

**APPRENTICESHIP AGREEMENT FOR VOCATIONAL TRAINING AND ORIENTATION**  
**BETWEEN**

**The Università Politecnica delle Marche, Dipartimento di Scienze della Vita e dell'Ambiente**, Ancona (promoting subject) with registered office in Ancona, tax code n° 00382520427 from heron referred to as the “Promoting Subject”, represented by Prof. **Paolo Mariani** Director of **Department Life and Environmental Sciences**, born in **Senigallia (AN)** on **26 May 1956** domiciled c/o the registered offices of the above mentioned Department situated in **Ancona, Via Brecce Bianche – Polo Monte Dago** authorised to execute the present by Chancellors Decree n° **317** dtd **16.5.2014**;

*AND*

.....(Host Company Name) with registered offices in  
....., tax code ..... From heron  
referred to as the “Host Subject”, represented by Mr/Ms....., Born in  
.....on .....

Whereas

that in order to facilitate professional choices with knowledge attained from working experience by realising moments alternating between studying and working in the environment of the vocational processes, the Subjects recall article 18 paragraph 1 letter a) of law n. 196 of 24th June 1997, allowing for the promotion of apprenticeships of vocational training and orientation in a firm to benefit those who have already performed all the scholastic obligations in accordance with law n. 1859 dtd 31st December 1962.

It therefore follows that:

Art. 1.

In accordance with art. 18 of law n. 196 dtd 24th June 1997, the Host Subject ..... (fill in the name of the Host Subject) is bound to accept into its structure n. .... subjects in apprenticeship for vocational training and orientation on request by the Promoting Subject, within the limits established by art.1 paragraph 3 of Ministerial Decree 142/1998 (see note<sup>1</sup>) in accordance with art 5 of the decree pertaining to the realisation of art 18 of law n. 196 of 1997.

Art. 2.

1. The apprenticeship for vocational training and orientation, according to art. 18, paragraph 1, letter d), of law n. 196 of 1997 does not constitute a working relationship.

2. During the course of the apprenticeship, the vocational and orientation activities shall be followed and verified by a tutor designated by the Promoting Subject and vested with didactic organisation responsibilities and by a company manager or responsible person indicated by the Host Subject.

3. For each and every apprentice placed within a hosting firm on the basis of this agreement, a prepared vocational training and orientation project will be prescribed, containing:

- The name of the apprentice;
- The name of the tutor and the firms responsible person;
- Objectives and methods for the development of the apprenticeship with an indication of the time period;

<sup>1</sup> Number limits established by Ministerial Decree dtd 25 March 1998 n. 142, art. 1, point 3 concerning the contemporary starting up of apprenticeship:

Number of employees with open-ended contract	Number of trainees contemporarily employed
Up to 5 units	1
From 6 to 19 units	2
More than or equal to 20 units	Up to a maximum of 10% of the units

- The firm’s structure (factories, head-offices, department, offices) including at which the apprenticeship will take place;
- Details of the insurance policy in respect of civil liability.

Art.3.

At the beginning of the apprenticeship the host subject provides the apprentice with detailed information about specific hazards he might face in the work environment where he’s meant to operate, and about preventive and emergency measures taken regarding the activity.

Furthermore the host subject, in relation to specific hazards, sees for the apprentice to all the accomplishments required by the Legislative Decree n.626/94 (and following modifications) for the workers.

The Host Subject must also commit itself to:

- Respect and make others respect the training projects as a whole;
- Compile, at the end of the apprenticeship, a final evaluation of the project development and of the target achievement that must be given to the University tutor;
- Inform the University about any change in the duration of the apprenticeship prescribed by the training and orientation project: advance interruption or extension. The last one must be requested within 20 days before the indicated end of the project.

Art.4.

1. During the course of the apprenticeship of vocational training and orientation, the apprentice is required to:

- Undertake the activities prescribed by the vocational training and orientation project;
- Respect the law in matters of hygiene, safety and health in the place of work;
- Maintain confidentiality with respect to all data, information and knowledge regarding the productive processes and products acquired during the course of the apprenticeship.

Art. 5.

1. The Promoting Subject shall insure the apprentice with INAIL against accidents in the workplace, as well as for civil liability, with an insurance company operating in the sector. In the event of an accident during the course of the apprenticeship, the Host Subject is obliged to inform the Promoting Subject of the event, within the time period prescribed by the laws enforced on the Promoting Subject.

2. the Promoting Subject is bound to send a copy of the agreement and of each and every project of vocational training and orientation, to the regional or provincial delegate, to the provincial structure of the Ministry of work and to the social security welfare responsible in the territory for matters of inspection, as well as to the trade unions.

Art. 6.

The present agreement is valid for one year from the date of execution and is tacitly renewed year on year, unless cancelled by registered letter at least three months prior to the date of expiry.

Art. 7.

The present agreement, which is subject to ..... revenue tax, is drawn up in two originals and shall be registered only in the case of its use.

Ancona this....., ..... this .....

Signature for the Promoting Subject – Disva Director

Signature for the Host Subject

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