

# *Ministry of Education and Merit*



*Department for the system of education and training*

*Directorate General for School Orders, evaluation and internationalisation of the national education system*

**PROJECT TITLE:** *Alternating School and Work in an International Context*

## **CONTENTS OF THE DOCUMENT:**

### **ANTE SCRIPTUM PER TUTOR ESTERNO (USER LISTING WORK EXPERIENCE) THAT PROVIDES WORK EXPERIENCE:**

Dear Work Tutor,

This document is long in detail therefore, I will provide a brief introduction:

- There is no money involved and you will basically have to:
  - sign hereunder to agree (with the high school and student) that you will take on the high school student for a gratuitous related learning experience program;
  - sign the register with the number of hours completed at the end of each work experience;
  - provide online feedback via a form you will receive by e-mail;
- The parents will assume responsibility for anything the underage student does that is not already covered by third party liability and, thanks to this document, by national insurance;
- Your main responsibility will be that of a typical employer, that is, you must communicate (not solve) any problems to the student's Tutor in order to avoid negligence and fault (misconduct).

Please read this document and the Terms and Conditions on the Website where you have listed the work experience offered for all the details.

We are sure the students will be of assistance to your organization.

Thank you.

- **PARTIES INVOLVED**
- **PROJECT IN GENERAL**
- **AGREEMENT BETWEEN THE SCHOOL INSTITUTE AND THE PARTY HOSTING THE INTERNSHIP**
- **INDIVIDUAL EDUCATIONAL PROJECT**
- **ASSUMING OF RESPONSIBILITY BY THE PARENTS/LEGAL GUARDIAN**
- **SIGNINGS**

**REGULATION, TRAINING AGREEMENT, AND ASSUMING RESPONSIBILITY  
BETWEEN**

**1) EDUCATIONAL INSTITUTE - PROMOTER**

Institute: ..... (hereinafter referred to as the Promoter)  
Data processing and fiscal code: .....  
Registered office - Address: ..... City .....  
Postal code ..... Province ..... State .....  
Headquarters - Address: ..... City .....  
Postal code ..... Province ..... State .....  
Telephone: ..... Fax: .....  
Email: .....  
School principal: .....  
**in collaboration with the INTERNAL TUTOR (SECONDARY SCHOOL TUTOR) of reference:**  
Represented by: ..... born at .....  
Tax identification number: .....  
Email ..... Telephone: .....  
Emergency telephone (if different): .....  
Qualification: university degree or other equivalent degree (if different continue with a line above this statement, specify the different degree and sign your name to the right in order to validate the modification).

**2) ORGANIZATION - HOST**

Organization name: .....  
Tax identification number: .....  
Headquarters - Address: Street ..... City .....  
Postal code ..... Province ..... State .....  
Email ..... Telephone: .....  
Headquarters where Internship will take place (if different)  
Address: ..... City .....  
Postal code ..... Province ..... State .....  
Email ..... Telephone: .....  
Other (possible) headquarters where Internship will take place (if different) - Address:  
Street..... City .....  
Postal code ..... Province ..... State .....  
Other (possible) headquarters where Internship will take place: YES/NO  
LEGAL NATURE: (Indicate whether the employer is public or private):  
ATECO CODE 2007: 99.00 Extra-territorial organizations and bodies  
NUMBER OF HUMAN RESOURCES: Select an item based on the number of human resources present in the operational headquarters where the internship will take place on the start date:  
 One person or up to 5 human resources (not more than one intern during the same period)  
 From 6 to 20 human resources (no more than two interns during the same period)  
 21 or more human resources (a number of interns during the same period that do not exceed 10% of the workforce)  
**Represented by:** ..... born at .....  
Tax identification number: .....  
E-mail: ..... Telephone: .....  
As an **EXTERNAL TUTOR - WORK TUTOR**  
PLACEMENT: Description – Select an item

- business owner or adjuvants or freelancer (single or associated)
- employee with a permanent contract
- employee with a fixed-term contract (duration of at least 12 months)
- non occasional contract of collaboration (duration of at least 12 months)
- working member of a cooperative in accordance with Law 142/2001 (for fixed-term period with a duration of at least 12 months)

PROFESSIONAL EXPERIENCE AND SKILLS HELD - Description: Enter a short description of the professional experience and skills held as proof of the adequacy of your services as tutor:

.....

