

Ministero dell'Istruzione dell'Università e della Ricerca

Dipartimento per il sistema educativo di istruzione e formazione

Direzione generale per gli ordinamenti scolastici e la valutazione del sistema nazionale di istruzione

 Liceo Statale Giordano Bruno	LICEO SCIENTIFICO LINGUISTICO STATALE "G.BRUNO" V.le Svezia, 4 20066 Melzo (Mi) - Tel. 029551346 02/9552257 02/9551791 Via papa Giovanni XXIII, 223 20062 Cassano d'Adda (Mi) - Tel. 036365822 e-mail: mips210009@istruzione.it – mips210009@pec.istruzione.it sito: www.liceo-melzocassano.edu.it - C.F.: 91539810159	
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Convenzione n. ____ Protocollo n. ____ /A1 Melzo, li __/__/____

WORK RELATED LEARNING TRAINING AGREEMENT

STUDENT Information	
Last Name	
First Name	
Home Address	
Telephone Number(s)	
Birth Date	
E-mail	
Emergency Contact Information	
E-mail Address	

SCHOOL DISTRICT Information	
School District Name	Liceo Statale Giordano Bruno
School Address	Italy – Melzo (Milan) - Viale Svezia, 4
School E-mail	info@liceo-melzocassano.it
Headteacher's name	
Coordinator's name	
Telephone Number	+39 02 95 51 346
Tax code	91539810159

HOST ORGANIZATION Information	
Name of Host Organization	
Supervisor	
Address	
City	
Phone	

PLACEMENT/ROLE Information	
Type of Placement	Unpaid (This is an unpaid work-based learning experience)
Volunteer Role Description	
Length of placement	

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Date or Period of Safety provided by Host Organization	
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According to Article 1 Legislative Decree 77/05 Work-Related Learning is an integral part of the curriculum in high school and benefits young people by developing knowledge, skills and understanding useful in the "world of work" which lies ahead of them.

According to Article 1, Paragraphs 33-43 of Law 107 (July 13, 2005), Work-Related Learning activities relate to the students' education goals, as outlined in their academic program planning (PTOF).

Work-Related Learning complies with Legislative Decree 81 (April 9, 2008) and subsequent amendments

THE HOST ORGANIZATION RESPONSIBILITIES

The Host Organization agrees to:

1. Welcome all the students whose names are listed in the attached document.
 2. Arrange the work-related working activities that will meet the individual learning needs of the students
 3. Provide specific instructions on the use of any equipment or materials related to the learner's volunteer role duties.
 4. Provide a written evaluation of the student's performance at the end of the experience, using either the form the school provides or a similar one.
 5. Ensure healthy and safe environments for students who take part in work-related learning on their premises.
 6. Provide Safety Training Information and Instructions
 7. Inform the school by e-mailing a medical certificate within 24 hours, in case of injury or damage the student may have suffered. The e-mail address is the following: protocollo@liceo-melzocassano.it
- This procedure will enable our school to inform the insurance companies who cover our students' work-related learning training

STUDENT RESPONSIBILITIES:

The student agrees to:

1. Take active part in the work-related learning activities devised for him/her
2. Adhere to all safety requirements specific to this placement
3. Follow the tutor's instructions and report to him/her in all circumstances

SCHOOL RESPONSIBILITIES

The school agrees to

1. Identify the individual learning needs of the student and arrange the work-related learning activities that will meet them
2. Fulfil the primary duty of care for the student, ensuring he /she is kept safe when involved in the work-related learning activities, whether these are on or off site. The risks rising from work-related learning activities are covered by INAIL (Italian government agency for the insurance against work-related injuries) and by Liability Insurance
3. Make sure the student is supervised and provided instruction in areas of skill attainment and work safety

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4. Appoint a teacher coordinator/ tutor to ensure that the learner's individual learning plans and aspirations are maintained and that his/her progress is assessed. The coordinator/tutor provides the school Headteacher and the teachers' board with information on the student's progress.

The tutor who has been appointed for the student volunteering at your place is a teacher of the school:

_____, e-mail address: _____

The signature of the Host Organization below certifies that the employment of the student learner will conform to all state and local laws and regulations,

Host Organization

Liceo "Giordano Bruno"
Headmaster
