

Work Placement Agreement

Bachelor of Social Work

On the basis of the work placement, study and examination regulations for the BA in its current valid version, the following work placement agreement is made between:

(provider name, address)

and Mr/Ms: _____

(student name, address, email, telephone number)

in agreement with the:



Hochschule Neubrandenburg
University of Applied Sciences

Department of Social Work, Education and Care
Bachelor of Social Work
Brodaer Str. 2, 17033 Neubrandenburg,
Work placement coordinator Silvia Hasart
Tel. (0395)5693-5603, hasart@hs-nb.de
Postfach 110121, 17041 Neubrandenburg

Section 1

The student will receive training during his or her study at the Neubrandenburg University of Applied Sciences from the provider specified above. The student will be supervised by a social educator or a social worker with a tertiary qualification. The study and work fields will cover the following areas:

Section 2

- (1) According to the examination regulations, the work placement includes 20 weeks (of 40 hours each) of practical work in the professional field.
- (2) The work placement starts on _____ and ends on _____.
- (3) Interruptions to the work placement must be communicated to the work placement coordinator in writing and documented as attachments to the work placement agreement.
- (4) During the work placement, the work placement provider will allow the student to attend the accompanying teaching units in accordance with section 10 of this agreement.
- (5) For leave of absence from duty (e.g. for further training, to care for an ill child, etc.), the regulations in the relevant collective agreement are used.
- (6) A suitable work placement certificate must be issued to the student on request.

Section 3

- (1) The average weekly training period and the daily working hours are determined by the usual working hours of staff employed full time by the provider.
- (2) To ensure the student is appropriately trained and taught the necessary skills for responsible behaviour, it may be necessary for the student to also undertake work and tasks outside usual working hours. The student is required by the work placement supervisor to undertake such work.

The daily working hours should not be inappropriately extended as a result. Provided overtime is permitted with the agreement of the provider, it must be ensured that compensatory leisure time is assured.

- (3) The student is obliged:
- a) to participate in internal training events conducted by the provider,
 - b) to take advantage of the training opportunities offered,
 - c) to diligently execute any tasks assigned during the work placement,
 - d) to comply with any directions issued by the provider and any persons designated by the provider during the work placement,
 - e) to follow those regulations, particularly work regulations and health and safety regulations as well as provisions relating to confidentiality and secrecy – even once the work placement is complete – that apply to the provider, and
 - f) to handle any materials, machines and other equipment carefully.

Section 4

- (1) The student is covered by statutory accident insurance during the work placement semester in accordance with section 2 paragraph 1(8c) of the German Social Code (SGB VII).
- (2) If there is liability insurance cover for the employees of the provider, the student will be covered by this insurance cover for the duration of the work placement semester.
- (3) For any business travel done on behalf of the provider, the student is compensated for his or her travel costs by appropriately applying the travel cost regulations of the provider.

Section 5

- (1) The student is obliged to immediately inform the provider of any impairment due to illness. He or she must submit a copy of a medical certificate to the provider and the original to the relevant examination board of the University by the third day of the illness at the latest.
- (2) Any work days missed must be made up. If work days are missed due to illness, any absent days exceeding five work days must be made up. Exceptions to this are possible by decision of the examination board of the University in consultation with the provider.

Section 6

- (1) During the work placement semester, the student remains enrolled with the Neubrandenburg University of Applied Sciences. The rights and obligations of the student in accordance with the higher education law of the state and the constitution of the University and its student body remain unaffected.
- (2) Students who hold an office in the independent University administration during the work placement semester retain the time required to discharge his or her duties in the training schedule. Up to 4 hours per week is usually deducted from the work hours / placement time for committee duties. For students on part-time work placements, committee duties that require less time or similar, the deduction is correspondingly less. The decision regarding this is made in agreement with the coordinator of the work placement and after consultation with the examination board.

Section 7

- (1) The provider is responsible for administering the supervision and maintaining the authority to supervise students during the work placement semester. The provider names Ms/Mr _____ as the designated supervisor of the student for the duration of the work placement.
- (2) The contact persons at the University are the work placement coordinator and the relevant lecturer in the teaching units accompanying the work placement.

Section 8

The training plan prepared by the provider with the student forms part of the training agreement.

Section 9

- (1) This agreement can be terminated without notice if there is an important reason to do so. A reason is considered important if the party referred to cannot be reasonably expected to continue the agreement. The agreement is terminated in writing.

(2) In agreement with the University, the student can terminate the work placement agreement in writing with a notice period of 14 days.

Section 10

During the work placement of 20 weeks, 6 days are usually provided throughout the work placement for accompanying teaching units.

Section 11

The student receives a monthly payment (salary, fee, allowance or the like: _____, please underline the applicable) of € _____.

On behalf of the provider:

On behalf of the University

(place, date, stamp, signature)

(place, date, stamp, signature)

Supervisor

Student:

(place, date, signature)

(place, date, signature)

°Prerequisite for completing the work placement: successful completion of the foundation modules (G01–G08)

Contact information for the supervisor:

Professional title:

Email:

Telephone: