

The LANDESHOTELFACHSCHULE BRUNECK, with its headquarter in 39031 Bruneck, Josef-Ferrari-Street 40, Tel. 0474 530341, Fax 0474 537774, E-Mail [lufs.bruneck@schule.suedtirol.it](mailto:lufs.bruneck@schule.suedtirol.it) in the person of the headmaster, Maria-Magdalena Kranebitter

and

the business \_\_\_\_\_

with its headquarter in (ZIP, town, street) \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

in the person of its legal representative Mr/Ms \_\_\_\_\_

**agree in favour of the student**

name and surname \_\_\_\_\_

date of birth \_\_\_\_\_ place of birth \_\_\_\_\_ tax number \_\_\_\_\_

with its headquarter in (ZIP, town, street) \_\_\_\_\_

Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

school/subject area **Landeshotelfachschule Bruneck** class \_\_\_\_\_ year of training \_\_\_\_\_

**on a training project concentrating on the activities listed under no. 11 and corresponding to the following basic conditions:**

Work placement in the	<b>RECEPTION</b>
Beginning of work placement _____	End of work placement _____
Duration of the work placement in working days _____ (8 weeks = min. 40 working days = min. 320 hours)	
<b>Agreed contribution per month</b> _____	
Attendance time of the trainee at the work placement location _____	

1. There will not be an employee-employer relationship due to the work placement as the trainee's activities in the business only pursue educational goals.

2. The business can't use the trainee for series production or for low-qualified works. Minor trainees can't be entrusted with money or with other objects of value for the delivery to a third person. The work placement can't be done in the parents' business.

3. The business is responsible for offering the trainee – according to his/her level of training – the possibility of carrying out the works under guidance and care and of assuming only limited responsibility due to his/her status as trainee.

4. Both school and business appoint a reference person who looks after the trainee during his/her work placement. The Landeshotelfachschule appoints Mr/Ms \_\_\_\_\_ as reference person who should function as a connecting link between school and business.

The business appoints Mr/Ms \_\_\_\_\_ as reference person.

He/She is a qualified employee who knows about the work placement concept of the school, who accompanies the trainee professionally and who is in charge of a human working environment within the business. He/She is the contact person of the business for the school. At the end of the work placement, he/she has to write a report for the school including his/her observations, which he/she has to discuss with the trainee.

5. The trainee commits himself/herself to carry out the instructed works conscientiously and to stick to the working hours. He/She has to follow the business regulations as well as the relevant work rules and has to keep both the pledge of secrecy and the official secret.

6. The trainee commits himself/herself to write a learner's diary during the work placement or to write a structured report at the end of the work placement.

7. The trainee is insured for accidents in the workplace by the National Insurance Institute for Work Accidents (INAIL Position no. 92961408). In the event of an accident, the employer must inform the trainee's school immediately in order to forward the report efficiently. Landeshotelfachschule Bruneck, Tel. 0474 530341, Fax 0474 537774, E-Mail [lhfs.bruneck@schule.suedtirol.it](mailto:lhfs.bruneck@schule.suedtirol.it) Any damages caused by the trainee will be born by the school department maintaining the right to hold the trainee responsible for any liability.

8. The Landeshotelfachschule Bruneck assumes the task to inform the Labour Supervision Department and the relevant trade unions about the beginning of the work placement;

9. The business declares to keep to the hygienic and sanitary regulations as well as to the work safety regulations according to the regulations in force.

10. The work placement agreement can be prematurely cancelled, either amicably or unilaterally in case of good reasons. It has, however, to be cleared up between the two reference persons in either case; the cancellation of the work placement agreement has to be justified in writing.

11. The work placement includes the following training programme for the **RECEPTION** sector:

a) The students should acquire the following skills and proficiencies.

- safe handling of a hotel administration software (if available)
- friendly relationship with the guest
- independent work at the reception

b) should practice the following procedures and processes:

- creation of a hotel correspondence
- communication with the guest
- Check-In & Check-Out related activities

c) should gain insight into the specific work:

- at the reception
- in the back office
- in the cooperation with other departments of the business (for e.g. service, kitchen, house keeping etc.)

#### **Communication according to the Data Protection Act (Provincial Law No. 196/2003)**

The Autonomous Province of Bozen-South Tyrol is the legal owner of the data. The headmaster of the school is responsible for the data administration. The data transmitted are processed by the school, also electronically, according to the Provincial Law No. 40/1992 and 6/1997. The data have to be supplied in order to carry out the necessary organizational tasks. In case of data denial, the demands or requests can't be dealt with. On request, the claimant has access to his/her data according to Art. 7-10 of the Provincial Law No. 196/2003 and can ask for extracts and information as well as for updating, cancellation and for making them anonymous or blocking them, if the legal requirements can be fulfilled.

Signature of the major trainee or  
of the parent or legal guardian for minors

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Signature of the legal representative of the business

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Signature of the  
representative of the Landeshotelfachschule  
Maria-Magdalena Kranebitter

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Bruneck, \_\_\_\_\_