Title of Tool INTERNSHIP AGREEMENT	
Aim of the Tool	To regulate the internship for the benefit of all three parties involved (company, trainee, VET center). The template is a sample document suggested for use by VET centers on the grounds that the Managing Authority or National Authorities do not require use of specific documents drafted in the framework of Operational Programmes.
Materials necessary to use the tool (ex. Whiteboard, pen and paper, room with chairs in a circle, internet connection, computer or mobile phone etc.)	Computer, Word document or printout. Signed in hand or digitally.
Involvement of other people (for example teacher, company tutor, parents etc)	Company Trainee VET center
Link for the tool (online link for example)	NA
Indication on how to use the tool	The Internship agreement is in fact a contract between the three involved parties. The tool maybe adapted to programmes' or others' requirements. The following are considered as the core components of such an agreement: ● aim of the internship ● contracting parties ● duration ● timetable ● roles ● tasks assigned ● financial conditions ● allowed modifications ● signatures & date

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