



Rue de Harlez, 35  
B-4000 LIEGE  
Tél : 04/229.86.50

**CONTRACT FOR THE TRAINING PERIOD**

Between the undersigned:

**The "trainee's tutor",**

Ernst & Young Services S.A.

(name and address of the firm)

represented by Mrs, Miss, Mr (person appointed by the firm)

Annette Boehm

(Name)

Mail: Annette.Boehm@lu-ey.com

Phone number: +352 421241

as HR Director

(position)

**The trainee,**

Mrs, Miss, Mr

Annelle Elers

Rue des bouleaux, 30 4870 Tussy Belgique

(Name and address)

Mail: annelle.elers@gmail.com

Third-year student at the above mentioned College attending a three-year course in Office Management

**The University College,**

Haute Ecole HELMo – Campus Guillemins

Rue de Harlez, 35 in B-4000 LIEGE

Represented by P. Therer, Head of the Economic Department

The following contract is signed:

### Article 1

THE trainee's tutor accepts to take Mrs (Miss) / Mr

Amelle EVANS  
.....  
a third-year student in office management at the University College HELMo – Campus Guillemins, as a trainee for the training period (15 weeks) from 11/02/2022 to 13/05/2022 with an interruption from ...../...../..... to ...../...../.....

The trainee will have to be released for a few educational activities planned in his/her annual curriculum (e.g. Job Day). He/She will let the company know about the date of the activity at least one week in advance.

### Article 2 - Trainee's status

During the training period the trainee will remain under the authority of the College. This training contract cannot be considered as a work contract.

Consequently:

1. The trainee will not be paid.
2. The trainee does not depend on the legislation connected with social security at work. Accordingly no contributions will be paid by the firm.
3. The legislation connected with accidents at work or on the way to work and the legislation connected with occupational illnesses do not apply to the trainee. Should an accident occur to the trainee at work or on the way from his/her home to the firm and vice-versa, he/she will benefit from the same guarantees as if the accident had happened at the College or on the way from his/her home to the College and vice-versa. Consequently, the firm is relieved of all responsibility. (720.204.755 - AXA)
4. The trainee's civil liability regarding accident risks is covered by an insurance contract supported by the College. It covers all risks resulting from the trainee's incompetence, lack of experience or care. This insurance contract also covers the trainee's civil liability regarding damage to property and physical injury.  
(SCO123420901 - Mutuelle Saint Christophe, Rue Saint-Jacques 277, F-75005 Paris)

As this training period is imposed on the trainee by the College, it is part of the programme of education.

During the training period, the trainee will remain under the authority and liability of the College.

### Article 3 - Respect of the firm's work regulations

The trainee accepts to respect the work conditions listed in the firm's work regulations.

The trainee acknowledges that his /her tutor has given him/her the necessary information and instructions regarding health and safety in the workplace, which he/she accepts to comply with under any circumstances. The trainee acknowledges he/she has the abilities and qualifications required for his/her training period as far as his/her health and safety are concerned.

Before signing the training contract, the trainee's tutor will inform the trainee of his/her working hours.

WORK schedule :

40 hours

Does the job involve teleworking? Yes  (delete as appropriate)

If it does, which day would be concerned (not exceeding 1 day per week) : .....

If it does, the trainee should hand a weekly time-sheet, added to the other deadlines that must be respected. This time-sheet should be forwarded by email to their teacher and their "trainee's tutor" every Friday at 6 pm to the latest.

#### Article 4 – Professional Secrecy

In accordance with article 17 of the law of 03.07.78, the trainee has to respect the deontological rules regarding professional secrecy. Any failure to fulfil that obligation is considered as a serious fault and will automatically lead to the interruption of the training contract binding the trainee to his/her tutor.

#### Article 5 – Interruption

If one of the contracting parties, the College, the firm or the trainee fails to fulfil their obligations, the other parties can interrupt or put an end to the contract.

If the trainee's tutor intends to put an end to the contract (i.e.: if the trainee fails to meet the requirements of the present contract), he/she will notify the Headmaster of the Economic Department of the College in writing.

However, the trainee, his/her tutor and the teacher in charge of the trainee commit themselves to discussing any problem regarding the respect of each party's obligations with the other parties signing the present contract, and this, during the training period, its interruption or its assessment.

#### Article 6 – Absence

The trainee must inform his/her tutor beforehand of any absence during the training period. The tutor or the trainee will inform the College.

#### Article 7 - Assessment

The tutor's opinion will be asked by the College in order to assess the training period.

The tutor's assessment will mainly focus on the following criteria:

1. Organization
2. Communication
3. English skills

However, the final assessment falls to the College.

### Article 8 - Link between theory and practice

The training period is part of the programme of education as well on the administrative as on the pedagogical level. It fits into the global learning process.

The aim of the practical training is to initiate the trainee into the practical aspects of his education ("link between theory and practice"). In view of this, it is agreed that the trainee will take part in the activities and missions of the company or of the tutor's department;

### Article 9 - Aspects of the practical training

The trainee's tutor commits him/herself to entrusting the trainee with tasks that have a direct link with the purpose of his/her studies.

The training will include at least two out of the four aspects of his/her education:

1. Economy ;
2. Use of computers ;
3. Foreign languages ;
4. Human resources management.

The present training will include the following aspects:

Use a computers & Foreign languages  
.....  
(please write the chosen aspects)

Short job description:

Meetings organization, prepared travels and  
events ; administrative tasks -  
.....  
.....

### Article 10 - Analysis

The tutor commits him/herself to leading the student to analysing the tasks that are entrusted to him/Her. For his/her part, the trainee commits him/herself to provoking and to taking an active part in that analysis.

### Article 11 - Duties of the trainee

The trainee commits him/herself to:

1. Doing his/her best to make him/herself and the tutor benefit from the practical training.
2. Complying with the instructions given by the tutor concerning the execution of the tasks.
3. Trying to assess him/herself in order to be able, if necessary, to readjust to better meet the requirements of the training course.

Done in Luxembourg....., on 08/12/2021.....

Signature of the Head of the  
Economic Department of the College  
or of his representative,



Signature of the Trainee's Tutor,



Signature of the Trainee,

