



- Company/Organization's copy
- Parent(s)'s/Guardian(s)'s copy
- Educational Institution's copy

STUDENT INTERN WORK PLACEMENT AGREEMENT FORM

Degree Course : Higher National Certificate in Family and Consumer Sciences

Between the Company/Organization designated below :

Name of the Host Company/Organization :

Address :

Industry/Field :

Phone : Fax :

Company/Organization Registration Number (if applicable) :

Company/Organization Representative : Title :

Email :@.....

Attests to have sent to the Labour Inspector on (date) /..... / the declaration of derogation to prohibited work for minors envisaged with the article R.4153-41 of the labour code.

On-Site Work Placement Supervisor's name : Title :

Email :@..... Phone :

and the School

Name : **Lycée Polyvalent de Nord Grande Terre (Port Louis Vocational High School)**

Address : **Lycée Polyvalent de Nord Grande Terre** Phone : **+590 590 217 350**

Site de Beauport Fax : **+590 590 215 791**

97117 PORT LOUIS

Represented by : **Mrs DERUSSY Odile**, School Principal

Email ce.9711082z@ac-guadeloupe.fr

Supervising Teacher's Name : Phone :

Email :@.....

with regard to the Student Intern

Last Name : First Name :

Date of birth :

Degree Course :

Home address :

..... Phone :

Class :
BTS ESF 1^{ère} année
1st-year Student in F&CS

Duration of the Work Placement

From _____ 201__ to _____ 201__

month day month day

That is, a total of _____ **days***.

In accordance with Article L. 124-6 of the Education Code. "Each period of not less than seven hours of presence, whether consecutive or not, shall be considered equivalent to one day and each period not less than twenty-two days of presence, whether consecutive or not, shall be considered equivalent to one month. »

Given the Labour Code, in particular Articles L. 4153-8 and 9, R.4153-38 to R.4153-45, D.4153-2 to D. 4153-4 and D.4153-15 to D. 4153-37,

Given the Code of Education, including its articles. L 124-1 to 20 and D. 124-1 to D. 124-9, Considering the deliberation of the School Council dated /..... / approving the Standard Agreement and authorising the Head of the School to conclude on behalf of the School any Agreement on Work Placements in accordance with the Standard Agreement,

It was agreed that:

Article 1 - Purpose of the Agreement

The purpose of this Agreement is to implement, for the benefit of the Student Intern of the designated Educational Institution, Work Placements carried out in the context of vocational education.

Article 2 - Purpose of the Work Placements

The Work Placements consist in temporary training periods in a professional environment in which the Student Intern acquires professional skills and implements knowledge developed during his or her training in order to earn a degree or a certification and to facilitate his or her vocational integration. The Student Intern is entrusted with one or several missions in accordance with the educational project mapped out by his or her Educational Institution and approved by the Host Organization (Article L.124-1 of the Code of Education). In any case, his or her participation in these activities must not be detrimental to the employment status in the Company.

Article 3 - Provisions of the Agreement

The Agreement contains general provisions and specific provisions made of the Pedagogical and Financial Appendixes. The Pedagogical Appendix defines the objectives and pedagogical terms of the Work Placement. The Financial Appendix defines the arrangements made to cover the costs of the period, as well as the insurance terms. The Agreement and its Appendixes are signed by the Head of the School, the Company Representative or the Host Organization, the Student Intern or, if he or she is a minor, his or her Legal Representative, the Supervising Teacher and the On-Site Work Placement Supervisor. The Agreement is then sent to the Family for informational purposes.

Article 4 - Status and obligations of the Student Intern

The Student Intern remains, over the course of the Work Placement, under Schooling Status. He or she remains under the responsibility of the Head of the School. The Student Intern is not taken into account when calculating the size of the workforce. He or she can not participate in any professional elections. The Student Intern is subject to the general practice of the Company, in particular as regards to safety, schedules and discipline, subject to the provisions of Articles 5 and 6 of this Agreement. The Student Intern is subject to professional secrecy. He or she is obliged to observe complete discretion on all information that may be collected during the course of his or her duties or because of his or her presence in the Company. In addition, the Student Intern undertakes not to include in his or her Work Placement Report any confidential information concerning the Company.

Article 5 - Financial compensation

The Student Intern can not claim any remuneration from the Company. However, he or she may be granted a financial compensation. When the Work Placement within the same Host Organization lasts more than two consecutive months or, within the same academic year, two consecutive months (that is, more than forty-four days) or not, the Work Placement (s) are subject to a financial compensation paid monthly. The amount of this compensation corresponds to 15% of the Social Security hourly wage upper limit provided for in Article D. 242-2-1 of the Social Security Code. This Financial Compensation is not equivalent to a Salary within the meaning of Article L. 3221-3 of the Labour Code. When the amount of the financial compensation exceeds the upper limit indicated above, the Employer's obligations are the responsibility of the Host Organization, in accordance with the provisions of Article R. 412-4 II-A of the Social Security Code.

Article 6 - Duration of the work week

With regard to duration of the work week, all Student Interns are subject to the legal or conventional weekly working time if it is a lesser amount than the statutory working time.

Article 7 - Duration and work hours for adult Student Interns

In the case where the major Student Intern is subject to a modulated weekly duration, the average of the durations of weekly work performed during the period in the workplace may not exceed the

limits indicated above. With regard to night work, only the adult Student Intern named by the Head of School can participate in a night shift.

Article 8 - Duration and work hours for minor Students Interns

The working time of the minor Student Intern can not exceed 8 hours per day and 35 hours per week. The weekly rest of the minor Student Intern must be of a minimum duration of two consecutive days. The period weekly rest period must include Sunday, except in the case of a legal derogation. For each twenty-four hour period, the minimum daily rest period shall be 14 consecutive hours for children under the age of sixteen and twelve consecutive hours for minor Student Interns sixteen to eighteen.

After four and a half hours of daily work, the minor must have a break of at least thirty consecutive minutes.

Night work is prohibited:

- for minor Student Interns between the ages of sixteen and eighteen, between ten in the evening and six in the morning;
- for the Student Intern of less than sixteen years between eight in the evening and six in the morning.

These provisions can not be derogated from.

Article 9 - Benefits offered by the Host Company or Organization

In accordance with Article L.124-13 of the Code of Education, Student Interns have access to the Company restaurant or meal vouchers provided for in Article L. 3262-1 of the Labour Code, under the same conditions as employees of the Host Organization. He or she also benefits from the indemnification of transport costs provided for in Article L. 3261-2 of the same code.

Article 10 - Safety - Prohibited work for minors

In application of articles R.4153-38 to R.4153-45, D.4153-2 to D. 4153-4 and D.4153-15 to D. 4153-37 of the Labour code, the Student Intern of at least fifteen years of age, may be assigned to regulated work after the Company has sent the Labour inspector a declaration of derogation to prohibited work for minors.

The declaration of derogation must specify the sector of activity of the Company, the professional training for which it is established, the various places of training, the list of work covered by the derogation and the work equipment related to this work as well as the quality and function of the competent person(s) for the supervision of the Student Intern during the execution of the aforementioned works, It is signed by the Head of the Company and addressed to the Labour inspector.

The Student Intern must only use these machines, products or carry out these works in the Company with the authorization and under the permanent control of the On-Site Work Placement Supervisor.

Article 11 - Electrical safety

The Student Intern having to work, during his or her Work Placement, on - or near - electrical installations and equipment, must be authorized by the Head of the Host Company according to the nature of the work to be completed. This accreditation can only be granted after a training in the prevention of electrical risks followed by the Student Intern in School, prior to his or her Work Placement.

The accreditation is issued on the basis of an individual training booklet issued by the School which certifies that, for the mentioned levels of accreditation, the corresponding training has been successfully completed by the Student Intern.