**COMPENSATION FOR PARTICIPATION**

At the moment you will not be able to specify any compensation on the Portal.

NUMBER OF INTERNSHIPS CURRENTLY UNDERWAY: Enter the number of internships currently underway at the headquarters before the start of the present one (between curricular and extracurricular activities, etc.).

Number of curricular internships currently underway: .....

Number of extracurricular internships currently underway: .....

Number of assigned interns at the start of the present internship: .....

**3) STUDENT INTERN / TRAINEE**

Name: .....

Born at: ..... Date of birth: .....

Tax identification number: .....

Residence: ..... City .....

Postal code ..... Province ..... State .....

Home address: ..... City .....

Postal code ..... Province ..... State .....

Email: ..... Telephone: .....

**INTERN CONDITIONS AT THE START OF THE INTERNSHIP**

adolescent or youngster regularly enrolled in a course of study at an educational institution

EDUCATIONAL QUALIFICATION OF THE INTERN - Description: Select an item

final diploma of the first cycle of education;
qualification of the VET system (three-year duration);
diploma qualification of the VET system (four-year duration) "

**4) PARENT / LEGAL GUARDIAN OF THE STUDENT INTERN (MINOR)**

The undersigned: ..... born at .....

Tax identification number: .....

Email ..... Telephone: .....

Residence: ..... City .....

Postal code ..... Province ..... State .....

Home address: ..... City .....

Postal code ..... Province ..... State .....

acting as: [optional values] - father, mother, other title holder of legal representation of the aforementioned ..... , acting as the intern

**AGREE AND STIPULATE:**

**GIVEN THAT:**

- pursuant to [Art. 1 Legislative Decree 77/05](#), the variation will be considered a method of the implementation of the courses in the second cycle of the educational and training system, in order to make certain that all the youngsters will acquire skills that will be helpful in the labour market such as *real work experience and improved linguistic skills applied in the field*;
- pursuant to [law n. 107 of July 13, 2015, article 1, paragraphs 33-43](#), and additional regional regulations, the paths of the school work variation will be organically inserted in the three-year plan of the *training proposal of the educational institution*;
- the school-work variation is subject to the application of [Legislative Decree no. 81 of 9 April 2008](#), and any subsequent modifications concerning the *protection of health and safety in the workplace* and that the hours in alternation will be implemented on the basis and in accordance also with the provisions contained in the regional addresses;
- the project will be promoted by the person indicated under the paragraph “Promoter” as the representative of the acting educational institution on the training and guidance experiences aimed at the acquisition of the specific learning objectives of the course itself, provided in the relevant curricula, carried out under the complete duration of the course and its representatives. The acting educational institution for the curricular internship;
- it will be carried out for the benefit of the subjects of the types listed under “Curricular Internships” under the paragraph “Subject, scope and definitions”;
- the alternate hours will be held with the persons referred to in paragraph “Host Subjects” and will meet the requirements specified in paragraphs “Host Subjects” and the “Limits of the start of the internships”;
- the Portal, hereinafter referred to as portal or website, will be a website where information will be collected about the project and will be used by the parties for the purposes of data collection necessary to the signing of contracts, agreements, pacts and taking of responsibility;

**- CONSIDERING THE PROJECT IN GENERAL:**

- via the dedicated portal, the students: will choose a work activity, free of charge, for a specified amount of hours specified in the lists, at local institutions in the chosen foreign country, where they will truly work and speak in the local language with employers, colleagues, customers and others;
- the Portal will present an extensive list of information that will allow one to make an informed choice regarding the work activities, tasks, rights, duties and the evaluations through a feedback system of the participating students and tutors both externally, typically in the workplace, and internally, appointed by the High School promoter;
- the chosen activity will be carried out abroad with the primary purpose of practicing a foreign language in a work environment, evidently, the language of the country of destination;
- the first year will be carried out in groups (also individually thereafter), formed by approximately 15/20 students, accompanied by the internal Tutor designated by the Institute who will be able to evaluate the host subjects and the work carried out in terms of quality and quantity;
- In the case of subjective problems arising in which the teacher, who was previously selected as a guide, can no longer fulfil this function, he/she shall promptly notify the secretary’s office of the teaching institute so that the task of finding a replacement can be carried out; if the procedures of reservations, for example, family hosts/pertinent flights, or procedures which concern the organization of the trip, this communication must be made in writing and accompanied by a self-declaration and doctor’s note; in the case such a problem for the designated guide does arise and the contracting institute does not promptly replace the same, third parties who may feel affected may provide a guide

that meets the aforementioned requirements and the contracting hosting subject institute will agree to reimbursing any expenses arising from this case;

- a student who chooses to take this path will be able to acquire, during the experience, expertise from both the business side and, in particular, in the field of languages; a crucial requirement in today's labour market, with the aim of improving employment prospects, thus promoting the connection between school and work. The supervision of the tutors that will verify and document the quality of services offered and the progress, will ensure compliancy with the regulations;

- On July 9, 2015 the House passed "*La Buona Scuola*" (The Good School) (Law n. 107 of 13 July 2015), a reform that took effect with the 2015-2016 school year, thanks to which scholastic institutes can now enjoy greater autonomy and are therefore able to propose a richer and more flexible educational training offer to students, including the possible experience of **Alternating School-Work**

**in an international context, according to the present agreement:**

- it will allow the carrying out of several hours of alternation according to the reform as offered by the organizations and as described in the portal;
- it will not provide any remuneration or contractual status, the youngsters will maintain their student status and will voluntarily participate and choose their own path;
- it will allow for the achievement of the certification of skills through synthesis by means of the evaluation of the learning results which will highlight the skills assimilated by the student, useful for the continuation of the course of study and thus the prospects for employment;
- the evaluation process will include known figures such as the Tutor who has followed the student and the students themselves;

- the figures involved, by regulation, are different, each with their own commitments and responsibilities, including:

- **the housing facilities** must be in possession of suitable capacity and allow the student to pursue his/her learning objectives. They can be public bodies, voluntary or private. They must be regularly operative and selected by the students. **The student** who will sign the agreement of adherence, will be committed jointly with at least one parent in the case he/she is a minor, to respect, among others, the following obligations:
  - attend at least 75% of the hours required by the educational project;
  - respect the timetable established for the work activities and the obligation of timely notification in the case of absence;
  - complete the attendance register in the host structure, justifying any absences;
  - follow the directions of the Tutor: at the host structures and your own scholastic institute;
  - contribute, through reviews, to the evaluations of the quality of the activities and services provided; it is a system that will help you participate directly;
  - conduct a research project for both preparing yourself for the experience and to allow cultural exchange and proper integration;
- **the Tutors** will be responsible for the development of the educational agreement and will serve as a link between the schools, student and host organizations. They will have the responsibility of defining the organizational and educational conditions favourable for learning and to ensure the proper monitoring of the activities carried out by the student during the course, intervening promptly if there are any critical issues; as well as active collaboration in the process of the final evaluation of the activity and the skills acquired by the student;
  - **internally**, nominated by the Institute that will stipulate the convention, probably with those who will accompany the groups, verifying the carry out of the courses defined in the project and acquiring elements for the evaluation of the developed

assets and skills; on the other hand, updating the class council and the competent bodies regarding the activity carried out;

- **externally**, designated by the contracted host structures, that will ensure the reception of the student in the new international and working environment, favouring the integration in the working context and informing the students about the specific risks present in the host organization and, finally, to provide the contracted institute, remotely via the portal and the students when they have signed the original, all relevant information required for a full evaluation of the activities;

