

# TRAINING AGREEMENT

made under the Danish Act on vocational education and training

This training agreement must be signed prior to the effective date of commencement  
and must be submitted immediately to the selected vocational college

*Please note the information on the individual items contained in the related guidelines.*

<b>1</b> The parties	Name and address of business (according to the Danish Central Business Register (CVR)):  _____ _____ _____  Postcode: ..... City: ..... Tel.: ..... E-mail: ..... Business reg. (CVR) no.: ..... SE no. for reimbursement of pay: .....	Name and address of student:  _____ _____ _____  Postcode: ..... City: ..... Tel.: ..... E-mail: ..... Civil reg. (CPR) no.: .....		
<b>2</b> Workplace	Workplace/main workplace (if different from the above address): _____ _____ Production unit no.: ..... Postcode: ..... City: ..... Tel: .....			
<b>3</b> Term	Education, specialist subject/level, profile or individual training: _____ _____ The agreement commences on (date): ..... The agreement ends on (date): .....  <i>The business must be approved as employer for the student.                  The first three months of the training period will be a probation period. During the probation period, the agreement may be terminated without notice. After expiry of the probation period, special termination rules apply. See item 3 of the guidelines.                  For combination agreements, the full term must be stated in item 10. The business will only be bound by this agreement in respect of the periods during which the student is with the business.</i>			
<b>4</b> Supplementary courses	Duration of optional supplementary courses agreed, if any: ..... <i>The selected supplementary courses and the date of completion will be stated in the student's personal education plan.</i>			
<b>5</b> School	The student is enrolled in the following vocational college: _____ _____			
<b>6</b> Agreement	This agreement comprises (Tick one box. For additional information on the options, see the guidelines):  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> Basic course and main course (entry route, practical training)   <input type="checkbox"/> New Apprenticeship and main course (apprenticeship)                 </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Main course (entry route, school-based training)   <input type="checkbox"/> Short-term agreement or partial agreement (combination agreement, school-based practical training or similar)                 </td> </tr> </table> Previous training/partially completed training (see guidelines): ..... <i>The vocational college may request additional documentation, including a certificate of completion of the basic course.</i>		<input type="checkbox"/> Basic course and main course (entry route, practical training)  <input type="checkbox"/> New Apprenticeship and main course (apprenticeship)	<input type="checkbox"/> Main course (entry route, school-based training)  <input type="checkbox"/> Short-term agreement or partial agreement (combination agreement, school-based practical training or similar)
<input type="checkbox"/> Basic course and main course (entry route, practical training)  <input type="checkbox"/> New Apprenticeship and main course (apprenticeship)	<input type="checkbox"/> Main course (entry route, school-based training)  <input type="checkbox"/> Short-term agreement or partial agreement (combination agreement, school-based practical training or similar)			
<b>7</b> Registration	Reserved for the vocational college. Date of registration of training agreement: .....			

	<p><i>Registration by the vocational college is no guarantee that the training agreement was properly completed by the parties. The registration duties of the college are set out in the Danish Executive Order on vocational training and education.</i></p>																	
<p><b>8</b> Pay and other terms and conditions</p>	<p><b>The pay has been agreed as follows:</b></p> <p>The pay will correspond to no less than the pay determined in the collective agreement for the educational area. See section 55(2) of the Danish Act on vocational training and education.</p> <p>The collective agreement for the educational area is: .....</p> <p>The pay constitutes the current minimum pay (rate) for students as determined in the collective agreement for the educational area.</p> <p>The pay is higher than the current minimum pay for students. On commencement of the programme, the pay was agreed at:</p> <p style="text-align: center;">DKK ..... per hour week month</p> <p>Pay during period(s) of supplementary courses as part of main course?    Yes    No</p> <p>Payday: .....</p> <p><b>Other employment terms:</b>  <i>Pursuant to the Danish Act on an employer's obligation to inform employees of the conditions applicable to the employment relationship, the employer must inform the employee of all material terms and conditions applicable to the employment relationship, including at least the information set out in section 2(2)(i)-(x) of the Act. Pursuant to the Act, such information may be provided by reference to a collective agreement or other reference:</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>Normal working hours:</b> ..... hours per day week</p> <p style="text-align: right;"><i>The rules on holiday are set out in the Danish Holiday Act, including the special rules applying to students, and the collective agreement.</i></p>																	
<p><b>9</b> Posting</p>	<p><b>Only to be completed in the event of posting</b></p> <p>The following parts of the practical training (work assignments) will be completed at another business or in the form of practical training at a vocational college: .....</p> <p>Name of business and/or the relevant period, if known:</p> <p>Name:..... CVR no.: ..... From: ..... To: .....</p> <p>Posting abroad:    Name: .....    Address: .....</p>																	
<p><b>10</b> Combination agreements</p>	<p><b>Only to be completed for combination agreements</b></p> <p>This agreement is a partial agreement. During the remaining training period, the student will be trained with the following business(es):</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Name: .....</td> <td style="width: 33%;">CVR no.: .....</td> <td style="width: 33%;">From: .....</td> <td style="width: 33%;">To: .....</td> </tr> <tr> <td>Name: .....</td> <td>CVR no.: .....</td> <td>From: .....</td> <td>To: .....</td> </tr> <tr> <td>Name: .....</td> <td>CVR no.: .....</td> <td>From: .....</td> <td>To: .....</td> </tr> </table>		Name: .....	CVR no.: .....	From: .....	To: .....	Name: .....	CVR no.: .....	From: .....	To: .....	Name: .....	CVR no.: .....	From: .....	To: .....				
Name: .....	CVR no.: .....	From: .....	To: .....															
Name: .....	CVR no.: .....	From: .....	To: .....															
Name: .....	CVR no.: .....	From: .....	To: .....															
<p><b>11</b> Other terms and conditions</p>	<p>Other terms and conditions</p> <p>.....</p> <p>.....</p> <p>.....</p>																	
<p><b>12</b> Signatures</p>	<p><b>The parties' signatures (the agreement was made under the Danish Act on vocational training and education (VET))</b></p> <p style="text-align: center;"><i>Consent of custodial parent(s), if relevant:</i></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">.....</td> <td style="width: 25%;">.....</td> <td style="width: 25%;">.....</td> <td style="width: 25%;">.....</td> </tr> <tr> <td>Date</td> <td>Business</td> <td>Date</td> <td>Custodial parent</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>Date</td> <td>Student</td> <td>Date</td> <td>Custodial parent</td> </tr> </table>		.....	.....	.....	.....	Date	Business	Date	Custodial parent	.....	.....	.....	.....	Date	Student	Date	Custodial parent
.....	.....	.....	.....															
Date	Business	Date	Custodial parent															
.....	.....	.....	.....															
Date	Student	Date	Custodial parent															

For students who are under age, consent of the custodial parent(s) is required.  
Information provided in this agreement will be registered by the vocational college in the central register (EASY-P). The Danish Employers' Reimbursement Scheme (AER) and the vocational committees have access to information provided in this agreement.  
Any amendments or additions to the content hereof are subject to approval by the relevant vocational committee.

---

To be used as information only