

# 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

**3. Représentant légal (père et/ou mère ou autorité tutélaire)**

Nom	Prénom
Rue	Sexe: <input type="checkbox"/> m <input type="checkbox"/> f
NPA, lieu	No tél.

  

Nom	Prénom
Rue	Sexe: <input type="checkbox"/> m <input type="checkbox"/> f
NPA, lieu	No tél.

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.

## Salary

**7. Indemnisation**

**Salaire brut**

1<sup>re</sup> année formation Fr.  mois  semaine  heure      3<sup>e</sup> année formation Fr.  mois  semaine  heure

2<sup>e</sup> année formation Fr.  mois  semaine  heure      4<sup>e</sup> année formation Fr.  mois  semaine  heure

Indemnités diverses

13<sup>e</sup> salaire:  oui  non      (déductions du salaire brut, cotisations aux assurances sociales exceptées, voir chiffres 11 et 12)

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.

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

**8. Horaire de travail** Y compris la formation scolaire le temps de travail se monte à

Heures par semaine:  Jours de travail par semaine:

Un jour ou un demi-jour d'école équivaut à un jour ou un demi-jour de travail.

Durée maximum de la journée de travail, travail de nuit et de dimanche, éventuel travail supplémentaire:  
les dispositions légales doivent être respectées, en particulier la loi sur le travail et les ordonnances s'y rapportant.

Dispositions particulières

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.

## Purchase of work-related tools or equipment

**10. Acquisitions nécessaires à l'exercice de la profession** La personne en formation a besoin des outils professionnels et vêtements de travail suivants:

Les frais d'acquisition sont pris en charge par  entreprise formatrice  personne en formation/ représentant légal

Le nettoyage des vêtements professionnels incombe à  entreprise formatrice  personne en formation/ représentant légal

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.

## Insurance

**11. Assurances** **Assurance accidents**  
La personne en formation est obligatoirement assurée contre les accidents (LAA).  
Les primes de l'**assurance accidents professionnels** sont prises en charge par l'entreprise formatrice.

Les primes de l'**assurance accidents non professionnels** sont prises en charge à raison de  % par l'entreprise formatrice  % par la personne en formation/ par le représentant légal

**Assurance perte de gain en cas de maladie** convenue  oui  non Si oui: Les primes sont prises en charge à raison de  % par l'entreprise formatrice  % par la personne en formation/ par le représentant légal  
(L'entreprise doit prendre en charge au moins 50% des primes.)

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.

## Approval

**15. Approbation** L'autorité cantonale approuve le présent contrat d'apprentissage.

Lieu, date, timbre

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.