- **the Institute stipulates that the convention, by law must make sure there is:**

- coverage against any accidents at work (INAIL);
- the necessary training in terms of health and safety;
- coverage towards Third Party Liability;
- preventive health surveillance;

- **the School Principal must:**

- assess the accommodation facilities for the carrying out of the hours in the proposed and planned alternation;
- make certain that the contractors are European citizens and are entitled to carrying out the hours in alternation even in an international context;
- evaluate and eventually allocate, aware that in reference to work-school alternation activities the resources of the "*Fondo per il funzionamento delle istituzioni scolastiche ex legge 440/97*" (Fund for the operation of educational institutions under Law 440/97) and other possible expenses in the event of transfers and obligations originating from the tutoring and monitoring and the verification of the host organizations, benefits to those involved: internal and external tutors, students that undertake challenging courses and those involved directly and indirectly;
- make certain that the contract is governed by law;

- the parties will choose to adhere to the applicable laws of:

- those of the country where the alternation hours will take place in for the regulation of the present contract with no regards to the hours in alternation, the law which make full reference to the extent not expressly indicated in this agreement;

- those of Italy, applicable to the present document and the obligations arising from the same regarding to the Alternation; taking note that the chosen law will be applied, pursuant to article 15 of Law 218/1995, according to their norms of application at the time.

## ARTICLE 1

### DEFINITION OF THE INTERNSHIP

1. At the request of the promoter, the host subject will undertake the task of hosting at its operational headquarters subjects that meet the specific requirements of the regional addresses and collectively named "intern" for the carrying out of the curricular internships aimed at the pursuit of educational objectives indicated in the individual educational project referred to in article 2.
2. Each internship will have a duration and will be carried out in the time period that will be defined in each individual educational projects within the maximum limits set by the regional specifications for the specific type of internship; the internship shall be considered suspended in the case of maternity, prolonged illness or injury, that is, for a duration greater than or equal to 60 days, or to formal closures of the host organization; the period of suspension will not contribute to the calculation of the total duration of the internship.
3. The duration of each internship may be extended within the maximum limits set by the regional specifications for the specific type of internship, by agreement between the parties and the intern

and is subject to all the obligations defined in the present Convention and individual educational project.

## **ARTICLE 2**

### **INDIVIDUAL EDUCATIONAL PROJECT**

1. The objectives, terms and regulations of each individual internship rules are defined by the individual educational project to be signed by the parties and by the intern.
2. Each individual educational project is an integral and substantial part of the Convention.
3. The parties will undertake to guarantee each intern the training referred to in the individual educational project, including through the functions of mentoring set forth in article 3 and in particular, the training on health and safety as set out in article 6.

## **ARTICLE 3**

### **THE FUNCTIONS OF MENTORING**

1. During the course of each internship, the activities will be followed and verified by a Tutor of the promoter and a Tutor of the host organization, indicated in each individual educational project. Either party may make justified personnel changes indicated at the start, upon notice to the parties.
2. Each Tutor of the promoter will be identified in accordance with the requirements set out by the regional addresses; will collaborate in the drafting of the educational project, and will be responsible for organizing and monitoring the internship and the preparation of the final certifications.
3. Each tutor of the host organization will be appointed in accordance with the requirements set out by the regional addresses; he will be responsible for the implementation of the individual educational program and the integration and coaching of the intern in the workplace throughout the duration of the internship, including the updates of the documentation (registers, etc.) relative to the internship.

## **ARTICLE 4**

### **RIGHTS AND OBLIGATIONS OF THE INTERN**

1. The parties will agree that each intern:
  - a) during the course of the internship he/she will be required to carry out the activities indicated in the individual educational project and agreed with the Tutor of the promoter and the host organization, observing the agreed timetable, respecting the work environment and the requirements of the coordination of the activities of the internship with the activities of the employer;
  - b) must comply with the regulations on hygiene, health and safety in the workplace and in particular ensure prompt attendance at the training activities pursuant to Legislative Decree no. 81/08 "*Testo Unico sulla salute e sicurezza sul lavoro*" (Single Act on health and safety at work);
  - c) fulfil the obligations of confidentiality with respect to data, information and knowledge of the administrative procedures and organizational processes acquired during the internship;
  - d) has the option to terminate the internship at any time by giving notification to the Tutor of the promoter and the Tutor of the host organization.
2. At the end of each internship, the promoter shall issue certifications.