Article 12 - Coverage of work accidents

In application of Article L. 412-8 of the Social Security Code, the Student Intern benefits from the legislation on work accidents.

In accordance with Article R. 412-4 of the Social Security Code, when the Student Intern is the victim of an accident occurring either during work or during the travel to and from work, the obligation to declare an accident falls on the Host Company. The latter will send a registered letter with acknowledgment of receipt to the competent Health Insurance Office within 48 hours following the accident. For the calculation of this 48 hour period, Sundays and holidays are not counted. The Company sends a copy of the declaration to the Head of the Company without delay.

Article 13 - Leave of absence

In case of pregnancy, paternity or adoption, the Student Intern benefits from holidays and leaves of absence for a period equivalent to those offered to employees in Articles L. 1225-16 to L. 1225-28, L. 1225-35, L. 1225-37 and L. 1225-46 of the Labour Code.

For Work Placements longer than two months and within the limits of six months, the Work Placement Agreement must provide for the possibility of leave and leave of absence for the benefit of the Student Intern during the Work Placement period.

Article 14 - Liability insurance

The Head of the Host Company takes the necessary steps to guarantee his or her civil liability each time it can be engaged.

The School Head shall take out insurance covering the Student Intern's liability for any damage he or she may cause during the duration of his or her Work Placement or during the preparation of the Work Placement.

Article 15 - Supervision and monitoring of the Work Placement

The conditions under which the Supervising Teacher of the School and the On-Site Work Placement Supervisor in the Host Company (or Organization) provide supervision and monitoring of the Student Intern are included in the Pedagogical Appendix attached to this Agreement.

Article 16 - Suspension and termination of the Work Placement Agreement

The School Principal and the representative of the Host Company will keep each other informed of any difficulties that may be encountered during the Work Placement. If necessary, they will, by mutual Agreement and in liaison with the Pedagogical Team, make arrangements to solve the problems of absenteeism or breach of discipline. If necessary, they will study together the terms of suspension or termination of the Work Placement.

Article 17 - Validation of the Work Placement in the event of an interruption

When the Student Intern interrupts his or her Work Placement for a reason related to illness, accident, pregnancy, paternity, adoption or, in agreement with the institution, in case of non-compliance with the pedagogical stipulations of the Agreement or in case of termination of the Agreement on the initiative of the Host Organization, the School offers the trainee an alternative method of validation of his or her training course. In case of consensus of the parties to the Agreement, a postponement of the end of the period of Work Placement, in whole or in part, is also possible.

Article 18 - Work Placement Certificate

At the end of the Work Placement, the Head of the Company (or the Host Organization) shall issue a Certificate in accordance with the Standard Certificate appended to this Agreement.

Signatures and stamps:

The School Principal First Name/Last Name : Date :	The Representative of the Company (or Host Organization) First Name/Last Name : Date :	The Student Intern or his/her Legal Representative First Name/Last Name : Date :
On-Site Work Placement Supervisor First Name/Last Name : Date :	The Supervising Teacher First Name/Last Name : Date :	

Appendix 1 : PEDAGOGICAL APPENDIX

Last Name/First Name of the Student Intern :

Degree Course : Higher National Certificate in Family and Consumer Sciences

Class : First Year

Name of the Supervising Teacher(s) responsible for monitoring of the Work Placement :

Name of the On-Site Work Placement Supervisor :

Dates of the Work Placement : from to

1. Daily schedule of the Student Intern

	Morning	Afternoon
Monday	From to	From to
Tuesday	From to	From to
Wednesday	From to	From to
Thursday	From to	From to
Friday	From to	From to
Saturday	From to	From to

That is, a total weekly duration of : (number of hours)

2. Arrangements for consultation between the Supervising Teacher(s) and the On-Site Work Placement

Supervisor to monitor the course of the period:

3. Assigned objectives and skills to be acquired or developed during the Work Placement :

.....

