

# The apprenticeship contract

You did it! A company has offered you an apprenticeship position verbally. The host company will now write up and send you an apprenticeship contract. This contract will already be signed by a representative of the company. Once you sign it, the contract will become valid. The apprenticeship contract contains a lot of general information, the address of the host company, your contact details, the name of the occupation, the

duration of the apprenticeship, the duration of the trial period and the name of the vocational school that you will be attending. However, it provides other small details that you should consider more closely:

## Work permit

Holders of certain residence permits (e.g. F, L, N) will need to obtain a work permit in order to do the apprenticeship. This work permit must be issued before the start of the vocational education and training (VET) programme.

## Legal guardian

If you are already 18 years old and therefore an adult, you do not need a legal guardian to sign on your behalf. As an adult, you may sign the apprenticeship contract yourself, taking full responsibility.

**3. Legal guardian (father and/or mother or guardianship authority)**

Surname	First name	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Address	Tel. no.	
Postal code/town		

  

Surname	First name	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Address	Tel. no.	
Postal code/town		

## Salary

This section lists the gross salaries that you will earn for each year of training. It also indicates whether there are any awards for exceeding performance objectives at the host company or vocational school and whether you will receive 12 or 13 monthly salaries.

**7. Salary**

<b>Gross salary</b>															
1 <sup>st</sup> year of training CHF	per	<input type="checkbox"/>	month	<input type="checkbox"/>	week	<input type="checkbox"/>	hour	3 <sup>rd</sup> year of training CHF	per	<input type="checkbox"/>	month	<input type="checkbox"/>	week	<input type="checkbox"/>	hour
2 <sup>nd</sup> year of training CHF	per	<input type="checkbox"/>	month	<input type="checkbox"/>	week	<input type="checkbox"/>	hour	4 <sup>th</sup> year of training CHF	per	<input type="checkbox"/>	month	<input type="checkbox"/>	week	<input type="checkbox"/>	hour
<b>Benefits</b>															
13 <sup>th</sup> month:	<input type="checkbox"/> Yes <input type="checkbox"/> No		(deductions from gross salary, with the exception of social insurance deductions, see points 11 and 12)												

If you are over 18 years old, then social insurance contributions (old-age insurance, disability insurance and unemployment insurance) will be deducted from gross salary.

## Working hours

In Switzerland, the maximum workweek for most companies is 42-45 hours/week, but there are exceptions for certain industries. In individual branches, the duration may vary. Talk with the VET manager at your future host company to learn about working hours in your occupation.

**8. Working hours** Including classroom instruction, the working hours represent

Hours per week: \_\_\_\_\_ Working days per week: \_\_\_\_\_

A day or half-day of school is equivalent to a day or half-day of work.

Maximum duration of the working day, night work and on Sundays, possible overtime:  
Legislative provisions must be complied with and in particular the Employment Act (EmpA, SR 822.11) and the ordinances relating thereto.

Special provisions

## Purchase of work-related tools or equipment

Many occupations require work clothes and personal tools. The apprenticeship contract indicates who (you or the host company) is responsible for buying and maintaining these items.

**10. Purchases of work-related tools or equipment** The learner requires the following personal tools and work clothes

The costs of such purchases are to be paid by  host company  learner/legal guardian

The cleaning of clothes shall be handled by  host company  learner/legal guardian

## Insurance

Young people are already insured under their parent's accident insurance policy, which is often included in the health insurance premium. During your training, however, you will be covered by the host company's accident insurance policy, which includes both job-related accidents and accidents that occur in your free time. This insurance is mandatory and, in most cases, the apprentice's insurance premiums are deducted from his/her salary. You need to notify your health insurance company that you are now covered by the host company's accident insurance policy.

**11. Insurance** **Accident Insurance**  
The learner must be covered by accident insurance (AI).  
The premiums for **occupational accident insurance** shall be paid by the host company.

The premiums for **non-occupational accident insurance** shall be co-paid by \_\_\_\_\_ % host company \_\_\_\_\_ % learner/legal guardian

**Loss of earnings insurance** agreed:  Yes  No  
If so, the premiums are paid \_\_\_\_\_ % host company \_\_\_\_\_ % learner/legal guardian  
(The host company must cover at least 50% of the premiums.)

## Approval

The apprenticeship contract must be approved by the VET office in your canton. The person signing the apprenticeship contract is the cantonal official responsible for your occupation and/or apprenticeship position. You should contact this person if any problems arise during your training that you are unable to resolve with the host company or vocational school.

**15. Approval** The cantonal authority hereby approves this apprenticeship contract.

Place, date, seal