## **ARTICLE 5**

### **REQUIRED INSURANCE GUARANTEES AND COMMUNICATIONS**



Each intern will be insured:

- a) at the National Institute for insurance against accidents at work and occupational diseases on behalf of the State;
  - b) with an appropriate insurance company for civil liability towards third parties by the promoter or by the parent informed by the promoter regarding the coverage.
1. The insurance should also cover the activities to be undertaken by the intern outside the headquarters of the host organization and within the individual educational project.

## ARTICLE 6

### MEASURES REGARDING HEALTH AND SAFETY ISSUES IN THE WORKPLACE

Noting that pursuant to art. 2 paragraph 1 letter. a) of Legislative Decree no. 81/08 “*Testo Unico sulla salute e sicurezza sul lavoro*” (Single Act on health and safety at work), for the purpose and effects of the provisions of the Legislative Decree, the interns shall be considered “workers”, therefore, the parties will undertake protective measures and obligations according to the legislation as follows:

- a) “Training of workers and their representatives” pursuant to art. 37 Legislative Decree no. 81/08, as defined by the Agreement in the Permanent Conference for relations between the State, Regions and Autonomous Provinces no. 221/CSR [State Region Conference editor's note] of 21.12.2011:
  - general education: lesson delivery by the promoter;
  - specific education: lesson delivery by the promoter;
- b) “Health surveillance” in accordance with art. 41 Legislative Decree no. 81/08, if due, according to the Risk Assessment Document present in the host organization, under the responsibility of the promoter;
- c) “Information for the workers” in accordance with art. 36 Legislative Decree no. 81/08, **under the responsibility of the host organization** for the information is closely linked to: a) the organization of the Services of Prevention and Protection of the host organization including the assignment of special tasks (first aid and fire escape) to workers within the host organization; b) the inherent risk of the host organization.

## ARTICLE 7

### DURATION OF THE CONVENTION AND TERMINATION

1. The present convention is valid from the date of the signing to the date of the conclusion of the internship and will be applied to any internship that will have begun during the period of validity, until the conclusion of the same, including any suspensions and extensions that are subject to any various regulatory provisions.

2. Any party may withdraw from the obligations taken from the signing of the present Convention, with respect to one or more initiated internships, for the following reasons only:

- a) in the case of the intern's behaviour that may seriously call into question the purpose of his/her individual educational project;
- b) if the host organization will not respect the content of the individual educational project or will not allow the intern to fulfil the actual training experience;

3. The termination must be communicated to the other party and to the intern in writing and will take effect from the day of the receipt of the communication.

## ARTICLE 8

### AGREEMENT – INDIVIDUAL EDUCATIONAL PROJECT

#### Internship Training Curricula



Date of agreement: ..... [date of booking confirmation by User Workplace listing work experience]  
Nr. Reference of Convention: ..... [Booking confirmation number - automatic value counter]

### REQUIRED INSURANCE GUARANTEES

By law, the student's Higher Institute will stipulate the following insurance policies for which it is possible to make a request for a copy/content by filing a formal request with the secretariat of the Institute at the Registered certified email address: .....

Insurance Policies:

Policy with ..... Injuries policy no. ....

Liability no. .... Legal protection no. ....

Insurance Contact:

1) details of person/organisation the student must report to: Injuries and sick leave and any problems relating to their work experience: .....

2) instructions on reporting: Injuries and sick leave and any other problems relating to their work experience: .....

### DURATION, OBJECTIVES AND METHODS OF THE INTERNSHIP

Duration in hours at the headquarters of the host organization: .....

