

Firnberg Internship Agreement (Supplement to the Internship Contract)

This agreement serves as a supplement to the internship contract and is acknowledged and confirmed by both parties – the Host Institution and the Intern. It aims to clarify the respective rights and obligations within the framework of the internship.

1. Purpose and Nature of the Internship

The internship constitutes a learning and training placement primarily intended to promote the professional and personal development of the intern.

Its objectives are as follows:

- To consolidate and expand foreign language proficiency, particularly through practical communication
- To provide insight into various operational areas of the Host Institution (e.g., service, reception, administration), thereby fostering a broad understanding of organisational processes
- To enhance practical skills relevant to day-to-day professional activities, in line with the intern's level of education and training
- To promote intercultural competence as well as social and personal key qualifications

2. Communication with the school

In the event of any issues or questions, the Host Institution is required to contact the School without delay:

Primary contact: Viktoria Unger (viktoria.unger@firnbergschulen.at)

For placements in anglophone countries: Anna Rastinger (anna.rastinger@firnbergschulen.at)

For questions related to Erasmus funding: erasmus@firnbergschulen.at

3. Internal Regulations

The Host Institution shall clearly and transparently inform the intern of all internal rules and regulations (e.g., dress code, house rules, restrictions). The Host Institution is not responsible for supervising the intern during their leisure time. Interns are considered learners who should have the opportunity to gain experience in multiple operational areas and explore different professional tasks. The purpose of their work is educational and not to replace regular full-time employees.

4. Board and lodging

The Host Institution shall provide accommodation for the intern that is properly furnished and functional. A deposit may be requested for the accommodation; such a deposit may only be retained under clearly communicated conditions (e.g., in the event of proven damages). All terms and conditions regarding the deposit must be communicated to the intern prior to the start of the internship.

5. Protection of Minors

For interns under the age of 18, the following conditions apply:

- no night work after 11.00 p.m.
- minimum daily rest period of 12 hours
- no overtime work
- maximum working week of 40 hours.

In addition, all youth protection laws applicable in the respective host country must be observed.

6. Sick leave

Periods of illness are regarded as part of the internship duration and do not interrupt or extend the internship period. Interns are entitled to continued remuneration during sick leave.

7. Termination of Internship

The internship may be terminated at any time by either party for justifiable reasons. In such cases, the intern is entitled to payment of all remuneration due up to the last working day. Withholding of wages is not permitted.

8. Erasmus+ Agreements

The cooperation between the School and the Host Institution fulfils the criteria of the Erasmus+ Programme and is explicitly documented in the Learning Agreement and the Internship Contract.

- Each intern signs a Learning Agreement specifying both existing competencies and the knowledge and skills to be acquired during the internship.
- The Host Institution confirms this document with its official signature and stamp.

9. Feedback, Monitoring and Evaluation

- The internship may be accompanied by regular monitoring and two formal feedback sessions during the placement period, if required.
- Upon completion of the internship, the Host Institution shall issue the intern a certificate of completion confirming and validating the training period (including signature and stamp).
- A mentor within the Host Institution shall be designated as the main contact person for the intern. Name of the mentor: _____

This agreement forms an integral part of the Internship Contract and is acknowledged and accepted by all parties.

Place, Date: _____

Host Institution (Stamp/Signature):

Intern (Signature): _____

School (Signature): _____

WORK PLACEMENT EMPLOYMENT CONTRACT FOR PRACTICAL TRAINING

agreed between

.....

(referred to hereafter as „the employer“)

and

Student

birthdate

Student of

(referred to hereafter as „the college“)

Class

legally represented by

(parent)

address

telephone.....

§ 1

The employment contract is agreed in fulfilment of the workplace as required by the national curriculum for HÖHERE BUNDESLEHRANSTALT FÜR WIRTSCHAFTLICHE BERUFE in Austria, (referred to hereafter as „the college“). It is to lay down the duties and the rights of both contracting parties. The purpose of the practical training is to complement the knowledge and skills acquired by the trainee in practical subjects taught at the college.

§ 2

The work placement – compulsory practical training – takes place at

.....
(Name of hotel, department)

§ 3

The work placement begins and ends.....
(Date) (Date)

The working time per week ishours.

§ 4

The employer agrees to offer the trainee the opportunity to become familiar with areas such as reception procedures, house keeping, kitchen operations, guest services and other related support activities associated with hotel management. Furthermore, the employer agrees to employ the trainee exclusively with tasks serving the purpose of the practical training, to systematically introduce him/her into the organization of the hotel and to make him/her aware of occupational hazards and hotel safety.

The employer agrees to instruct the trainee to be punctual, to act in a professional manner towards guests and staff. In case of any unusual occurrences, the trainee's parents may be informed by the employer.

The employer agrees to cooperate with the college and/or its representatives during the time indicated above.

In case free accommodation cannot be provided, the employer agrees to assist the trainee in organising their own accommodation that poses no threat to their health and safety.

The employer will provide meals while the trainee is on duty.

If required, free working uniforms will be provided by the employer.

Payment is gross per month/week.

It is due by the end of month/week, accompanied by a pay slip in written form. Wages will essentially correspond to the national pay level for comparable work and qualification in country of employment.

§ 5

The trainee agrees to complete the tasks assigned, comply with scheduled working hours and employer rules and safety regulations respect the proprietary nature of the employer's business.

§ 6

The employer agrees to sign a certificate of completion and return it to the college within two weeks upon completion of the trainee's employment. This certificate will include the place, date and duration of the work placement. It will not include any information that may have a negative effect on the student's career.

§ 7

The contract may be cancelled prematurely, either by mutual agreement, or by one part only, for reasons that would make continued employment unacceptable.

§ 8

The contract will be made out in triplicate, one copy remaining with the employer, one being handed over to the trainee and one to the HERTHA FIRNBERG SCHULEN FÜR WIRTSCHAFT UND TOURISMUS.

.....,

(Place) (Date)

.....

Employer Trainee Parent