



AGREEMENT for the Implementation of a Workplace Internship

between

the **Provincial School of Hotel Management Bruneck**, located at **Josef-Ferrari-Strasse 40, 39031 Bruneck**, Tel. **+39 0474 530341**, Email: lhfs.bruneck@schule.suedtirol.it, Tax Code **92062780215**, hereinafter referred to as the "School," represented by its legal representative pro tempore, **Maria-Magdalena Kranebitter**, born on **06.05.1969**, in **Sterzing**, Tax Code **KRNMMG69E46M067H**,
and

the enterprise _____
located at _____,
Tel. _____ Email _____
Tax Code/VAT Number _____, hereinafter referred to as the
"Enterprise," represented by its legal representative Mr./Ms. _____,
born on _____, in _____, Tax Code _____

whereas

- according to Article 2, paragraph 1, letter a), point 1) of the Provincial Law of 12 November 1992, No. 40, "Regulation of Vocational Training," the Province may provide education leading to professional qualification, vocational training diplomas, and specialisation, which may also include teaching methods that promote learning through practical experience.
- article 9 of the Provincial Law No. 40/1992 contains provisions for implementing workplace internships.
- article 5, paragraph 2 of the Provincial Law of 24 September 2010, No. 11, "The Secondary Level of the Educational System of the Province of South Tyrol," establishes that educational paths for obtaining professional qualification certificates or vocational diplomas are implemented at various learning locations, combining theory and practice in a specific professional field. They promote and develop technical-practical as well as personal and social skills through practical and action-oriented learning paths. Internships and projects with work assignments are implemented in cooperation with companies.
- the provisions on occupational safety according to Legislative Decree of 9 April 2008, No. 81, as amended, apply.
- it is deemed necessary to regulate the implementation of the internship through an agreement between the vocational school and the enterprise.

**it is agreed as follows:**

The Enterprise accepts the student _____, born on _____,
hereinafter referred to as the "Intern," for a total of (check as applicable):

- ☐ 4 weeks (minimum duration for 3rd-year students)
- ☐ 5 weeks
- ☐ 6 weeks (minimum duration for 2nd- and 4th-year students)
- ☐ 7 weeks
- ☐ 8 weeks

for the period from _____ to _____ to complete an internship in the following area (check as applicable):

- ☐ Service (2nd-year students)
- ☐ Kitchen (3rd-year students)
- ☐ Reception (4th-year students)

The internship will involve _____ working hours per week.

Agreed monthly allowance (min. € 650.00 – € 900.00) _____

The Provincial Labor Commission recommends a monthly allowance ranging from a minimum of € 650.00 to a maximum of € 900.00 (decision dated 8 February 2023). The HGV (Hotel and Catering Association) and the provincial Schools of Hotel Management support this recommendation.

Internship Supervisor at the Enterprise: _____
(name and surname) (phone number)

Internal School Supervisor: _____
(name and surname) (Email Address)

1. Legal Relationship

- a) The internship is part of the intern's educational pathway and does not establish an employment relationship with the business/ company where the internship is completed.
- b) During the internship, the intern is considered equivalent to an employee under Article 2, paragraph 1, letter a) of Legislative Decree of 9 April 2008, No. 81.
- c) The Enterprise is responsible for supervising the student.
- d) The intern must complete legally required workplace safety training before beginning the internship.
- e) The intern will be supervised regarding training and orientation activities through collaboration between an internal school supervisor, appointed by the School, and an external supervisor, designated by the Enterprise.



2. Responsibilities of the Internal and External Supervisors

The Internal School Supervisor:

- a) acts as the link between the School and the Enterprise.
- b) supervises the intern during the internship and verifies its proper implementation in collaboration with the external supervisor.
- c) maintains relations with the Enterprise by staying in contact with the external supervisor.
- d) addresses any issues that may arise and informs the relevant school authorities if necessary.
- e) discusses the evaluation of the internship with the intern upon its completion.

The External Enterprise Supervisor:

- a) acts as the link between the Enterprise and the school.
- b) supports and guides the intern during the internship.
- c) provides the intern with appropriate information about specific risks within the enterprise, adhering to related internal procedures.
- d) ensures the intern complies with obligations applicable to employees under Article 20 of Legislative Decree No. 81/2008. Any breaches must be reported to the internal School supervisor for necessary action.
- e) plans and organises training program activities, possibly involving other enterprise employees.
- f) monitors the intern's attendance and the proper execution of the internship.
- g) evaluates and assesses the intern's acquired competencies and forwards the evaluation/report to the School.

The Internal School Supervisor and the External Enterprise Supervisor jointly:

- a) develop a training program considering occupational safety and health regulations, defining the objectives and methods of the internship.
- b) monitor the implementation of the training program.

3. Rights and Obligations of the Intern

During the training program, the intern must:

- a) punctually and regularly appear at the workplace according to the schedule.
- b) perform the activities outlined in the individual training program.
- c) adhere to workplace safety and hygiene regulations, including all related provisions, instructions, and internal rules.
- d) treat any data, information, or knowledge of production processes and products acquired during the internship with confidentiality.
- e) follow the supervisor's instructions and address any organisational questions or issues to them.
- f) comply with workplace safety regulations.
- g) behave appropriately and respectfully toward others and the enterprise.
- h) immediately inform the external supervisor and the School of any absences.

4. Insurance

The intern is covered by the Provincial School Accident Insurance during the internship. In case of an accident, the Enterprise must promptly inform the school to ensure timely notification to the Provincial School Accident Insurance or I.N.A.I.L. within 48 hours.

Liability insurance of the Province covers damages caused by the intern to the Enterprise or third parties during the internship. In cases of gross negligence or intentional misconduct, the Provincial Administration reserves the right to seek compensation from the intern or their legal guardians.



Legal Representative of the Enterprise

(Date, Signature)

Director of the Provincial School of Hotel Management Bruneck

Maria-Magdalena Kranebitter

(Date, Signature)

The Adult Intern or, if a Minor, their Legal Guardian

(Date, Signature)

The School hereby appoints the Enterprise as a data processor under Article 28 of Regulation (EU) 2016/679. The processing concerns personal data and special categories of personal data of students, such as name, surname, date, and place of birth, address, tax code, and any health-related information necessary for the internship. Data will be processed in paper and electronic formats, adhering to applicable safety measures. The processor is obligated to comply with Article 28 of Regulation (EU) 2016/679, ensuring IT and organisational security measures to protect the safety, integrity, and confidentiality of processed data.