

Work Placement Agreement

Bachelor of Social Work

Module P1

Between: _____
(work placement service provider, address)

and:

(student, address, email, telephone number),

in agreement with the:



Hochschule Neubrandenburg
University of Applied Sciences

Faculty of Social Work and Education

Course: B.A. Social Work

Brodaer Str. 2, 17033 Neubrandenburg, Germany

Work placement coordinator Silvia Hasart-Krüger

Tel. (5603) 5693 5602, email: hasart@hs-nb.de

PO Box 110121, 17041 Neubrandenburg, Germany,

and on the basis of the departmental work placement, study and examination regulations for the Bachelor of Social Work in its currently valid version, the following work placement agreement is concluded:

Section 1

The student will undergo training at the above-named work placement service provider as part of his or her studies at the Neubrandenburg University of Applied Sciences. The training will be conducted by a social education worker or a social worker with a university degree. The learning and field of action includes the following contents:

with the following learning objectives and results: Upon completion of the work placement the student will be able to independently familiarise themselves with a field of work and an organisation in social work, to develop professional relationships with clients, to autonomously implement parts of a social work practice taking into account methodologies, to differentiate and reflect on their knowledge of the complex professional practice of independent, public and private sectors as well as other actors operating in the professional field, and to reflect on their knowledge of the legal, financial and structural conditions of social work both in theory and as applied to practice.

Section 2

(1) The administrative supervision and the departmental authority during the placement semester are the responsibility of the work placement service provider. The work placement service provider nominates a trainer for the student for the duration of the work placement.

(2) The contact persons in the University are the work placement coordinator and the particular lecturer for the work-integrated class.

Contact details for the trainer:

Last name, first name and professional title:

Email address and telephone number:

Section 3

- (1) The work placement includes 22 weeks (32 hours/week) of work experience in the professional field as defined in section 4(3) of the work placement regulations.
- (2) The work placement starts on: _____ and ends on: _____.
- (3) The work placement coordinator must be notified in writing of any interruptions to the work placement and such notifications must be documented as an appendix to the work placement agreement.
- (4) During the work placement the student will be released by the work placement service provider to attend the work-integrated teaching sessions defined in Section 10 of this agreement. This time is not defined as the work placement period.
- (5) For leave of absence (e.g. for continuing education seminars), the rules of the particular collective agreements shall be applied.
- (6) A qualified work placement certificate shall be issued for the student upon request.

Section 4

- (1) The daily work placement hours are guided by the usual working hours of employees at the work placement service provider.
- (2) To ensure professional practice and the ability to act autonomously, it may be necessary that work and duties are also performed outside the usual working hours. The student is obligated to follow the instructions of the work placement trainer. The daily working hours shall not be unreasonably extended as a result. If excess hours or overtime is worked with the agreement of the service provider, time off in lieu is allowed.
- (3) The student is obligated:
 - a) to participate in internal training sessions conducted by the work placement service provider,
 - b) to actively take advantage of the training opportunities provided,
 - c) to diligently perform tasks assigned as part of the work placement,
 - d) to comply with instructions issued by the training service provider and persons authorised by the service provider as part of the training.
 - e) to comply with the regulations that apply to the training service provider, particularly work regulations and accident prevention regulations, along with regulations relating to non-disclosure and confidentiality, including after the work placement is finished, and
 - f) to handle materials, machines, instruments and other equipment with care.

Section 5

- (1) If there is third-party liability insurance for employees of the work placement service provider, the student is covered by this insurance for the work placement semester.
- (2) For business travel made on behalf of the work placement service provider, the student is reimbursed for the travel costs by way of appropriate application of the travel cost regulations of the work placement service provider.

Section 6

- (1) The student is obligated to immediately inform the work placement service provider of absence or inability to perform duties because of illness. At the latest on day three of the illness the student must submit a copy of a medical certificate to the work placement service provider and the original to the responsible Examination Office of the University.
- (2) Missed work placement days must be made up. If work placement days are missed due to illness, as a matter of principle any days absent exceeding five or 10 working days must be made up. Exceptions to this are possible by decision of the Examination Board of the University in consultation with the work placement service provider.

Section 7

- (1) During the placement semester the student remains a member of the Neubrandenburg University of Applied Sciences. The rights and obligations of the student according to the State University Act of the state of Mecklenburg-Vorpommern and the statutes of the University and its student body shall remain unaffected.

(2) Students who discharge an office of self-governance of the University or committee work during the placement semester shall record the time required for this in the training plan. As a rule up to 4 hours/week time spent on committee work can be counted towards the work placement period. For part-time work placements or if fewer hours are needed for committee work and so on, the deduction is smaller. The decision is made in agreement with the work placement coordinator and in consultation with the Examination Board.

Section 8

In the first two weeks of the work placement an individual training plan based on the guideline of the department will be prepared by the student together with the trainer. The plan specifies the objectives, methods, contents and course of the training and forms part of the work placement agreement after approval by the work placement coordinator for the course.

Section 9

(1) This agreement can be terminated under exceptional circumstances if there is an important reason. A reason is considered important if someone claims that continuation of the contractual relationship cannot reasonably be expected. The termination is made in writing with a statement of the reason.

(2) The student can terminate the work placement agreement, in agreement with the University, by a written statement with notice of 14 days.

Section 10

For the period of the work placement of 22 weeks, there are as a rule 6 days planned for work-integrated teaching sessions outside the work placement.

Section 11

If during the work placement it becomes apparent that the student's performance as defined by the training plan does not satisfy the requirements, the work placement trainer immediately contacts the work placement coordinator and/or teaching staff of the Neubrandenburg University of Applied Sciences defined in the training plan as being responsible for counselling and supervision. If the work placement service provider considers the student to be unsuitable to satisfy the requirements of the work placement, the Neubrandenburg University of Applied Sciences must be informed of this in writing.

Section 12

The student will receive a monthly sum of € _____ as remuneration (compensation, fee, allowance or similar: _____, please underline which applies).

For the work placement service provider:

For the University:

(Location, date, stamp, signature)

(Location, date, stamp, signature)

Trainer:

Student:

(Location, date, signature)

(Location, date, signature)

Prerequisite for completion of the work placement: Successful completion of the module "Fields of action and target groups: Brief work placement"