**PCTO**

**SHORT-TERM TRAINEESHIP AGREEMENT**

Considering the Italian Law n. 107/2015, recognizing the significance and utility of the relationship between working experience and school, and recognizing the staying at …………………………………………………………………………………as useful and effective as a work experience, as stated by the Law above mentioned, a short-term traineeship agreement is hereby stated between:

**The Host Organization:**

|  |  |
| --- | --- |
| NAME: | ADDRESS: |
| Represented by: | In his/her capacity as: |

**The Educational Institute in Italy:**

|  |  |
| --- | --- |
| NAME: | ADDRESS: |
| Represented by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | In her/his capacity of: Principal/Supervisor of the TraineeEmail: Tel:  |

**The Trainee:**

|  |
| --- |
| NAME: STUDENT’S NAMETEL.: STUDENT’S PHONE NO. EMAIL: COURSE OF STUDY:  |

**The following has been agreed:**

1. **AIM AND DURATION OF THE TRAINEESHIP:**

**- The main purpose of the traineeship with the Organization shall be a supplement to the studies that the Trainee is pursuing at his or her Educational Establishment (……………………………………………………………………………………). The traineeship shall consist of morning (and/or afternoon) lessons after which a certificate will be issued stating the contents of the course and the tasks performed during his/her Traineeship.**

**HOURS:**

|  |  |  |
| --- | --- | --- |
|  | MORNING | AFTERNOON |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |

**TOTAL NUMBERS OF LESSONS:…………. hours per week – ……... hours in total .**

**2. TRAINEE STATUS:**

**- The trainee shall be hosted at …………………………………. He/she shall respect the rules and timetable , leave his/her bedroom tidy and ask for any necessity.**

 **- The trainee shall remain a student of his/her Educational Establishment for the duration of the traineeship with the Host Organization and, consequently, shall follow the programme as previously agreed upon.**

**- The trainee shall be subject to the administrative authority of the Principal while on the Host Organization's site.**

**In particular, the Trainee must comply with the Organization's access to the sites, conduct and safety. In the event of non-compliance with these provisions, the Host Organization reserves the right to terminate the traineeship before the scheduled end date.**

1. **SOCIAL PROTECTION**

**The Educational Establishment must make sure that the Trainee has taken out personal liability insurance covering any travel or medical events.**

**Insurance Policy Nr.**

1. **TRAINEE EVALUATION**

**At the end of the course the Host Organization will release a certificate testifying the completion of the course. The Host Organization undertakes to complete an evaluation of the Trainee's conduct both at school and in the campus at the end of the traineeship, if required by the Educational Establishment.**

1. **APPLICABLE LEGISLATION**

**The provisions of this agreement must be interpreted in the light of the intention of the parties and independently of any national or local legislation.**

Accepted and completed in three copies:

Place:……………………………………………….

Date: …………………………………………………

The Trainee and his/her legal guardian

….........................................................................................................

Place: ………………………………………………………………………………………………………………………………….

Date: ….......................................

The Educational Establishment: ……………………………………………………………………………………….

Place: ………………………………………………………………………………………………………………………………..

Date: …......................................

**Program Objectives**

**Language Proficiency**

**Class Schedule**