



AGREEMENT ON THE ORGANIZATION OF PRACTICUMS IN THE WORK-ORIENTED TRAINING PATH

Pework Training

Year 2

Year 3

OR

Training for a Semiskilled Trade

Trade: _____

AGREEMENT BETWEEN the school board: _____
(name of school board)

represented by: _____
(name of school board representative)

hereinafter referred to as the SCHOOL BOARD,

AND the company: _____
(name of company)

represented by: _____
(name of company representative)

hereinafter referred to as the COMPANY,

AND the student:

(name of student)

hereinafter referred to as the STUDENT.



In consideration of their respective obligations, the parties agree to the following:

1. The School Board shall:

- 1.1. provide the Student, for the duration of this agreement, with the educational services associated with the program of which the practicum is a part;
- 1.2. appoint a school supervisor, whose contact information appears on page 6 of this agreement (Information Sheet), responsible for monitoring the Student's learning during the practicum. Should the Student be absent from the workplace on a practicum day, the school supervisor shall be notified within a reasonable timeframe;
- 1.3. reach an agreement with the Company on the Student's daily and weekly schedule for the training to take place in the workplace;
- 1.4. register the Student with the Commission de la santé et de la sécurité du travail (CNESST) and provide the Company with proof of civil liability insurance;
- 1.5. intervene as soon as possible in the case of unforeseen circumstances.

2. The Company shall:

- 2.1. take the Student on for the duration of the practicum in order to enable him or her to develop the competencies set out in the Student's Practicum Training Plan;
- 2.2. appoint a workplace supervisor, whose contact information appears on the Information Sheet appended to this agreement, who shall be responsible for the Student in the workplace for the duration of the practicum and assist him or her in acquiring the necessary learning;
- 2.3. allow the school supervisor access to the site of the practicum in order to discuss the practicum and the Student's learning with the Student and the workplace supervisor, with a view to making the necessary adjustments and monitoring the Student's progress;
- 2.4. organize the practicum in such a way that the Student assists regular Company personnel in the safe performance of tasks related to his or her learning;
- 2.5. reach an agreement with the School Board on the Student's daily and weekly



schedule for the training to take place in the workplace.

3. The Student shall:

3.1. participate actively in the practicum and complete the Pework Training or Training for a Semiskilled Trade option in which he or she is enrolled;

3.2. comply with the work schedule as agreed upon by the School Board and the Company;

3.3. notify the workplace and school supervisors of any absence or problem that might arise during the practicum;

3.4. observe the regulations in effect in the Company;

3.5. adopt a respectful attitude toward colleagues, supervisors and any other person encountered during his or her training.

4. Final provisions

4.1. During the practicum in the workplace, the Student shall be covered by the provisions of the Act respecting industrial accidents and occupational diseases.

4.2. In agreement with the School Board, the Company may put an end to the Student's practicum under exceptional circumstances or in the case of injurious behaviour on the part of the Student. The Student shall be informed of the decision by the School Board.

4.3. The School Board, the Company and the Student shall comply with the rules of ethics concerning the confidentiality of information about the Company and the participants in the project.

Source:

Québec. Ministère de l'Éducation, du Loisir et du Sport, Direction de l'adaptation scolaire. [*Guide to Organizing Practicums in the Workplace*](#). Provisional electronic version, reserved Web site for schools and universities, 2007.