**APPRENTICESHIP CONTRACT**

**BETWEEN:   
Organisation** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City and Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Represented by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hereinafter referred to as the **“Apprenticeship Provider”**.

**AND:   
Apprentice** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City and Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hereinafter referred to as the **“Apprentice”**.

Hereinafter jointly referred to as the “**Parties”.**

The Parties declare that they agree upon the following:

1. The apprenticeship Provider enables the apprentice to participate in an apprenticeship programme during the period of \_\_\_\_\_\_\_\_\_ 20 \_\_\_\_(date) up to and including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_(date) for \_\_\_\_\_\_\_ days per week, \_\_\_\_\_\_ hours per day.

2. During the apprenticeship, the apprentice will carry out the following tasks:

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3. The apprenticeship Provider will provide the Apprentice with the best possible supervision and guidance throughout the apprenticeship programme. The apprentice will have regular meeting sessions with an employee who is qualified and/or experienced enough to guide the apprentice.

Additional supervising and/or mentoring arrangements include:

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4. The apprentice declares that he/she will act according to all valid rules, instructions, and directions (including which possible regulations concerning trade secrets) concerning the well-being and functioning of the organisation providing the apprenticeship. In case the apprentice does not meet the obligations, the apprenticeship may be ended at once.

5. The apprentice will receive a gross salary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (amount in national currency) per month to be paid by the apprenticeship provider at the end of every month until the end of the contract.

The apprentice acknowledges that he/she cannot claim additional compensation for their apprenticeship activities than the financial compensation described above.

6. The apprenticeship provider will reasonably reimburse the apprentice for any costs made related to the apprentice’s occupation.

Any additional training costs made, up to \_\_\_\_\_\_\_\_\_\_(amount in national currency) will be borne by the apprenticeship provider.

7. The apprentice has the right to have \_\_\_\_\_\_\_\_\_ paid working days as annual leave of which the apprentice can take up \_\_\_\_\_\_\_ working days contiguously. The holiday allowance will be \_\_\_\_\_% of the gross annual salary.

8. The apprenticeship provider is liable for damages sustained by the trainee as a result of apprenticeship activities, excluding cases where damage is the result of intent or neglect on the part of the apprentice.

9. The apprenticeship provider is allowed to use the results of the apprenticeship for internal use.

10. Supplementary Regulations:

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**To be completed and signed (in duplicate) by:**

* On behalf of the apprenticeship provider:

Name:

Position:   
Signature:

Date and Place:

* The Apprentice:

Name:   
Signature:  
Date and Place: