**PRAKTIKAFTALE**

**EGU – Kommunikation og Medier**

*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 | | | |  |  | | | |  |  | | | |  |  | | | | Kontaktperson navn |  | | | | Kontaktperson telefonnummer |  | | | | **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:

**Kommunikation og Medier**

Det faglige tema omfatter elementer fra beskæftigelsesområder og fagområder indenfor kommunikation og medier.

Der arbejdes med et eksemplarisk afgrænset fagligt område inden for det faglige tema med henblik på fremstilling, produktion og tjenesteydelser til kunder samt tilegnelse af viden og færdigheder indenfor fagområdet.

Praktikanten kan i praktikken have mulighed for at opnå:

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| Viden: | • udstyr og materialers egenskaber og anvendelse  • fagsprog, der hører til produktionen  • sikkerhedsforanstaltninger i produktionen  • normer og kulturer inden for fagområdet  • fagområdets historiske baggrund  • mediers grundlæggende virkemidler  • kendskab til beslægtede fagområder  • kvalitetskrav og standarder i forhold til den konkrete produktion  • uddannelses- og beskæftigelsesmuligheder inden for fagområdet. |
| Færdigheder: | • anvende udstyr og materialer i relation til fagområdet  • anvende øvrigt udstyr og maskiner  • praktisk udøve discipliner og arbejdsprocesser indenfor fagområdet  • anvende digitale maskiner og software  • anvende relevant fagsprog i den faglige kommunikation  • kontakte og kommunikere med samarbejdspartnere og kunder  • ordne og renholde udstyr og maskiner, værksted og andet anvendt grej samt lokaler der er anvendt i forbindelse med aktiviteterne på holdet  • vedligeholde og udføre simple reparationer af maskiner og andet udstyr  • overholde sikkerhedskrav og ergonomisk korrekt udførelse af arbejdet |
| Kompetencer: | • planlægge og producere i værkstedet  • gennemføre arbejdsopgaver alene eller i samarbejde  • kvalitetssikre ud fra fagets almindeligt anerkendte kvalitetskrav og standarder  • sikre miljømæssige hensyn  • bidrage til valg af produktion med henblik på at opbygge ejerskab og motivation samt evne at træffe valg  • søge praktikplads eller beskæftigelse målrettet den ønskede branche  • medvirke til samarbejde og trivsel på værkstedet i forbindelse med planlægning og produktion mv. |

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