

1. copy for training company ; 2. copy for student,; 3. copy for the university

TRAINING PROGRAMME (Part of the Training Agreement)

I. _____

(name, address, phone no. of training company)

and

II. _____

(name, address, phone no. of student)

Agree on the following training programme:

1. Student will serve a work placement in above-named training company
from _____ to _____

2. Student will be supervised by

(name, professional qualification)

(active on the site since, address, phone no.)

The supervision shall include counselling interviews in regular intervals between supervisor and placement student. Supervisor and training student together shall set up an individual work plan for the placement, if possible within the first two weeks. The training company shall enable placement student to participate in the complementary lectures at the university by releasing him or her from work during this time, and to permit his or her reading scientific literature during working hours.

3. On behalf of Kempten University of Applied Sciences, the placement student will be supervised by the Coordinator of the complementary lectures to work placement of the degree course Social Services Management. The supervision by lecturers of the degree course is carried out during the complimentary lectures and – upon special request by the training company and/or the placement student, and, provided that it be possible in terms of time and place – by visits on the training location and individual counselling.

4. At the end of the training period, training company shall issue a certificate giving proof of the student's successful termination of the work placement. In addition, training company shall provide a written testimonial, including comments about the placement student's professional aptitude and an evaluation of the work placement's progress.

5. The placement student's training shall include the following contents in the possible working areas of social services management (organisation, administration, financing, controlling and conception of social services) of the training company:

5.1 The following training contents have been agreed upon:

5.2 The following training objectives have been agreed upon:

5.3 Training form (e.g. individual or group training, periods of time):

_____ on
place

_____ date

supervisor's signature

student's signature