Start Date: ..... End Date: .....

Hours (daily and weekly) - Description – Enter the scheduled number of daily and weekly hours:

.....

### OTHER EVENTUAL WORK LOCATIONS

See as shown in the figures of the Host Organization.

### AREA(S) OF INCLUSION

For example: Professional area - administration, accounting, secretarial. ....

### ACTIVITY OBJECTIVE OF INTERNSHIP

Duties: [from ID Booking Service description]

.....

Rules: [from ID Booking Service Rules]

.....

Description:

School Tutor further optional Description:

For example: Management of secretarial paperwork, accounting and administrative: predisposition of seals, invoices, offers and various office documentation; managing relationships with internal and external parties of the organization.

### EDUCATIONAL OBJECTIVES AND ORIENTATION OF THE INTERNSHIP

- Eliminate the separation between the school world and business world, between education time and work time.

- Transform the learning model linked to each field into a model that evaluates the process in its entirety.

- Give value to different learning styles.

- Promote the full development of the person through a diversification of methods and learning time.
- To increase the student's motivation and promote leadership and autonomy.
- Encourage the discovery of vocations, interests and aptitudes.
- Promote the active exercise of citizenship and personal well-being.
- Promote the process of cross-cutting skills and expertise including digital ones in order to develop a work culture based on direct experience.
- Promote real and concrete opportunities to solve problems, take on tasks and independent initiatives, learning through experience and processing/reprocessing it within an operational context.

## AREA MAIN PROFESSIONAL AREA OF REFERENCE FOR THE INTERNSHIP ACTIVITIES

### REQUIREMENTS FOR TRAINING IN HEALTH AND SAFETY

Four hours of mandatory training by the institute:

### RIGHTS AND OBLIGATIONS OF THE INTERN

By the signing of the present document, which includes the Individual Educational Project, the intern will:

- 1) carry out the activities provided for in the individual educational project and agreed with the Tutor of the promoter and the host organization, observing the agreed timetable, respecting the work environment and the requirements of the coordination of the activities of the internship with the activities of the employer;
- 2) comply with the regulations on hygiene, health and safety in the workplace and in particular ensure prompt attendance at the training activities pursuant to Legislative Decree no. 81/08 "*Testo Unico sulla salute e sicurezza sul lavoro*" (Single Act on health and safety at work);
- 3) respect, both during and after the internship, the obligations of confidentiality with respect to data, information and knowledge of the administrative procedures and organizational processes acquired during the internship and any other information relative to the organization, its structure, its activities and its programs which he/she becomes aware of;
- 4) perform the duties indicated by the tutor of the host organization, in the context of the provisions of the present document including the educational project without prejudice to further agreements and indications of the parties involved that are not in conflict with the present document except for specific references to the same in exemption of such indications;
- 5) request verifications and authorizations in the case of relationships with third parties;
- 6) attend the environments of the organization and use the facilities made available according to the time and manners indicated in the present Educational Project and which will then be provided in coherence with the present document, in any case complying with the regulations and practices of the organization which will be made known;
- 7) make an assessment of the Host Subject that will be used by the internal Tutor for purposes of the present educational agreement and published on the Portal for the benefit of future interns;
- 8) comply with any additional regulations expressly indicated by the host organization, promoter and other parties involved with the right to as indicated on the Portal, or by their own means.

In addition, the intern declares to be aware that:

- 1) if his/her behaviour may seriously call into question the objectives of the individual educational project; the parties may withdraw from the Convention itself and consequently the internship will be discontinued with any costs and damages incurred by the student;
- 2) he/she has the option to terminate the internship at any time, notifying the Tutor of the promoter and the Tutor of the host organization;

3) he/she will not receive compensation for participation in the internship, unless otherwise agreed with the Promoter, parents or legal guardians.

At the end of the internship the student will receive:

a) a certificate of the internship completed issued by the promoter, stating the type of internship, the location and the time period; the certification may include the optional declaration of any skills acquired during the internship period, with reference, where possible, to the regional framework of the professional standards, or, when established, the National Repertory of art. 4, paragraph 67 of law no. 92 of 2012.

