**PRAKTIKAFTALE**

**EGU – Service og Transport**

*indgået i henhold til § 18 stk. 2, i lov om forberedende grunduddannelse*

Praktikaftalen skal være godkendt af kommunen inden praktikopholdets begyndelse

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| |  |  |  |  | | --- | --- | --- | --- | | **1.** **Virksomhed** | | | | | Virksomhedens navn og adresse (iht. CVR-registrering) | CVR-nr. | | | |  |  | | | |  | Telefonnr. | | E-mailadresse | |  |  | |  | |  | Arbejdsstedets beliggenhed, hvis det ikke er sammenfaldende med firmaets | | | |  |  | | | |  |  | | | |  |  | | | | **2.** **Elev** | | | | | Fulde navn | | | Personnummer | |  | | |  | | Adresse | | | Telefonnummer | |  | | |  | | Postnummer og postdistrikt | | | E-mailadresse | | **3.** **Uddannelsen** | | | | | Aftalen påbegyndes dato | Aftalen afsluttes dato | | | |  |  | | | | Praktikperiodens mål (Der henvises til forløbsplanen, der vedlægges) | | Bilag vedlagt | | |  | |  | | |  | |  | | |  | |  | | | Arbejdsområde og -funktioner – se fagbilaget nedenfor | | | | |  | | | | |  | | | | |  | | | | |  | | | | |  | | | | |  | | | | |  | | | | |  | | | | |  | | | | |
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| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **4.** **Arbejdstid og løn** | | | | | | | | | | | | | | | | Følgende kollektive overenskomst eller aftale er gældende for ansættelsesforholdet, jf. fgu-lovens § 18, stk. 5: | | | | | | | | | | | | | | Arbejdstid: Timer pr. uge | |  | | | | | | | | | | | | | |  | | Lønnen er ved praktikuddannelsens begyndelse aftalt som | | | | | | | | | | | | Lønudbetalingsdag | | Startløn, kr. | |  | Timeløn |  | Ugeløn | | | | |  | Månedsløn | | |  | |  | | Der ydes løn under ferie | | | | | | | | | Der udbetales feriegodtgørelse efter ferieloven/ -aftale med xx pct. af lønnen | | | | | | |  | Nej |  | Ja | | | | | |  | Nej | | |  | Ja | | **5.** **Prøvetid og ophævelse** | | | | | | | | | | | | | | | | De første 3 måneder i virksomheden er prøvetid, hvis praktikaftalen varer 6 måneder eller mere. Ellers er prøvetiden | | | | | | | | | | | | | | | |  | 2 måneder | | | |  | | 1 måned | | | | | | | | | Obs.: Skoleophold medregnes ikke i prøvetiden.  I prøvetiden kan arbejdsgiveren eller eleven opsige aftalen uden angivelse af grund.  Efter prøvetidens udløb kan aftalen ikke opsiges af en part.  Aftalen kan ophæves af en part, hvis den anden part væsentligt misligholder aftalen, eller en væsentlig forudsætning for aftalen er bristet. Hvis parterne aftaler ændringer i eller ophør af aftalen, skal dette godkendes af tilrettelæggeren. | | | | | | | | | | | | | | | | **6.** **Parternes underskrift (Aftalen er indgået efter lov om forberedende grunduddannelse)** | | | | | | | | | | | | | | | | Virksomheden er bekendt med muligheden for at oprette en uddannelsesaftale i henhold til lov om erhvervsuddannelser | | | | | | | | | | | | | | | |  | | Nej | |  | | Ja | | | | | | | | | | Virksomhed/ arbejdsgiver: Dato og underskrift | | | | | | | | | | | Elev: Dato og underskrift | | | | |  | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  | | | | | **Hvis eleven er under 18 år:** | | | | | | | | | | | | | | | | Praktikaftalen skal medunderskrives af forældremyndighedens indehaver(e). Hvis kun en af forældrene underskriver aftalen, indestår vedkommende for at være eneindehaver af forældremyndigheden. | | | | | | | | | | | | | | | | Forældremyndighedsindehaver: Dato og underskrift | | | | | | | | | | | Forældremyndighedsindehaver: Dato og underskrift | | | | |  | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  | | | | |

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| |  |  | | --- | --- | | **7.** **Forbeholdt kommunen/ tilrettelæggeren (godkendelsespåtegning, jf. FGU-lovens § 18, stk. 2)** | | | Denne praktikaftale indgår som led i uddannelsesplan aftalt mellem elev og <virksomhed >. | Aftaledato | |  |  | | Eventuelt supplerende påtegning | | |  | | |  | | | Tilrettelæggers navn, adresse, telefonnr. og e-mailadresse | Kontaktperson | |  |  | |  | Dato og underskrift | |  |  | |  |  | |

BILAG 1:

**Service og Transport**

Det faglige tema omfatter elementer fra beskæftigelsesområder, som relaterer til service og transport, herunder søfart mv.

Der arbejdes med et eksemplarisk afgrænset fagligt område inden for det faglige tema med håndtering, produktion, servicering, samt levering af serviceydelser og produkter til forskellige forbrugergrupper og/eller kunder.

Praktikanten kan i praktikken have mulighed for at opnå:

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| Viden: | • produkter og materialers egenskaber og anvendelse  • fagsprog, der hører til det faglige område  • sikkerhedsforanstaltninger inden for det faglige område  • normer og kulturer inden for fagområdet  • kvalitetskrav og standarder i forhold til de konkrete opgaver  • uddannelses- og beskæftigelsesmuligheder inden for fagområdet. |
| Færdigheder: | • anvendelse af produkter og materialer til service- og transportområdet  • anvendelse af hjælpemidler, redskaber og maskiner  • håndtering, produktion, servicering samt levering af serviceydelser og produkter  • overholdelse af sikkerhedskrav og ergonomisk korrekt udførelse af arbejdet  • anvendelse af relevant fagsprog i den faglige kommunikation. |
| Kompetencer: | • planlægge og gennemføre arbejdsopgaver alene eller i samarbejde med andre • kvalitetssikre proces og opgave  • sikre miljømæssige hensyn  • tage medansvar for samarbejde og trivsel på arbejdspladsen  • bidrage til valg af opgave med henblik på at opbygge ejerskab og motivation samt evne at træffe valg  • søge praktikplads eller beskæftigelse målrettet det ønskede fagområde. |

For flere fagbilag henvises til: <https://emu.dk/fgu>