

VET provider

Name
Address
Tel. number
E-Mail

Training contract

For professions in **timber construction**

(Free of charge in accordance with § 54 LFBAG)

Teaching profession:

Training company/company manager

Name/First name/Company

Street/House number

Postal code City

Company number Phone number

Trainer

Name/First name

Date of birth Phone number

E-Mail

The apprentice's income corresponds to the:

- ☐ Collective agreement for **wood industry** €
- ☐ **Collective agreement for** €

Approval note from the **Apprenticeship and Vocational Training Office.**
Approved in accordance with Section 44 (1) Z 10 of the Agricultural and Forestry Vocational Training Act 2024:

Signature of management

Date

Apprentice

Name/First name

Street/House number

Postal code City

Insurance number & date of birth Place of birth

Phone number

E-Mail

Legal representative

Name/First name

Street/House number

Postal code City

Date of birth Phone number

Start of apprenticeship: End of apprenticeship:

The apprenticeship lasts a total of **three** years. Creditable training: (To be completed by the apprenticeship office; training certificates must be enclosed)

City

Date

Signature of training company

Signature of apprentice

Signature of Trainer

Signature of legal representative

Excerpt from the Vocational Training Act*

Apprenticeship

BAG § 1. Apprentices within the meaning of this federal law are persons who, on the basis of an apprenticeship contract (§ 12), receive technical training from a qualified trainer (§ 2) in order to learn one of the apprenticeship occupations listed in the list of apprenticeship occupations (§ 7) and who work within the scope of this training (§ 9). The apprentice is entitled to an apprentice's income, which the employer is obliged to pay. (BAG § 17 (1))

The training provider is obliged to continue to employ the apprentice whose apprenticeship with him/her ends in accordance with § 14 (1) or § 14 (2) in the company for three months in the profession learned.

Crediting of training and apprenticeship periods

BAG § 6

(4) The extent to which apprenticeship periods in related occupations are credited in the individual years of apprenticeship is determined by whether and to what extent the same or similar raw materials, auxiliary materials, and tools are used in the related occupations during the individual years of apprenticeship, or whether activities are to be performed that require the same or similar work processes; In this context, the job descriptions (§ 8 (2)) of these apprenticeships must be taken into account.

Extended apprenticeship & partial qualification

BAG § 8b

(1) In order to improve the integration of disadvantaged persons with personal barriers to placement into working life, a longer apprenticeship period than that specified for the apprenticeship profession (§ 7 (1) (b)) may be agreed in the apprenticeship contract at the beginning or during the course of the apprenticeship.

(2) In order to improve the integration of disadvantaged persons with personal placement barriers into working life, a training contract may stipulate a partial qualification by limiting it to certain parts of the job description of an apprenticeship occupation, possibly supplemented by skills and knowledge from job descriptions of other apprenticeship occupations.

Duties of the trainer

BAG § 9

(1) The instructor shall be responsible for the training of the apprentice and shall instruct him himself or have him instructed by suitable persons, taking into account the training regulations for the apprenticeship.

Duties of the apprentice

BAG § 10

(1) The apprentice shall endeavor to acquire the skills and knowledge necessary for learning the apprenticeship profession; he shall properly perform the tasks assigned to him within the scope of his training and shall take into account the nature of the business through his conduct in the business. He shall keep business and trade secrets confidential and handle the materials, tools, and equipment entrusted to him with care.

(2) In the event of illness or other impediment, the apprentice must notify the training supervisor or instructor without delay or have them notified.

(3) The apprentice must present the training supervisor with the vocational school certificate immediately upon receipt and, at the request of the training supervisor, the notebooks and other documents from the vocational school, in particular the schoolwork. SchPflG § 22:

(1) Compulsory vocational school attendance must be fulfilled by attending a vocational school corresponding to the teaching profession.

(2) The instructor shall only assign the apprentice to tasks that are compatible with the nature of the training. The apprentice shall not be assigned tasks that exceed his capabilities.

(3) The instructor shall instruct the apprentice in the proper performance of his duties and in responsible behaviour and shall set a good example in this respect; he shall not mistreat or physically chastise the apprentice and shall protect him from mistreatment or physical chastisement by other persons, in particular by members of the household or staff.

(4) The training provider must inform the apprentice's parents or other legal guardians of any important events affecting the training of a minor apprentice and, if a minor apprentice has been taken into the training provider's household, also of any illness of the apprentice as soon as possible. Notification of the termination of the apprenticeship relationship in accordance with § 14 (2) (b) and (d) must be made in writing and also to the apprentice.

Reference is made to further provisions of § 9 of the BAG.

Termination of the apprenticeship

BAG § 14

(1) The apprenticeship relationship ends upon expiry of the duration of the apprenticeship agreed in the apprenticeship contract.

(2) The apprenticeship relationship ends before the expiry of the agreed apprenticeship period if the apprentice dies;

(3) the authorised instructor dies and no trainer is available, unless one is appointed without undue delay;

(4) the registration of the apprenticeship contract is legally refused or the cancellation of the registration of the apprenticeship contract is legally ordered;

(5) the training provider is no longer authorized to perform the activity in which the apprentice is being trained or the training provider is excluded from training apprentices on the basis of § 4;

Early termination of the apprenticeship

BAG § 15

(1) During the first three months, both the instructor and the apprentice may terminate the apprenticeship unilaterally at any time; if the apprentice fulfills his or her compulsory schooling in a vocational school during the first three months, both the instructor and the apprentice may terminate the apprenticeship unilaterally at any time during the first six weeks of training in the training company (in the training center). In addition, early termination of the apprenticeship agreement is permissible by mutual agreement or, if one of the reasons listed in paragraphs 3 and 4 applies, unilaterally by the employer or the apprentice, as well as extraordinary termination in accordance with § 15a.

(2) The termination must be in writing to be legally effective. Termination by a minor apprentice in the cases referred to in paragraphs 1 and 4 and § 15a also requires the consent of the legal representative, but not the consent of the guardianship court. Reference is made to further provisions of § 15 of the BAG.

Training transfer

BAG § 15a

(1) Both the instructor and the apprentice may unilaterally terminate the apprenticeship agreement with one month's notice at the end of the last day of the twelfth month of the apprenticeship period and, in the case of apprenticeships with a fixed duration of three, three and a half, or four years, at the end of the last day of the 24th month of the apprenticeship period.

(2) Paragraph 1 shall not apply to training contracts pursuant to Section 8b (2).

If you have any questions or concerns, please contact the Vienna Apprenticeship and Vocational Training Office.

Official notes from the Vienna Agricultural and Forestry Apprenticeship and Vocational Training Office: