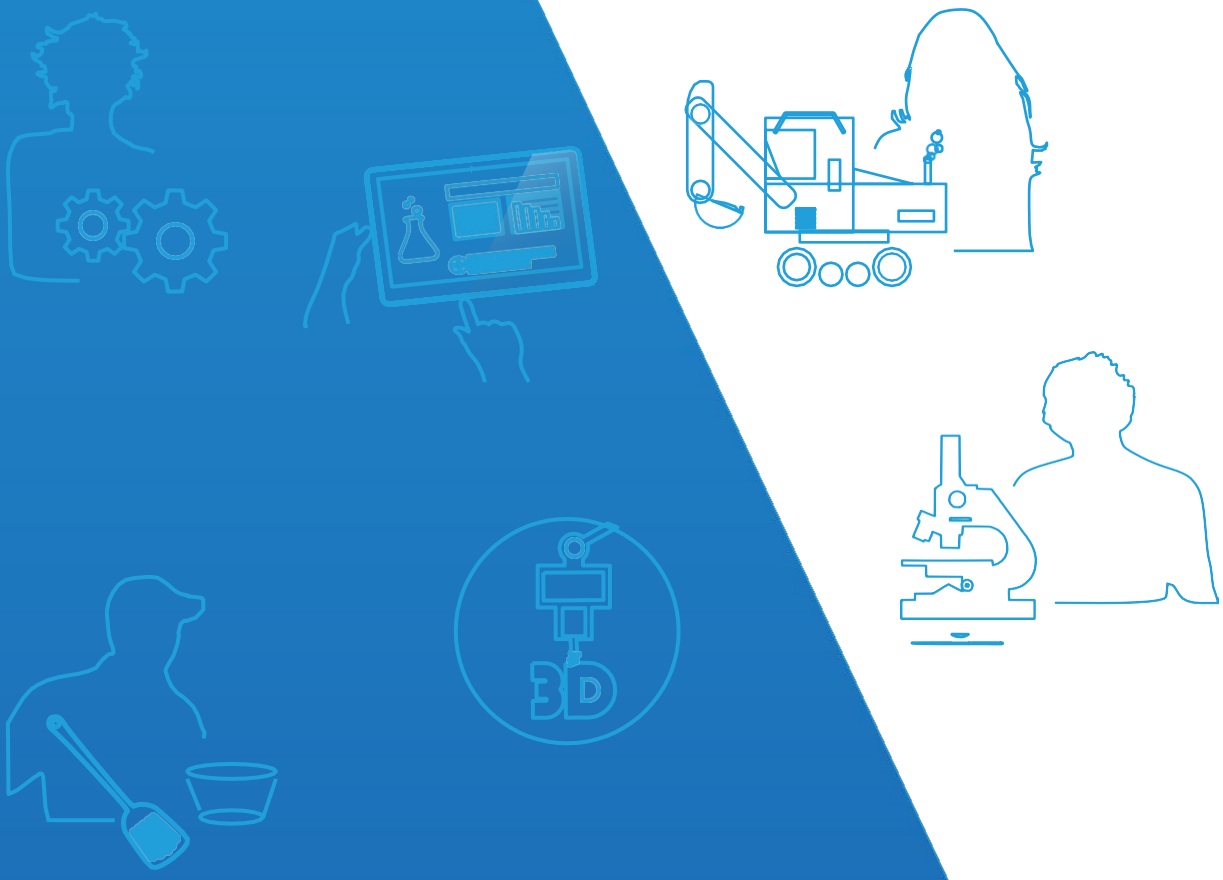
QP Qualifiziertes Praktikum Nürnberg

MIDDLE SCHOOLS



TEMPLATES
STANDARDS
CHECKLISTSfor establishments

You will find in this job aid:

- **general information about the Qualified Internship QP**
- **the QP standards to which schools and companies commit themselves**
- **comprehensive materials for teachers and companies**

All materials, in particular the copy templates for pupils, can also be downloaded at:
www.uebergangsmanagement.nuernberg.de/qp

If you have any questions, please do not hesitate to contact your career guidance officer at the school or the network.

Booklet for school and teachers:

Booklet for companies and trainers:

Many thanks to the Schöller Foundations for making it possible to publish the QP material folders.
Thanks also to the working group of the Bavarian Chamber of Crafts, which provided templates. Your QP working group (Johannes Fischer, Claudia Lehnerer, Alisa Maier, Marco Mussoni, Verena Schamberger, Kerstin Scharf, Jürgen Schlotter)

Imprint:
Publisher: City of Nuremberg, Education Office and State Education Office in the City of Nuremberg
Unschlittplatz 7a, 90409 Nuremberg; www.uebergangsmanagement.nuernberg.de

Nuremberg, October 2020

Dear responsible persons in the companies, dear teachers,
dear readers,

From my own professional biography I know: Practice makes perfect!

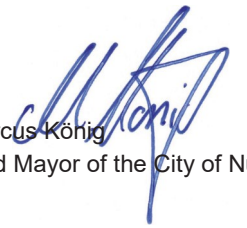
The qualified contact with professional practice through a student internship gives students irreplaceable insights into the - for them previously often unknown - operational reality. At the end of a student internship, ideally there is a reflected decision for an apprenticeship, or at least many experiences and insights that are more than one can learn at school.

The city of Nuremberg needs qualified young people who go into training after school. Whether training in a company or in a vocational school: we need skilled workers who keep the economy of our city "running".

As Lord Mayor of the City of Nuremberg, I would like to thank

- all teachers, who are always committed to ensuring that their students receive the most appropriate continuation of their education,
- all those responsible in companies who invest in their own training and enable pupils - even those who still need some support - to gain practical experience, and
- the cooperation partners involved for the good cooperation in the project "Qualified Internship Nuremberg".

May the work with the "Qualified Internship" lead to as many good decisions as possible for the further education of young people in Nuremberg!



Marcus König
Lord Mayor of the City of Nuremberg

In accordance with its educational mission, the Bavarian secondary school prepares young people intensively for the world of work and professional life. For this purpose, comprehensive counselling and orientation offers are made to the secondary school pupils - in cooperation with the local actors. "Vocational orientation" takes place in the middle school both through the school learning content and through a variety of practical tests, so that the students can develop basic skills for a reflected career choice decision.

However, we can only make practical testing and experience in the company practice possible in cooperation with the regional training companies, which provide our students with internships early in the vocational orientation process. In these internships, the skills learned at school can be applied and one's own talent can be tried out in a very concrete way.

The Nuremberg initiative "QP - Qualified Internship Nuremberg" makes a valuable contribution to further expanding and developing the cooperation between schools and training companies. Extensive checklists and templates, which have been developed from school practice, are intended to facilitate this cooperation. The introduction of the Qualified Practical Training QP throughout Nuremberg is continuously monitored and evaluated by means of further training courses and advice, and the schools' vocational guidance officers are available to teachers as local contact partners.

My sincere thanks go to all those involved, especially to the "QP Working Group". We are also particularly grateful to the Schöller Foundations, which - as long-standing sponsors of a wide range of career-orientation measures for Nuremberg - have made it possible to publish the materials in this form.

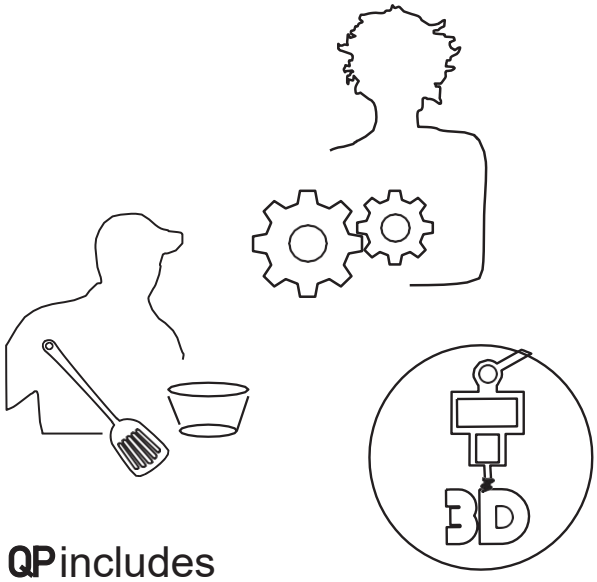
My good wishes go with you.

Jan Titgemeyer (School Council)
for the State School Inspectorate in the City of Nuremberg

QP Qualified Internship Nuremberg

QP is a joint initiative of schools, companies and institutions for the quality development of student internships in Nuremberg.

QP chose its name after the model of the Qualified Internship in Erlangen, with which it is networked.



QP wants

- Enable young people to gain authentic practical experience that broadens their horizons and at the same time opens up realistic career prospects.
- Supporting companies in recruiting junior staff at an early stage and in a sustainable manner
- Enable teachers and multipliers to accompany students in organising and reflecting on their internships.
- Encourage parents to assist their children with the internship experience.

QP includes

- the self-commitment of participating schools and companies to QP standards
- a package of materials for schools and companies with sample templates and checklists
- a training programme for teachers
- the regular exchange and constant evaluation in the QP network

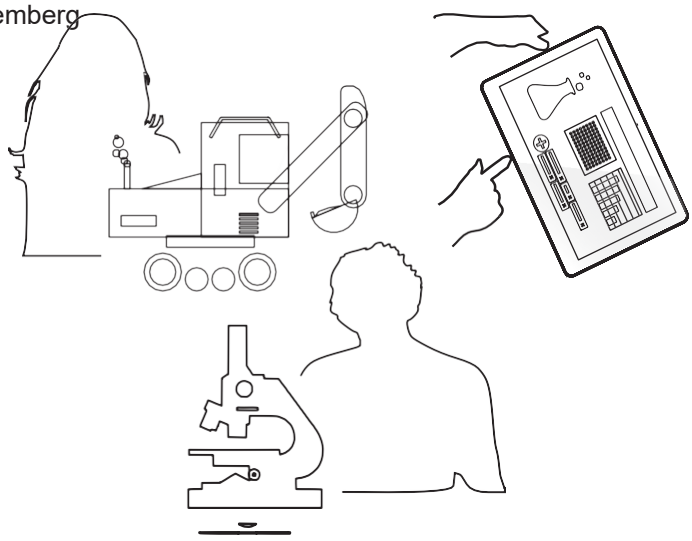
QP Actors

QP is supported by the State Education Authority in the City of Nuremberg and the City of Nuremberg, in particular

- the AG QP (teachers of vocational orientation) for the State Education Authority in the City of Nuremberg
- the Education Office of the City of Nuremberg - Transition Management
- the working group School-Economy Middle School
- the companies in the QP network

The initiative is supported by further QP partners

- Chamber of Crafts for Middle Franconia
- IHK Nuremberg for Middle Franconia
- Nuremberg Employment Agency



Teilnehmende Schulen und Betriebe finden sich unter: www.uebergangsmanagement.nuernberg.de/qp

QP Operations

- offer pupils a real practical experience for career orientation
- get in touch with future trainees and skilled workers
- use coordinated templates for planning and documentation of the internship
- receive the certificate "Qualified Internship" from the interns
- are integrated in the QP network of Nuremberg secondary schools

... prepare the internship:

- A permanent contact person in the company takes care of the student internship.
- The internship is planned in good time and fitted into the company's schedule.
- There is a preliminary discussion with the teacher in which the respective expectations are clarified.
- Goals for the internship are set and discussed with the intern.
- A clear schedule for the internship will be established.
- Quality standards for implementation are defined and adhered to.

... carry out the internship:

- The intern will be supervised by a fixed contact person in terms of organisation and content.
- The contact person keeps in touch with the teacher.
- If possible, a trainee will be appointed as godfather/ godmother.
- The godfather/ godmother or the supervisor conducts daily short feedback talks.
- The internship plan is implemented and the trainee assists with the documentation.
- The trainer's assessment of suitability in terms of content provides the basis for the school evaluation of the internship.

... prepare the internship after:

- There will be a final discussion between the trainer and the trainee, in which, if possible, parents and teachers also participate.
- The teacher/school receives feedback on how the placement went.
- The intern will receive a QP Internship Confirmation and a QP Internship Evaluation.
- In case of (training) interest the data of the trainee is recorded.
- In case of (educational) interest, contact is maintained with the teacher and contact is made with the parents.

... implement internships sustainably:

- Systematic contact is maintained with schools, trainees and teachers (e.g. offer of holiday jobs).
- The contact persons for internships are permanently appointed and communicated transparently.
- The internship processes are documented in a comprehensible manner. Positive role models are communicated.
- QP companies exchange information and network.

QP checklist for companies

BEFORE the internship

Template	Activity	Date
	Designate person responsible for trainees	
	Planning of possible internship periods and contents	
	Establishment of responsibilities: – Designate the person responsible for the trainee – Appoint trainee mentors for the trainee	
	Establishment of quality standards for implementation	
	Consider appropriate tasks and work assignments	
2	**Contact school/teacher**	
3a	**Fill out and return the "Internship Personnel Sheet".**	
	Inform trainee/intern about start of work, meeting place and contact person	
	Clarify materials (safety clothing, PC access, etc.)	

DURING the internship

Template	Activity	Date
C	**on the first day of internship** Discuss goals and schedule with trainee	
C	**Implementation of the internship plan**	
	Supervision and daily short feedback meetings between the mentor and the intern	
	Arrange visit of the teacher on site	
	Manage problems in contact with teacher	

AFTER the internship

Template	Activity	Date
E	**Fill out internship evaluation**	
D, E	**Conduct final interview with trainee** (ideally: with trainee, teacher and parents)	
	Provide feedback to the teacher on the process	
F	**QP - issue internship confirmation or certificate for the intern**	
	if apprenticeship is eligible: **Maintain contact, clarify further steps**	
	Maintain contact with teacher/school	
	Exchange in the QP network	

Legal information

Working time

Maximum permissible working time
The maximum permissible daily working time is 7 hours,
and 8 hours for young people aged 15 and over.
The maximum weekly working time is 35 hours, and
40 hours for young people aged 15 and over.

Rest breaks
If the working time is between 4.5 and 6 hours, the rest period is 30 minutes; if the working time is more than 6 hours, the rest period is 60 minutes.

Shift time
The daily working time, including rest breaks, may not exceed 10 hours.

Night's rest
The trainee must be granted a night's rest between 8 pm and 6 am.

Duration of employment
The maximum permissible employment is 5 days per week.

Insurance

Accident insurance
Since this is a school event, the interns are insured through the school's statutory accident insurance.
You are insured on the way there and back as well as during the activity.

Liability insurance
The teacher must take out liability insurance for the duration of the internship (cost 1.60 € per student; framework contract with the Bayerische Versicherungskammer, form for the conclusion of the contract via the school secretary's office).
The trainee is liable for the travel times with his own liability insurance.

Internship contract

on the work placement for school pupils

Between the pupil (hereinafter referred to as the trainee) and the trainee

Last name, first name Street, house number Postcode, town Legally represented by
(for minors) legal representative

and the internship company (hereinafter internship company)

Company name_____

Street, house number Postcode, town

the following contract is concluded:

1 Aim and content of the internship

The internship is a school event. Within the framework of the student internship, the intern is to gain an insight into the training as an apprentice, to get to know the everyday working life and the rules of the company and to test his/her own professional skills. The factual and temporal structure results from the attached internship plan, which is part of this agreement.

2 Start, duration

The internship starts on___._____.20___(date) and ends at the end of the internship period on _____._____20_____(date), without any notice of termination being required.

§ 3 Duties of the internship company

The internship company undertakes to

- to use the trainee in such a way that he/she can find out whether an apprenticeship in this occupational field is possible; there is no obligation to take the trainee on as an apprentice.
- to inform the school or the legal guardian immediately if the trainee does not appear.

  Contact person (school)_____Phone number:_____
- comply with the youth employment protection regulations,
- issue the trainee with a written confirmation of the traineeship.

4 Duties of the trainee

The trainee undertakes to conduct him/herself in accordance with the objective of this orientation measure.

Specifically:

- to make an effort to acquire the knowledge and skills offered,
- to carry out the tasks assigned to him/her carefully and conscientiously and to comply with the instructions of the authorising officers,
- to observe the applicable company regulations and the accident prevention regulations,
- to inform the internship company immediately in case of absence from the internship and to submit a certificate of incapacity for work (medical certificate) in case of illness on the third working day at the latest,
- to inform the school in case of absence from the internship company from the first day onwards,
- Company and business secrets as well as operational matters of a confidential nature, which are designated as such by the internship company or are obviously recognisable as such, are to be kept secret - even after the internship has ended.

§ 5 Daily/weekly internship periods

The daily internship time is_____Hours (max 7 hrs under 15 years/ max 8 under 18 years). Break times are: _____

The basis for the employment and break times of minors are the requirements of the Youth Employment Protection Act. The weekly working time is_____Hours (max. 35 hrs. under age 15/max. 40 under age 18).

6 Remuneration, vacation

The trainee is not entitled to remuneration and leave.

§ 7 Insurance cover

Within the framework of the student internship, there is legal liability and accident insurance protection through the school authorities or the parents. Health insurance cover is arranged privately.

§ 8 Dissolution of the contract

This contract may be terminated at any time without notice.

9 Contact person in the internship company

Responsible for the intern in the internship company is:

Mr/Mrs_____. He/she is professionally and personally suitable for the instruction.

§ 10 Other agreements

_____

_____

_____

_____

_____

_____ _____

Place, dateSignature of trainee

_____ _____

Signature/stamp of internship companySignature of legal representative (for minors)

Instructions for completing the internship contract
Whoever hires a trainee shall immediately after conclusion of the trainee contract, at the latest before commencement of the trainee's work, set down the essential terms of the contract in writing, sign the minutes and hand them over to the trainee,
Section 2 (1a) of the Verification Act (NachwG).
The handing over of a written internship contract with the required contents replaces the proof.

_____

Internship Schedule

Trainee

Company_____ Training occupation_____

Internship period_____ Contact person Company Parent/guardian

_____ Responsible teacher Tel.

_____ E-mail

Day/ Date	Content/Task	Responsible employee	Template
Preliminary talk	• Aims of the internship • Specify expectations (company, pupil, school) • Clarify contact person (teacher, parents) • sign the internship contract • Obtain "Staff Sheet" from student(s), sign, copy, return to school		B 3a
Day 1	• Welcome • Introduction to the company • Tour • Introduction of the godfather/ godmother and employees • Hazard briefing • Issue of safety clothing and work materials		
Day 2	Getting to know: _____ Feedback discussion with contact person		
Day 3	Getting to know: _____ Feedback discussion with contact person		
Day 4	Getting to know: _____ Feedback discussion with contact person		
last day	• Feedback discussion with the person responsible for the internship (+ teacher, + parents, if possible) • Handing over/preparation of the internship confirmation or the internship certificate • Possibly: Handing over of a "thank you gift • Clarification of interest in training and determination of further		D E F

	contacts		

Checklist final meeting

Preparation/Template	responsible	Date	settled
Set a date for the final meeting and allow enough time for it.			
Organize space where you can talk undisturbed			
Consult with the staff members who have worked with the intern: Collect observations and impressions			
Internship Evaluation FormE fill out and have ready			
Internship Confirmation create and holdF			
Consider: What should the (joint) future look like from the point of view of the company?			
Ensure that work materials etc. are handed in.			
Possibly get a small present			

Internship Evaluation

Name of the pupil

from _____ as _____

Internship period from to

Designation of the training occupation

The requirements will ...

Absence days: _____

		1 The requirements are always surpassed, surpassed, are above average	2 The requirements are are mostly above average	3 The requirements are fulfilled, are age-appropriate	4 The requirements are mostly fulfilled, meet the requirements	5 The requirements- be made in the same way as the little or no meets	6 The requirements- never / in none manner fulfilled
Social skills	Punctuality						
	Reliability						
	Open mind						
	Courtesy						
	Communication skills						
	Critical faculties						
Motivation	Motivation and interest						
	Ambition						
	Perception						
	Self-employment						
	Helpfullness						
Power	Working speed						
	Quality of work						
	Motivation						
	Sense of responsibility						
	implementation of instructions						

Recommendation:

The pupil is ☐ suitable for the training coursenot suitable

Remark:

_____

_____

_____

Place, date, signature, company stamp

QP Qualifiziertes Praktikum Nürnberg

MIDDLE SCHOOLS

Internship Confirmation

It is hereby confirmed that Mr. / Mrs.

_____

in the period from____._____.20_____to 20

an internship in our company for the training occupation/occupational specialisation

_____

graduated.

Place, date:_____

Signature and stamp:_____

Die detaillierte Einschätzung der Eignung für den Ausbildungsberuf oder die Berufsrichtung kann dem Formular „Praktikumsbeurteilung“ entnommen werden.

Staatliches Schulamt in der Stadt Nürnberg

NURNBERG

QP documents online:
www.uebergangsmanagement.nue rnberg.de /qp