



→ **Curricular Practical Training Agreement**

For the completion of the second-year project encompassing at least 85 work days as required by the bachelor's curriculum for social work (23.11.2015),

the practice site

Name: _____

Address: _____

Tel.: _____ Email: _____

Practice site mentor:

Name: _____

Job title: _____

Tel.: _____ Email: _____

and

Name: _____

Address: _____

Enrolment no.: _____

Tel.: _____ Email: _____

, a student at the Cologne division of the Catholic University of Applied Sciences,

agree to the following arrangement, approved by the Cologne division of the Catholic University of Applied Sciences

Address: Wörthstraße 10, 50668 Cologne

Representative for the Practical Training at the Catholic University of Applied Sciences:

Name: _____

Tel.: _____ Email: _____

for the period from _____ to _____ .



The following terms apply to the practical training:

1. General

The bachelor's curriculum in social work (23.11.2015) provides detailed information on the following terms, especially the content, objectives and forms of practical training.

2. Objectives

The project exists so that students can acquire real-life skills, become familiar with the reality of professional social work, and better understand the relationship between theory and practice.

3. Obligations of participants

By signing this contract, the student, the practice site and the university promise to fulfil the following obligations:

The student must coordinate with the practice site and the university instructor directing the project with regard to the specific requirements of the practical training. In particular, the student must

- implement the tasks and goals identified in the training agreement;
- work through the tasks identified by the accompany seminar and with the practice site;
- apply and test knowledge by performing practical tasks under professional guidance;
- adhere to the practice site rules (in particular its regulations regarding work, accident prevention, and confidentiality); and
- think actively about his or her own work and practical experience during the accompanying supervisory sessions.

The practice site shall select a staff member responsible for professionally supervising the student during the practical training. In particular, the supervisor shall:

- develop a training plan and practice site activities and support the student in completing them;
- ensure the students have access to relevant information and data for activities at the practice site;
- carry out weekly supervisory sessions with the student;
- work together with instructors;
- issue a certificate indicating that the student has completed a minimum of 85 days of practical training; and
- assess the student's performance during the practical training.

The university must offer a seminar to accompany the project and provide supervision. Among other things, the instructor directing the project shall:

- approve the practice site by signing the practical training agreement and the training plan;
- make suggestions and help the student develop his or her own project focus.
- work together with the practice site.

4. Working hours – vacation – illness

The working hours during the practical training shall correspond to those of full-time employees at the practice site. The student is not eligible for vacation days. Any days that the student misses must be made up later in coordination with the university and the practice site. In case of illness, the student must immediately inform the practice site.

5. Compensation

The practical training phase of the second-year project is an obligatory curricular practicum. Accordingly, §22 (1) 1 MiLoG (German law regulating the minimum wage) does not apply and the student is not entitled to compensation. The university nevertheless sees some form of appropriate compensation as desirable.



Curricular Practical Training Agreement for Second-Year Project

The practice site and the student must come to a separate agreement about the amount of compensation. The compensation may affect the size of the loan the student receives from the German government (BAföG). If the student receives state support, therefore, he or she is obligated to report compensation received from the practical site to the BAföG office.

6. Insurance

The student will remain enrolled at the Catholic University of Applied Sciences for the entire duration of the practical training. If the practice site is located in Germany, the student will be insured against accidents as per section 7 of the German social code (SGB VII). Some practice sites may require the student to have liability insurance for the duration of the training and commensurate with its activities insofar as the practice site's group policy converge does not suffice. Before the practical training begins, the student is responsible for clarifying with his or her insurance company whether compensation requires another health insurance policy or affects existing health insurance policies. The same applies for unemployment and pension insurance.

7. Cancellation

This agreement can be cancelled after consulting the university if good cause exists or if the student withdraws from the programme or changes his or her course of study.

8. Other

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Place, date

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Signature or seal of the practice site

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Place, date

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Signature of student

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Place, date

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Signature of the representative for the Practical Training at the Catholic University of Applied Sciences

After being signed by the practice site, this agreement must be approved by the representative for the Practical Training at the Catholic University of Applied Sciences before the practical training can begin. In addition, and also prior to the start of project, the student must submit a copy of this signed agreement to the practice site and submit the original to the curricular practical training office (Praxisbüro) at the Catholic University of Applied Sciences. The student should retain a second copy for his or her own records.