



Bündner Kantonsschule  
Scola chantunala grischuna  
Scuola cantonale grigione

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Handelsmittelschule

## **Guidelines on Practical Training**

(A four-week work experience in the second year at the Commercial School / Handelsmittelschule)



## 1 Conditions

The Commercial School (Handelsmittelschule) of the Grisons Cantonal School (Bündner Kantonsschule) provides vocational education. Following the compulsory lower secondary school, the four-year Commercial School leads to the Swiss Federal Certificate of Competence for businessmen/businesswomen and the vocational diploma. The full-time vocational course consists of a three-year vocational schooling with integrated practical training and a one-year work placement, which is supervised by the school.

The curriculum of the Commercial School of the Grisons Cantonal School is based on the Standard Curriculum for vocational education of the Federal Office for Professional Education and Technology (OPET): Apart from the YES-Project (Young Enterprise Switzerland – a one-year project with simulated business situations in mini-enterprises), the subject *Integrated Practical Training* in the second year also includes a four-week work placement. The aims and objectives of the work placement are formulated in the school curriculum.

## 2 Aims and Objectives

### 2.1 Principal aims

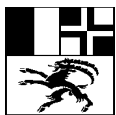
- The company placement should enable the students to gain their first experience of the world of work. The aim is not only to establish personal relationships and contact with the world of work, but to apply the knowledge acquired at school and thus give them an insight into their future career as early as the second year of school.
- The students experience the real-life working environment for a short time. This practical experience will help students choose whatever career-path they aspire to and facilitate finding a one-year work placement.
- The practical training should increase students' sense of responsibility and self-confidence and enable them to develop wider skills in a range of work-related areas.

### 2.2 Aims and Objectives of the school curriculum

The attainment targets which students are expected to achieve during the four-week work placement are defined and to be found in the school curriculum of the Commercial School (Handelsmittelschule) of the Grisons High School (Bündner Kantonsschule) in Article 3.3 on pages 102-103 referring to the Standard Curriculum for vocational education of the Federal Office for Professional Education and Technology (OPET). In addition, further objectives of the Standard Curriculum can be considered.

## 3 Time and Duration

The minimum length of the company placement for businessmen/businesswomen is four weeks, including the last three school weeks in June and the first week in July during the summer break.



#### 4 **Applying for a Work Placement**

- 4.1 Students search for the placement company themselves. The placement chosen has to be approved by the school administration. It is possible to do a practical training in neighbouring countries under certain conditions.
- 4.2 The school assists the students with their application to companies.
- 4.3 The placement companies receive comprehensive information concerning their responsibilities prior to the commencement of the work placement.
- 4.4 The school representatives visit the trainees during their practical training, when all three parties, the trainee, the employer and the school representative meet to discuss the trainee's work performance at the company .

#### 5 **Organisation of Practical Training**

- 5.1 The companies are free to organise and structure the practical training according to the company's programme. Our trainees must meet the company's requirements.

##### 5.2 Option 1

Trainees are instructed in a particular job, which they can do independently for most of their practical training (e.g. tasks pending but never done due to lack of time).

##### Option 2

Trainees work in different departments in order to gain insight into various fields of work in the office.

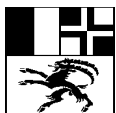
Further variations are possible.

#### 6 **Learning and Performance Documentation**

In their record of learning performance and achievement the trainees are required to document the objectives attained during their practical training regarding their occupational competence (*see instructions to RLPA in subject IPT*) and have them signed by their supervisor.

#### 7 **Financial Compensation**

Trainees are entitled to wages for their job performance, which the employer determines. As a guideline, students will be paid at least the minimum wage, corresponding to the wages of an apprentice in their second year of training.



## 8 Report and Assessment Criteria

The employer is requested to report on their experience of the trainee. The form is enclosed in the company's documentation for practical training or it can be downloaded from the homepage of the Bündner Kantonsschule.

8.2 Trainees are requested to hand in their completed record of performance and achievement (RPA) by the end of August at the latest as part of the certification of competence in the subject *Integrated Practical Training (IPT)*. The RPA is accepted by the school administration if all documents

- a) are complete and correct (including all documents and all tasks accomplished) and
- b) meet the standard requirements.

To attain the performance and achievement certificate in the subject *Integrated Practical Training (IPT)*, the RPA which has been accepted by the school must have already been handed in.

## 9 Accident Insurance

Trainees are responsible for their own insurance cover.

## 10 Contact

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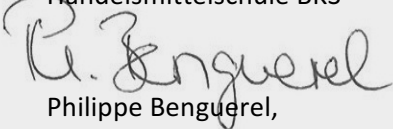
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