

PRACTICAL TRAINING AGREEMENT

STUDY PROJECT 2

(BASA MÜNSTER)

The following agreement on the completion of at least 100 project-related practical training days within the scope of study project 2 is hereby concluded as part of the framework agreement on practical training for the bachelor study programme "Social Work"

between the institution

Name: _____

Address: _____

Phone: _____ Email: _____

Supervisor practical training:

Name: _____

Degree: _____

Phone: _____ Email: _____

and the student at Katholische Hochschule Nordrhein-Westfalen (katho) – Division Münster

Name: _____

Address: _____

Student ID: _____

Phone: _____ Email: _____

for the period starting from _____ **until** _____

with approval of **Katholische Hochschule Nordrhein-Westfalen (katho) – Division Münster**

Address: Piusallee 89, 48147 Münster, Germany

Lecturer:

Name: _____

Phone: _____ Email: _____

The following provisions apply during the practical training phase:

1. General

The module handbook in its currently valid version and the practice framework agreement include detailed explanations about the following regulations, including contents, objectives, and types of practical training phases.

2. Objectives

The students link their study programme and professional practice based on the skills acquired, familiarise themselves with the professional reality of social workers and educators and develop an understanding of the correlation between theory and practice.

3. Obligations of the contractual partners

The contractual partners mutually undertake to fulfil the following tasks:

The student will coordinate all required agreements with the supervisor practical training and the lecturer.

This includes, in particular,

- Continuous development and implementation of the tasks and objectives agreed in the training plan;
- Dealing with the questions and tasks developed in the accompanying seminar and coordinated with the practical training supervisor;
- Application and testing of knowledge stock by assuming technical tasks under supervision;
- Observation of the regulations applying at the practical training post (in particular labour regulations, accident prevention requirements, and duty of secrecy provisions);
- Regular and active reflection of own actions and practice-related experience during accompanying supervision.

The practical training post will name the employees acting as accompanying contacts for the student during the practical phase, who will be bindingly responsible for supervising the practical training in their role as active professionals. This practical supervision will guarantee professional accompaniment of the student. In particular, this applies to the following obligatory tasks:

- Developing and arranging training content (training schedule), as well as activities within the institution and support with their implementation;
- Guaranteeing access to relevant information and data for the activity in the institution, if applicable;
- Performing regular guidance interviews;
- Cooperating with the lecturer;
- Releasing the students from work for accompanying seminars and supervision at the university;
- Certifying the completion of at least 100 practical training days;
- Providing an assessment in the form of a qualified reference, detailing the activities performed during practical training.

The university undertakes to provide and implement the accompanying project seminars and supervision. The tasks of the lecturer include:

- Approving the practical training post by signing the practical training agreement as well as the training schedule;
- Suggestions and support for the development of an independent project task;
- Cooperating with the practical training institutions.

4. Working hours - holidays - sickness

The working hours will correspond to those of official employees working full-time in the institution. The students have no claim to holidays during the project-related practice days. Any absences must be made up for at a later time which is to be coordinated with the university and the practical training post. In case of sickness, the practical training post must be informed immediately.

5. Expense allowance

The practical phase of study project 2 is a mandatory practical training within the framework of the study programme. Section 22(1) 1 MiLoG (Minimum Wage Regulation Act) therefore does not apply, so that there is no statutory compensation claim. However, the university considers payment of an expense allowance appropriate and desirable. Expense allowances are to be agreed separately between the practical training post and the student, if applicable. Remuneration payments may affect benefits received pursuant to the Federal Training Assistance Act (BAföG). Students receiving BAföG benefits at the same time must notify the competent BAföG office of any remuneration they received.

6. Insurance coverage

The student status will continue for the full period of practical training days due to the students being enrolled at Katho NRW. The students will have insurance cover during domestic practical training pursuant to Social Code VII. Upon request of the practical training post, students must take out civil liability insurance adapted to the term and content of the agreement, unless the risk is already covered by a group insurance taken out by the practical training post.

Prior to the start of the practical phase, students are responsible for checking with the competent health insurance institution if the payment of expense allowances results in compulsory membership in the statutory health insurance or affects an existing health insurance (KV). The same applies to unemployment and pension insurance.

7. Dissolution of the agreement

The agreement may be dissolved early for an important reason or if the study aim is given up or changed following a previous hearing at the university.

8. Other arrangements

Place, date

Signature and stamp of the practical training post

Place, date

Signature of the student

Place, date

Signature of the university lecturer

After this practical training agreement was signed by the practical training post it must be signed by the lecturer at the university and passed on to all parties by the student prior to the start of the practical training days.

**A copy of the signed practical training agreement must be passed on to the practical training post, the original must be submitted to Praxisbüro at katho, and another copy is to be kept for the records of the student.
Alternatively, a signed digital file (pdf) must be sent to Praxisbüro.**