

TRAINEESHIP AGREEMENT

Between the parties:

1. The company:

Address:

City:

Represented by:

Workplace tutor:

The internship takes place on (date) from to
.....(working hours) .

2. The school:.....

Address:

City:

Represented by its principal:

School tutor:

3. The student trainee:

School class:

Social Security number:

Address:

City:

Legal guardian:

Explicit authorisation to take pictures/ audio-visuals during the project: ☐ yes ☐ no **.....

(**Art.5. page 2)

The data will only be used for the purpose of the activities organized by Jonk Entrepreneuren Luxembourg asbl.

The above parties declare that they have read and approved the following training conditions (page 2).

Signature of the school
principal
(The school)

Signature of the head of the
training organisation
(The company)

Signature of the trainee/
legal guardian (if minor)
(The student)

Jonk Entrepreneuren Luxembourg asbl hereby certifies that the parties have fulfilled the provisions of the contract.

Director of Jonk Entrepreneuren Luxembourg asbl

Conditions of the traineeship

Art. 1 The aim of the traineeship is to give the student trainee a real insight into his or her work schedule and the professional, linguistic and relational requirements of the diversity of his or her tasks within a company.

The training period enables the trainee to:

1. shadow a business leader for one working day
2. gain a concrete insight into the tasks and activities of a company director at their workplace
3. exchange with a professional on topics of common interest to gain a better mutual understanding and to facilitate academic and professional orientation
4. become familiar with the culture and ethics of the company and to observe the knowledge, know-how and interpersonal skills required to perform the various tasks within the company.

Art. 2. The date of the traineeship and the working hours of the trainee are communicated in advance and are shown on the first page of the attached signed agreement.

Art. 3. The rights and duties of the contracting parties are based on those laid down in the Grand Ducal Regulation of 1 February 2010 on the organisation of work-based traineeships in initial vocational training, in particular with regard to the articles: **Art. 5. (2) and Art 6:**

Art. 5 (2) Throughout the duration of the traineeship, the trainee student remains a student of the school. As such, they are covered by compulsory accident insurance as defined by the Law of 1 September 1988 on the civil liability of the State and public authorities and by the Grand-Ducal Regulation of 23 February 2001 on accident insurance in early education, schools and universities.

Art. 6. Throughout the duration of the traineeship, the trainee is subject to the internal regulations of the training body hosting him/her and in particular to the respect of professional secrecy in use in the profession.

Art 4. The training event entitled "Job Shadow Day" will take place during one day in the week of 25 March to 29 March 2024, under the joint supervision of Jonk Entrepreneuren Luxembourg asbl, the Fedil Business Federation, the Chamber of Skilled Trades and Crafts, the Chamber of Commerce and the Ministry of National Education, Children and Youth.

Art.5. Explicit authorisation to take pictures/audio-visual material:

By ticking "yes", the student trainee / legal representative (if the student is minor) gives Jonk Entrepreneuren Luxembourg (JEL) permission to photograph, publish and distribute the photographs / audio-visuals in publications directly related to the event at which they were taken. The dissemination and publication of the image/audio-visual, as well as the captions or comments accompanying this publication or dissemination, must not infringe on the dignity, privacy and reputation of the person concerned.

Art. 6. (1) The task of the school tutor is to:

- be the contact person for Jonk Entrepreneuren Luxembourg;
- ensure that the student completes all the administrative steps before the Job Shadow Day, such as, among other

things, submitting their application, signing the traineeship agreement, contacting the attributed company and other requests from the company;

- ensure that the students attends his/her Job Shadow Day;
- organise the presentation of the student's placement report in class.

(2) The tutor's mission in the workplace is to:

- ensure that the student trainee is welcomed and taken care of at the company;
- give the trainee a real insight into the role of a business leader;
- be in contact with the non-profit organisation Jonk Entrepreneuren Luxembourg for all organisational matters;
- attend (subject to availability) the presentation of the trainee's placement report in class;
- attend (subject to availability) the closing event;

(3) The mission of Jonk Entrepreneuren Luxembourg includes

- the practical organisation of the traineeship;
- pre-selecting trainee applications according to the available places and the requirements of the companies;
- connecting the trainee and the company;
- organising the closing event and awarding the certificate of participation to the students.

(4) The mission of the Fedil Business Federation, the Chamber of Skilled Trades and Crafts, the Chamber of Commerce and the Ministry of Education includes

- promoting the Job Shadow Day;
- identifying companies that may participate in the Job Shadow Day;
- sending out communications and reminders to their members;
- participating in briefings and dispatch meetings;
- ensuring the presence of at least one person per partner organisation at the closing event.

(5) The school's tasks include

- pre-selection of pupils on the advice of the concerned class teachers;
- forwarding applications to Jonk Entrepreneuren Luxembourg asbl;
- appointing a tutor for each trainee (preferably the class teacher).

Art 7. The student trainee is required to:

- write a letter of motivation with a curriculum vitae indicating the type of study/ professional career they would like to pursue;
- write a report and a presentation of the traineeship experience;
- after the Job Shadow Day, send a thank you e-mail to the company that hosted them;
- participate in the awarding of certificates (closing event);
- respect professional secrecy in use in the profession and not to divulge any confidential information that may come to their knowledge during and due to the placement.