

Training agreement for a placement abroad School year 2026-2027

Between firm (or host establishment):

Name and address or seal :

Represented by :

Field of expertise :

Tel :

E-mail :

Fax :

Mobile :

☐ confirm (or host establishment) to have address to the health and safety inspector the
/ / the exemption procedure for work prohibited to minors students eligible for the
derogation provided for in the Labour Code, cf. Article 10 of the Convention.

Technical College :

Lycée des métiers d'art, du bois et de l'ameublement

Rue André-Charles Boulle

BP 53

31250 REVEL

Represented by Mme Lucie FABRE, Principale.

Tel : 05 61 83 57 49

Referring teacher :

Fax : 05 61 83 86 82

Mobile :

E-mail : 0310088c@ac-toulouse.fr

E-mail :

Student:

First name and Surname :

Class :

Date of birth : / /

Mobile :

E-mail :

Parent's tell :

For the period:

From

to

and from

to

Number of working day :

Copy for:

☐ Firm (or host establishment)

☐ Technical college

☐ Student

Article 1: aim of the agreement

The aim of this agreement is to set up, for the benefit of the designated student, training periods in a workplace abroad, within the context of vocational training. The agreement includes general provisions, with specific provisions indicated in the pedagogical and financial appendices.

Article 2: terms

The educational terms of the training period in the workplace are defined in the pedagogical appendix. The terms for the payment of costs pertaining to the training period, as well as insurance terms, are defined in the financial appendix. The agreement, together with its appendices, is signed by the head of the school and the representative from the host company or organisation. It is also signed by the student and, if he or she is under the age of 18, by his or her legal representative. It must also be shown to the teachers and company tutor responsible for monitoring the student's progress. The agreement is then sent to the family for information.

Article 3: status of the student

The trainee retains his student status during his training period in a workplace. He remains under the authority and responsibility of the head of the school. He may not claim any salary from the company. However, he may receive payment at the company's discretion. The trainee is involved in the activities of the host company or organisation, which have a direct link with his studies. He is bound to professional secrecy. He is subject to general rules applying in the host company or organisation, particularly with regard to safety, discipline and working hours, subject to the provisions of articles 4 and 5 of this agreement.

Article 4: working hours

All trainees are subject to legal daily and weekly working hours in force in the host country.

Article 5: working hours for trainees under the age of 18

For trainees under the age of 18 in a European Union country, the provisions relating to working hours and rest time included in the European Directive 94/33/CE dated June 22nd, 1994 on the protection of young people at work are applied. In other countries, where daily and weekly working hours are defined for young trainees under the age of 18, the host company or organisation must apply these hours to trainees who are considered as workers under the age of 18 in the host country. Overtime and night work are forbidden for trainees under the age of 18. They must benefit from 2 days off work per week, when possible on consecutive days.

Article 6: safety and work forbidden to trainees under the age of 18

If trainees use machines, devices or dangerous products, the company must request the necessary authorisations, pursuant to regulations in force in the host country. For trainees under the age of 18 in a European Union country, the provisions relating to work that is forbidden included in the European Directive 94/33/CE dated June 22nd, 1994 on the protection of young people at work are applied. Students authorised to use machines, devices or dangerous products or to carry out tasks that are normally forbidden to them may perform such tasks only with the authorisation of their tutor, and under the latter's permanent control. If no protective regulations exist in the host country, trainees under the age of eighteen may not carry out any work that could have a harmful effect on their health and safety.

Article 7: safety with regard to electrical installations

Trainees who are called on to work, during their training period, on electrical installations and equipment, or in their vicinity, are authorised to do so only in accordance with regulations in force in the host country. In addition to training with regard to electrical hazards provided by the school, information must be given to trainees by the host company on the risks inherent to its installations, prior to any work being performed by trainees on the equipment in question.

Article 8: cover for accidents at work

When working abroad, trainees will continue to benefit from French legislation on accidents at work. In

On reception of the information, the head of the school will state the accident and send it to the relevant medical insurance centre. If the student is living on the premises where he is working as a trainee, any accident linked to the activities of the host company will be covered under the terms of legislation on accidents at work. This cover does not extend, however, to accidents that have no link with the company's activities.

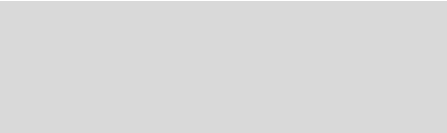
The head of the school will take out insurance cover for the student's third party liability for any damage that he may cause during the period he is a trainee working in the foreign company. Damage that occurs outside of the host company and during activities that are external to the work are not covered either by legislation on accidents at work or by the aforementioned insurance cover taken out by the head of the school. Consequently, it is the families' responsibility to take out insurance to cover both the damage caused by students and any damage that they may suffer from.

The head of the school and the representative from the host company or organisation will keep each other mutually informed of any difficulty (particularly linked to absence on the part of the student) that may arise from application of this agreement and they will take, by mutual agreement and in liaison with the teaching staff, any measure that may prove necessary, which may go as far as sending the student home, particularly in case of lack of discipline. If this should occur, it will be up to the school to pay for the cost of the student's journey home; this amount may then be claimed back from the student's parents, when applicable.

These provisions are applicable to training periods in a workplace carried out in part during the school holidays prior to passing the examination; this is subject to regulations within the context of each specific field of learning and each diploma.

This agreement is signed for the duration of the period worked in the workplace, as defined in the pedagogical appendix.

This agreement complies with the standard agreement approved by the board of the school on (date).

The Principal, Mme Lucie FABRE :	The firm (or host establishment) representative :	The tutor :
Date :	Date : 	 Date :
The referring teacher :	The major student or his legal representative :	
Date :	Date : 	

Annexe 1: TRAINING ANNEX

1. Student's daily hours :

	A.M.			P.M.		
Monday	h	-	h	h	-	h
Tuesday	h	-	h	h	-	h
Wednesday	h	-	h	h	-	h
Thursday	h	-	h	h	-	h
Friday	h	-	h	h	-	h
Saturday	h	-	h	h	-	h

Total weekly hours: h

In case of absence, the student or his family have to prevent immediately the College's school administration office and the firm (or host establishment).

2. Terms and conditions of the meeting between the referring teacher and the tutor to control the work-placement continuity :

Before: ☐ call ☐ visit

During and/or at the end: ☐ call ☐ visit

In case of problem, contact the referring-teacher or the Delegated Director for Professional and Technological Training.

3. Objective assigned and expertise to acquire or develop during the work-placement :

4. Planned activities during the work-placement :

5. Work made, facilities or products used submitted to the exemption procedure for work prohibited to minors students (Cf. article 10)

6. Terms and conditions of the work-placement assessment in referring to the exam regulation of the prepared diploma.

7. Terms and conditions of the work-placement in referring of the exam regulation of the prepared diploma :

Work-placement assessed for the diploma's exam: ☐ yes ☐ no

Annexe 2: Financial annexe

1. Advantage offered by the firm (or host establishment) :

Does the firm (or host establishment) contribute to the expenses caused to the student during the work-placement?

☐ Yes ☐ No

If yes:

☐ Catering expenses:

Being per meal:

☐ Travel expenses:

Being per day:

☐ Accommodation expenses:

Being per night:

2. Potential bonus :

Bonus amount:

Payment terms and conditions:

3. Insurances (civil liability)

For the firm (or host establishment):

Insurer name:

Contract number: n°:

For the College:

Insurer name: MAIF

Contract number: n°1436136B