

Pursuant to Article 50 of the Higher Vocational Education Act (Official Gazette of the Republic of Slovenia, No. 86/2004, as amended) and on the basis of the company's application for participation in the network of companies for practical education (hereinafter PRE) of students at Higher Vocational Colleges at the Chamber of Commerce and Industry concludes:

**ŠKOFJA LOKA SCHOOL CENTER, Vocational College, Podlubnik 1b, 4220 Škofja Loka**, represented by the director **Martin Pivk, B.Sc.**, hereinafter referred to as **School**

and **Employer:**

■,

*Official short name of the company or institution, Street, House number, Postal code, City*

Reg. No. in the "Register of Training" at the Chamber of Commerce and Industry: ■, *(ni obvezno)*

represented by (director): ■, *Surname Name*

hereinafter referred to as **Employer**,

and **Student:**

■,

*Surname Name, Street, House number, Postcode, City (permanent residence)*

hereinafter referred to as **Student**,

## **CONTRACT ON PRACTICAL EDUCATION, No.: 60333-VSŠ-206-PP2L-2021/22 - \_\_\_\_\_** *filled in by school*

### Article 1

This contract regulates the mutual rights and obligations of the contracting parties in the implementation of practical education within the higher vocational college study program **WOODWORKING**, which is implemented by the school.

### Article 2

The contract is concluded by the contracting parties for the period from **11 April 2022** to **24 June 2022**.

Practical education (hereinafter referred to as PRE) will be provided for the **2nd year of study** in a total number of **400 hours** in accordance with the PRE program and the recommendations of the Community of Higher Vocational Colleges for the implementation of studies and knowledge assessment.

Prior to signing this contract, the employer must inform the student of all conditions, rules and requirements related to work in the employer's company.

### Article 3

#### **The duties of the employer are:**

- via the M12 form, register the student in case of an injury at work and an occupational disease at the ZZSZ for the time of performing the PRE;
- appoint a mentor in accordance with the program and conditions for PRI mentoring for Higher Vocational College students;
- provides the PRI corresponding to the PRI framework program set by the school - document: *PRE2L-2122 MENTOR'S REPORT - Records of work performed and assessment of acquired competencies*;
- before starting work, he / she must acquaint the student with the regulations on safety and health at work, the dangers associated with his / her work and provide him / her with appropriate protective equipment;

- lunch, reimbursement of transport costs and the amount of remuneration for the student's work at the compulsory PRI is determined by the internal acts of the employer;
- pays the contribution for health insurance and other statutory contributions for each month of performing PRE;
- enable the student to take (max. 7 days) pre-announced exams during PRE;
- provide the student with access to a computer (connected to the Internet) on a daily basis at the end of working hours, on which the PRE performance diary is written daily (typically 15 minutes);
- if possible, allow the student one week of absence during the holidays during the implementation of PRE;
- enable lecturers of the school an announced visit of the company, counselling and supervision of the implementation of PRE;
- after completing PRE, the mentor must evaluate the student's work by filling in two reports on PRE (school form) and sending them (in the original) no later than the last day of PRE by post to the school address;
- the mentor fills in an anonymous survey for the school no later than the last day of PRE - he gets a unique link to the survey from the school - the school sees who filled in the survey but does not see who filled in what in the survey;
- protects the personal data of the student in accordance with the applicable legislation in this field established safe working environment in accordance with protective measures and recommendations of the NIJZ for the safe implementation of individual activities.

#### Article 4

##### **The duties of the school are:**

- pays the pension and disability insurance contribution for the student for the current year when the student is doing PRE;
- prepare the PRI program for the student - document: *PRE2L-2122 MENTOR'S REPORT - Records of work performed and assessment of acquired competencies*.
- keeps appropriate documentation on the contractors and the implementation of PRE;
- advises on and monitors the implementation of PRE;
- In case the state announces a public tender for co-financing incentives for employers to carry out practical training with work, the school ensures that the employer is informed in a timely manner and submits appropriate documentation on behalf of the school for the employer, provided that the employer sent the documentation to the school in a timely manner.

#### Article 5

##### **The duties of the student are:**

- prior to the commencement of the implementation of PRE, she / he must fulfil the "Consent on the obligation of reporting any disease that can be transmitted through work" and the "Individual statement on signs of illnesses";
- observe the regulations on safety and health at work and VO, the instructions of the employer and use the prescribed protective equipment;
- regularly perform PRE in accordance with the PRE program and the instructions of the employer's mentor;
- protect the employer's business secrets;
- in accordance with the educational program keeps appropriate own documentation (records of hours worked and content and scope of work performed), writes into his / her journal daily, and submits documents in the online classroom: Registration of the title and topic of the seminar paper, Journal of PRE and Seminar paper - all in the prescribed form, scope and deadlines.

### Article 6

The work obligation of a student at PRE with the employer may not exceed 40 hours per week.

### Article 7

#### **The Contract on Practical Education may be terminated:**

- by agreement or
- due to non-fulfilment of contractual obligations of one of the contracting parties.

The party requesting the termination of contract must notify the other parties. The termination of the contract is in writing and is valid as soon as the other contracting parties are notified.

### Article 8

Any disputes related to this contract will be settled amicably by the parties. If an agreement cannot be reached, the dispute will be resolved by the court with substantive and territorial jurisdiction.

### Article 9

The contract is concluded in three (3) identical copies, of which one (1) copy is received by the school, the employer, and the student.

**Higher Vocational College:**

**Employer:**

**Student:**

.....  
*signature of the responsible person and stamp*

.....  
*signature of the responsible person and stamp*

.....  
*signature*

Škofja Loka,   
*Date filled in by school*