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INTERNSHIP AGREEMENT TEMPLATE[1]

DATES OF THE INTERNSHIP:

- This Internship will take place from Click here to enter date to click here to enter date

THE AIM OF THE WORK PLACEMENT IS TO:

- Familiarize the trainee with the requirements and objectives of the professional world,
- To give concrete expression to the learning acquired during training,
- To establish a network of contacts with (Indicate the sector) industry staff in the trainee's region.

PARTIES:

In this context, between the following contracting parties:

The Company	
Name	
Address	
Contact person	
Telephone number	
Email address	
VAT Number	

The Trainee	
Name, surname	
Telephone number	
Email address	

The Training operator/center	
Name	
Address	
Contact person	
Telephone number	
Email address	
VAT Number	

[1]By GAP partners

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DURATION OF THE WORK PLACEMENT

This agreement is concluded for a period of:

- Xxx number of weeks,
- based on xxx hours for x weeks

Suggestion: trainees to be on site 4 days a week and have one day per week to return to the training center for follow up on the development of the Internship with the trainers.

TIMETABLE

The work timetable will be as follows:

Monday from Choose time **to** choose time
Tuesday from Choose time **to** choose time
Wednesday from Choose time **to** choose time
Thursday from Choose time **to** choose time
Friday from Choose time **to** choose time
Saturday from Choose time **to** choose time
Sunday from Choose time **to** choose time

The timetable will be variable depending on the workload: ○ Yes ◉ No

If yes, it will not exceed (amount of) hours over two weeks.

ROLE OF THE PLACEMENT SUPERVISOR

- Welcome and supervise the trainee
- Facilitate the trainee's learning and/or integration into the company,
- Take attendance,
- Carry out the end-of-training assessment
- This role will be assigned to: ……..

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TASKS

Please list specific tasks the Trainee should carry out (depending on the sector and the industry)

……

FINANCIAL CONDITIONS (payment or voluntary)

This Internship has a remuneration: ○ Yes ○ No

Specify (this part should be agreed by the parties before the Internship)

During the course, the Name of the company or institution in charge will pay for expenses (€XX per hour gross), travel and insurance.

However, the host company is asked to provide the trainee with a meal and water during the day.

SAFETY MEASURES

Specify the safety measures that are by law implemented in the company

EQUIPEMENT NEEDED

Specify if special equipment is needed or provided by the company and which are the terms for the use of it.

MODIFICATIONS

Specify in which case this agreement might be modified, in line with in force legislation.

This agreement has been drawn up in triplicate and signed in Name of the city/Country

THE COMPANY THE TRAINEE THE TRAINING SUPERVISOR

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