


Nr.: GAT-085	Verkmenntaskólinn á Akureyri	
Útgáfa: 01		
Dags.: 07.10 2015		
Höfundur: JÁR	General agreement on workplacements.	
Samþykkt: HJS		
Síða 1 af 1		

This agreement is to establish a contact between a Vocational School and a workplace. The Vocational School will have a possibility to ask the workplace to take students for a workplacement as a part of a certain study programme at a certain level. This agreement can be ended by one of the parties at any time but this should not interfere with a student's workplacement.

Vocational School: _____

Contact at school: _____

Study programme: _____

Competence level and Course(s): _____

Name of Workplace: _____

Address: _____

Contact at workplace: _____

Workplace contact info, email and tel. _____

By signing this agreement the Principal of the Vocational School certifies that the school is permitted to offer the study programme and the school will always have available all the information needed about the programme, the curriculum and the competence descriptions for each level.

The school will: (need to check insurance matters here)

- take care of all planning, preparing and organizing the workplacements.
- offer Workmentor workshops for staff of the workplace.
- update a register of workplaces so it is possible to track all workplacements.
- make certain that the student is insured for accidents and for liability at the workplace.
- always contact the workplace before offering a workplacement in this workplace. For each student the school will issue a contract to be signed by a teacher, employer and student (legal guardian for students under 18) Chl 87.

The workplace will:

- apply for and sustain a suitable accreditation if needed, to be eligible to take students for workplacements in this line of study.
- facilitate a successful workplacement for each student by assigning a person as a workmentor, by informing other staff about the workplacement and supplying necessary and appropriate clothes and safety precautions as well as the training stated in the learning plan for each workplacement.
- take part in assessing the students in cooperation with the teacher.

Place: _____

Date: _____

for the vocational school

for the workplace