insurance).*

*Insurance will not cover:*

- *Damages occurred to the trainee him/herself, e.g. spectacles.*
- *Such financial loss which is not related to a personal or material damage, e.g. the trainee has set incorrect prices on products.*
- *Damage caused by using a motor vehicle in traffic as stipulated in the Motor Liability Insurance Act or a corresponding foreign act.*
- *Damages caused by the trainee only due to a slight negligence (or unconsidered action)*
- *Damages the trainee has caused intentionally or by gross negligence and for which the person causing damage is liable.*

*Expensive work equipment, motor vehicles or other corresponding property that might cause a significant economic loss when damaged should not be given to the trainee without supervision. Even though the student does not stand in an employment, the practical work instructor has a work supervision responsibility for the student's actions.*