4. Activities planned in the workplace:

OBJECTIVES	COMPETENCIES RELATED TO THE CERTIFICATION FRAMEWORK
Comprehending the reality and diversity of the workplace	C1.4: Conducting a technical study in the areas of consumption, budget, housing, environment-energy, health-nutrition-hygiene.
Analyzing the characteristics of an Organization or an establishment and/or a service, a local area in its various dimensions.	C1.5: Developing and implementing projects for local management of the ecological environment with local residents and local Organizations.
Identifying the characteristics of targeted individuals; their needs and demands, and suggesting appropriate solutions.	C1.6: Setting up a budget; putting financing documents together.
Identifying and analyzing the services offered by the Organization and its partners; contributing to their implementation.	C1.7: Managing the budget of an individual or collective event. C1.8: Maintaining and measuring service quality.
Identifying and engaging in institutional and inter-institutional dynamics; engaging in collaborative partnerships or networks.	C1.9: Coordinating a team. C1.3; C2.C.1; C2.C.2: Establishing and/or designing and/or conducting consultancy, educational workshops and training activities related to everyday life.
Participating in studies and operations carried out in the areas of expertise, consulting, technical management.	C2.C.3: Assessing the activities and operations that have been rolled out.
Participating in daily life planning in a service/in an Organization.	C3.1: Developing a communication plan for targeted individuals. C4.1: Develop work processes through partnerships/Organizational networks and joining in institutional dynamics.
Participating in the development of a project-based approach/a quality-based approach.	C4.2: Complying with institutional logics and Organizational strategies.
Making use of training techniques for participatory meetings and workshops	C4.7: Contributing to the drafting of contract documents with partners/ counterparts. C5.1: Planning and/or coordinating operations within a service or an Organization.
Assessing the events and operations that have been carried out	C5.2: Dealing with the management and procurement of supplies, materials, and equipment.
Contributing to teamwork development; reporting on one's work within the Organization.	C5.3: Monitoring the state of living spaces.

5. Work carried out, equipment or products used subject to the derogation procedure for

work prohibited to minors (see Article 10 of this Agreement):

6. Procedures for the evaluation of the Work Placement, with reference to the examination regulations for the degree being sought :

Appendix 2 : FINANCIAL APPENDIX



ministère
éducation
nationale



Last Name, First Name of the Student Intern:

.....
Class :

To help the institution better manage its Organizational costs for Work Placements, we would be grateful if you would complete the following questionnaire and return it with the signed Agreement.

1. Benefits offered by the Host Company or Organization

Does the Company contribute to the costs incurred by the Student Intern during the Work Placement?

YES NO

If YES :

Catering costs : that is, per meal : €

Transportation costs : that is, per day : €

Accommodation costs : i.e. per night : €

2. Possible Financial Compensation

Amount of the financial Compensation : €

Payment terms :

Insurance

For the Company, Name of the insurer : Contract reference:

For the School, Name of the insurer: **MAIF**

Contract reference: **34 55 408 J**

Appendix 3 : WORK PLACEMENT CERTIFICATE



School Year /

Lycée Polyvalent de Nord Grande Terre
(Port Louis Vocational High School)
Site de Beauport
97117 PORT LOUIS
Phone +590 590 217 350
Fax +590 590 215 791

In accordance with Article D. 124-9 of the Education Code, a Work Placement Certificate is issued by the Host Organization to any Student Intern.

This document must be completed and signed on the last day of the Work Placement by an Authorized Officer of the Host Company and given to the Student Intern.

The Company (or Host Organization) :

Name :

Address :

Company Registration Number :

Represented by (name): Function :

Attests that the Student Intern designated below:

First name : Last name :

Class :

Date of birth :

Schooled in the institution mentioned below:

Name :

Address :

Represented by **Mrs DERUSSY** : as School Principal

has completed a work placement in our Company or Organization

from / / to / /

That is, a total effective duration of : (number of days)

The total amount of€ was paid to the Student Intern as a financial compensation.

Certificate Signed in..... (Place) , on / / (Date)

Signature and stamp of the Host Company or Organization