## **ARTICLE 9**

### **DUTIES AND RESPONSIBILITIES**

#### **DUTIES AND RESPONSIBILITIES OF THE TUTOR OF THE PROMOTER**

The Tutor of the promoter will also:

- 1) collaborate on the drafting of the educational project;
- 2) be responsible for organizing and monitoring the internship, for example, in relation to the requirements and limitations of the parties involved;
- 3) complete the drafting of the final certifications, for example, verifying that the student has attended at least 75% of the internship indicated by the present educational project;
- 4) verify and resolve issues relating to interns with specific learning disabilities (SLD), interns with special educational needs (BES), and subjective conditions of those involved;

#### **DUTIES AND RESPONSIBILITIES OF THE TUTOR OF THE HOST ORGANIZATION**

The Tutor of the host organization will also be responsible for:

- 1) the implementation of individual educational project and the inclusion and coaching of the intern in the workplace throughout the duration of the internship;
- 2) the verification and guarantee of the person entitled to represent and qualify as a tutor of the host organization on the part of subordinates, associates, supervisors and local, area or general managers;
- 3) the compilation of the documentation relative to the internship:
  - the present document;
  - register with attendance;
  - final evaluation to be completed online.

#### **PARENT/LEGAL GUARDIAN OF THE MINOR STUDENT INTERN DECLARES:**

- 1) to have fully read the present document, including the Convention, signed by the promoters and host organizations on the basis of which the internship was realized, and the present individual educational project;
- 2) to have registered him/herself and the son/daughter on the Portal;
- 3) to fully accept the aforementioned, in particular, the references in sections “Obligations of the intern”, “Rights and Obligations of the Intern” as well as the premises, and to ensure the fulfilment of the obligations by the minor Intern;
- 4) to allow the intern to participate in the internship activities indicated in the present educational project, in the manners therein;
- 5) to take full responsibility of the consequences from the signing of the document and the educational project;
- 6) to allow their son/daughter to move freely outside of working hours and to take full responsibility for the work of the youngster in the workplace or elsewhere on company time when such behaviour

does not comply with the contents of the present document and relative regulations;  
7) to take out an insurance policy for coverage not expressly provided for, such as but not limited to:  
problems with flights, luggage, in case of death, risks.

**ARTICLE 10**  
**FINAL DECLARATIONS**

By the signing of the present document, the intern, parent or legal guardian of a minor intern, the promoter and the host organization mutually agree and declare:

- that the present Educational Project is an integral part of the Convention between the Promoter and the Host;
- that the information contained in the present document and Educational Project are pursuant to Article 47 of Presidential Decree 28/12/2000 no. 445, and that they are aware of the criminal responsibility which may occur in case of false declaration or false act of exhibiting or containing information that is not truthful, in accordance with Article 76 of Presidential Decree 28/12/2000 no. 445;
- with regards to Administrative Documentation, the promoter and the host organization declare to the extent applicable, and under their own responsibility the fulfilment of the requirements, constraints and obligations under D.G.R. no. 825 of 25/10/2013.
- to express consent, under the Data Protection Act of 1998 and Legislative Decree June 30, 2003, no. 196, to the processing, including automated, of personal data contained in the present document, including their possible communication to third parties specifically appointed with the limited purpose of the correct management of the internship by the parties involved: the operators of the portal, the promoter, the host organization and the Region or other entity if these were to be acquired for the purposes of the functions of controlling and monitoring;

**SIGNINGS**

Nr. Convention of reference: .....

Signature and Stamp

**High School Principal of School**

Signature (and Stamp)

**Internal Tutor of School**

**Location and Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature (and Stamp)

**External Tutor at the workplace**

**Location and Date:**

\_\_\_\_\_

\_\_\_\_\_

Signature

**Student Intern**

Signature

**Parent/Legal Guardian of minor intern**

**Location and Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_