



Istituto di Istruzione Secondaria Superiore
“Alessandro Greppi”

Via dei Mille 27 – 23876 Monticello B.za (LC)
www.issgreppi.gov.it

AGREEMENT FOR THE TRAINING AND GUIDANCE PROGRAM

(Agreement n° date.....)

BETWEEN

the Secondary School . “Alessandro Greppi” - (the promoting party) situated in Monticello Brianza, 23876 via Dei Mille 27, Internal Revenue Code 94003140137, represented by the Principal Beretta Anna Maria born in Carate Brianza (MB) on 1st August 1955, fiscal code: BRTNMR55M41B729E

AND

.... (name of the host party), with registered office in (address) ... n. postal code ... situated in (city/town) , Inland revenue code:, represented by....., position held..... born in on mentioned as “the host party”

Regarding the training of :

(Trainee name and surname).....
Born in: ... the
Resident in:
(address), Postal Code:
Inland Revenue Code:....
Educational qualification:

CONSIDERING THAT:

with the aim of facilitating professional choices through direct experience in the world of work and to create instances of alternation between study and work through training processes (with reference to the Article of Law 107/2015 – LA BUONA SCUOLA),

IT IS AGREED THAT:

Article 1

1. The training and guidance program does not constitute an employer-employee relationship.
2. During the program training and guidance activities shall be supervised by a tutor nominated by the School, responsible for the didactic and organizational parts, and by company official, nominated by the Host Party.
3. On the basis of this Agreement a training and guidance program shall be drawn up for each trainee placed with the host company. The aforesaid program shall be enclosed herein and must include:
 - the name of the trainee;
 - the name of the school tutor;
 - the name of the company tutor;
 - the targets and procedures of the program, with an indication of the amount of time spent in the company;

- the company structures (plants, sites, departments, offices) where the training program will be held;
4. During the training program the trainee may NOT demand any payment from the host company; nonetheless if the host company sees fit it may establish economic concessions and incentives such as the refund of expenses and “study-work scholarships” for the benefit of the trainee on the training program. These concessions and incentives should be indicated in the training project, and are not linked to the quality/quantity of the performance done by the trainee.

Article 2

During the training and guidance program the trainee must:

- carry out the activities established by the training and guidance program in compliance with the instructions provided by his/her tutors and refer to the aforesaid tutors for any organisational requirements or any other eventuality;
- respect the rules of(name of the host party), and the safety and the hygiene regulations;
- maintain the necessary discretion regarding any data, information or knowledge concerning production processes or products which may be acquired during the training program;
- in the case of INJURY immediately contact “A. Greppi” School, sending a self-description of what happened along with the medical certificate by fax to the Secretary Protocol Office of the School at the telephone number +39 039 9206861.

Article 3

“Alessandro Greppi” School insures at its own expense the trainee against injury in the workplace with INAIL, as well as against civil liability with insurance companies operating in the sector.
The Insurance Policy for accident /civil liability: n° 22239 expiring date: 31 August – Company: BENACQUISTA ASSICURAZIONE S.N.C.

Article 4

The “A.Greppi” School takes the responsibility for the aforementioned insurance but does not cover any other expenses (travel, accommodation, living expenses or other) that are therefore the trainee’s responsibility.

Article 5

The company must be provided with an appropriate insurance cover that guarantees a specific responsibility in the case of legal action.
The host company must report the start of the traineeship to the relative institutions if the law in force in the country so requires.

Article 6

The company and/or the trainee reserve the right to interrupt the training program if it does not comply with the targets of either one or both parties. In this case the Managing Director and/or the trainee must inform the School as soon as possible, sending an e-mail to asl@issgreppi.it.

Article 7

The project enclosed herein is an integral part of this agreement.

For “A.Greppi” School

The trainee for approval

For the host Party

Signature

Signature

Signature

Date:

Date:

Date:

Training project

Name of the trainee.....matriculation number

Born in On.....

Resident in (street).....n..... zip code..... Town/city.....

Revenue Code.....

Actual state of the trainee:

He/she is attending the course in at "Alessandro Greppi" Secondary school

Training data:

Host company:

Company business area:

Address:.....

Tel.:....., Fax:

Web..... E-mail:

Employees number:

Site/s of the training program (plant/department/office):

(address, city/town, tel. number, e-mail...)

Tel..... Fax.....

Web..... e-mail.....

Number of working hours per week:

Training period: N° (weeks/months) from..... to

Tutor nominated by the School: professor.

Company tutor :

Tel. E-mail.....

Training targets and procedures

Facilities from host party:

- Monthly scholarship: €..... pre-tax
- Expense reimbursement: travel expenses to the office
- Daily meal ticket
- None

Monticello Brianza ,

Trainee: signature of acknowledgement and acceptance

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Tutor nominated by "A.Greppi" School : signature

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Company tutor: signature

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