

Training Agreement

Between

**The School of Social Work, University of Applied Sciences Northwestern
Switzerland (HSA FHNW), Centre for Social Work Studies,
represented by HSA FHNW Field Education Program**

and

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- hereinafter “Field Organisation”-

and

.....

- hereinafter “Student” -

This Training Agreement governs the field training pursued (full-time, part-time,) by (ENTER NAME OF STUDENT)

1 Introduction

- 1.1 The BA course director assumes overall responsibility for field training and enacts regulations designed to govern the conceptualisation of field training, its organisation, the appraisal and assessment of student performance, and the evaluation of field training.
- 1.2 Field training consists of two practice modules, to be conducted in recognised field organisations. Supplementary training (e.g., training supervision and casuistry modules) have to be attended either at the HSA FHNW or in the host country.
- 1.3 Field-based practical training is operated jointly with organisations formally recognised by HSA FHNW.
- 1.4 This Training Agreement governs the cooperation, mutual services, and mutual obligations of HSA FHNW, the Field Organisation, and the Student during the practical training of (ENTER NAME OF STUDENT).

- 1.5 This Training Agreement is based on the regulations governing BA practical training at HSA FHNW.

2 Duration of the Agreement and Special Provisions

- 2.1 This Training Agreement will be valid from to (entire duration of the full-time or part-time field training). We assume at least 750 working hours.
- 2.2 In the event of illness, the duration of field training may not be reduced by more than 10% of the total allocated hours. Field instructors must under all circumstances be able to evaluate the acquisition of the defined target competencies.

3 Duties and Responsibilities of the FHNW School of Social Work

- 3.1 HSA FHNW advises the Student on all issues concerning field training. It appoints a mentor, who will serve as a contact for the Student and for the Field Organisation's training officers. Student advice on the three types of study in regard to field training is available at HSA FHNW's Basel and Olten campuses.
- 3.3. HSA FHNW ensures that periodical appraisals are conducted at the Field Organisation. Appraisals are attended by students, field instructors, and mentors. They chose the Form of the communication and can use internet or telephone. Field organisation executives may be asked to attend if needed. Extraordinary appraisals can be called in the event of learning difficulties or conflicts.

4 Duties and Responsibilities of the Field Organisation and Field Instructor

- 4.1 The Field Organisation ensures the provision of qualified practical training compliant HSA FHNW Guidelines,¹ based on an internal training concept and established professional standards.
- 4.2 The Field Organisation is responsible for appointing qualified field instructors. Instructors must hold a degree in social work and have at least two years of professional experience after earning their degree.

¹ A) Bachelor of Arts and Master of Arts in Social Work Degree Course and Examination Regulations, HSA FHNW, dated 10 July 2015.

B) Bachelor of Arts in Social Work Field Training Regulations, HSA FHNW, dated 28 November 2016.

- 4.3 The Field Organisation assigns the Student to relevant learning and training areas to enable him or her to develop specific professional competencies.
- 4.4 The Student and Field Instructor are jointly responsible for planning the steps needed to build specific professional competencies and for defining performance assessment indicators. The Field Instructor conducts regular in-training appraisals with the Student. One hour a week should be reserved for this purpose.²
- 4.5 The Student and Field Instructor jointly prepare in-training appraisals. Appraisals are attended and chaired by HSA FHNW mentors.
- 4.6 Field instructors assess student performance and furnish reports compliant with HSA FHNW requirements. Field instructors will inform HSA FHNW mentors before making insufficient overall assessments.
- 4.7 The Field Organisation will inform HSA FHNW the International Office of any changes in the organisation and in training circumstances.

5 Duties and Responsibilities of the Student

- 5.1 The Student and Field Instructor are jointly responsible for planning the steps needed to build specific professional competencies. The Student is responsible for sending the agreed list of competencies to his or her HSA FHNW mentor for comment.
- 5.2 The Student is responsible for developing his or her competencies per the agreed list. He or she is responsible for his or her learning success.
- 5.3 The Student will use the corresponding template to prepare in-training appraisals in writing. The Student und Mentor organize the appraisal.
- 5.4 The Student will notify the Field Organisation and HSA FHNW immediately of any changes in his or her personal circumstances that might affect his or her field training.
- 5.5 The Student inform the International Office in case of formal Problems.

6 Employment

² The BA course director and HSA FHNW Field Education Program recommend the following standard value: Field instructors are expected to allocate 10% of their workload to each supervised trainee (e.g., for regular on-site appraisals, competency acquisition planning, writing assessments, attending field instructor symposiums, etc.).

- 6.1 The Field Organisation and the Student will enter into a separate employer-employee agreement. This agreement will be subject to the employment law provisions applicable to field organisations.

7 Termination of the Agreement

- 7.1 The termination of the Employment Agreement between the Field Organisation and the Student³ will result in the termination of the Training Agreement.
- 7.2 The Training Agreement may be terminated prematurely by both parties. In such an event, the statutory period of notice stipulated in the Employment Agreement must be observed.
- 7.3 HSA FHNW Field Education Program and the appointed HSA FHNW mentor must be notified in good time of any envisaged termination of the Employment Agreement or the Training Agreement.
- 7.4 Gross disrespect of the provisions of this Training Agreement by any party will result in its termination.
- 7.5 The discontinuance of studies or the exclusion and expulsion of the Student from HSA FHNW will result in the termination of this Training Agreement.

³ Agreements governing fixed-term employment will normally expire at the end of the period of employment without requiring notice to be served (see Swiss Code of Obligations OR Art. 224).

Where no other agreement exists, fixed-term employment agreements are basically interminable. In cases where a terminable employment agreement is to be entered into (e.g., upon termination of the trial period; per the end of a calendar month with a termination period of one month), a corresponding provision must be included in the employment agreement.

By mutual consent (i.e., between the Field Organisation and the Student), a fixed-term employment agreement can be terminated at any time per the end of a calendar month. Without mutual consent, only summary dismissal is possible. Such dismissal may be effected only for important reasons (see Swiss Code of Obligations OR Art. 337). The HSA FHNW recommends the conclusion of terminable employment agreements.

IN WITNESS WHEREOF, the undersigned certify their agreement with the above:

Basel/Olten,

Place:, Date:

University of the Applied Sciences
Northwestern Switzerland
School of Social Work

Name of the Field Organisation
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Head of Field Training Module

Head of the Field Organisation

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International Office: Andreas Schauder

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Place:, Date

Place:, Date

Name of Student

Name of Field Instructor

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