

# Practical Training Agreement

**Agreement on practical training in the bachelor's study programme of social work**  
Based on the Practical Training Regulations of the **Evangelische Hochschule**  
**Darmstadt, University of Applied Sciences** from 8 July 2013.

## **I. Contracting Parties**

### Training Organisation

\_\_\_\_\_  
Name of training organisation:

\_\_\_\_\_  
Street:

\_\_\_\_\_  
Postcode, city:

\_\_\_\_\_  
Phone:

\_\_\_\_\_  
E-mail:

### Student

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Street:

\_\_\_\_\_  
Postcode, city:

\_\_\_\_\_  
Phone:

\_\_\_\_\_  
E-mail:

### Supervisor:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Function: \_\_\_\_\_

### Practical training period:

This agreement is based on the following modules(s):

- Module 08: 320 hours practical training
- Module 09: for at least 672 hours practical training (plus time for self-study and compulsory course attendance at a higher education institution)

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

## II. Aims and structure of the practical training periods

The practical training periods are a compulsory part of the bachelor's programme in social work. They introduce students to independent professional work within the field of social work. This includes in particular the ability to apply academic and professional knowledge in the practice environment as well as to integrate the knowledge gained during the practical training into the professional, supervisory and theoretical discourses.

- **Module 08:** A practical training of 320 hours after Semester 3

*Students learn to adapt to the practical settings of social work and reflect the structure and types of relationships and roles in a practical setting. They learn to incorporate their own personality as well as their own personal study processes in their reflections and to combine it with the organisational environment, the team structures and the lives of the clients. Students learn to develop an ethnographic perspective with respect to the complexities of life histories and of client interpretations. They learn to recognize the influence of the individual organisation on the case constructions. The different types of organisation and organisational theories as well as formalized codes of conduct become part of the organisational experience.*

### **Content:**

*Knowledge of types of organisations, concepts, work descriptions and administrative standards and documentation. Implementation, negotiation, maintenance and termination of work relationships in different work situations. Developing skills of well-founded scholarly descriptions and analyses of social environment and life situation of the clients. Knowledge of differences and similarities of professional and everyday interpretations. Professional communication in various settings and systems.*

- **Module 09:** A hands-on practical training period of at least 672 hours between Semester 4 and 6

*Students take on tasks with increasing independence and responsibility, under supervision, within the context of the work situations in the practical training. They try out the transfer of knowledge into concepts of action, as well as expand their capability for action and reflection.*

### **Content:**

*An important focus of social work is the issue of the development and the effects of social exclusion. In accordance with the social work mission to facilitate the social, economic, cultural, legal and political participation of clients, practitioners of social work are able to recognize the possibilities as well as the limits of participation and utilize both in their day-to-day actions.*

*Consolidating practical training and reflecting on the formation of relationships and roles in relation not only to societal conditions of social work but also within the context of the organization, their team, the lives of clients and their own personality. Students continue to develop an ethnographic perspective with respect to the contextual conditions and the complexities of life histories, types of relationships and interpretations by the clients.*

*Students recognize organisational structures and cultures and the influence of organisation and case construction. They develop a dialectic attitude towards the implementation of work relationships, of structures of negotiations, facilitation and cooperation as well as of processes of communication and interactions within various, mostly hierarchical and unequal, settings and roles. Knowledge of their own values, and reflection thereof. Awareness of the purpose and utility of concepts, standards, work descriptions and documentation as professional instruments towards the expansion of clients' possibilities to participate and social work practitioners' possibilities of action. Awareness of the construed "reality" of reports, evaluations et al: depending on the administrative necessities and organisational structures and processes in which they are created; awareness of the potential of exclusion and stigmatisation in these documents.*

#### **Absences:**

Students may be absent due to illness on two working days in the first practical training period and on eight working days in the second practical training period without causing an extension of the practical training period; any days of absence due to illness in excess of these limits result in an equal extension to the training period.

#### **III. Responsibilities of the employer**

The employer's responsibilities comprise the setting of tasks relevant to the educational objectives of the student's practical training as well as the supervision and tutoring of the student during the training period.

The employer agrees to give a written evaluation of the student's performance. The evaluation for module 09 shall describe the place of the practical training, its duration, the type of activity of the student and his/her social and professional competencies.

#### **IV. Responsibilities and status of the student**

During the practical training the student is subject to the rules and regulations normally observed in the organization and the host country concerning employment and safety regulations. The student is responsible for sufficient insurance coverage for the duration of the practical training.

**V. Duties and Responsibilities** (please define concrete tasks):

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The average working hours are 40 hours per week. On average one full day per week must be provided to enable the student to take part in supervision and relevant courses at the local university. These days do not count as Module 09 practical training hours.

The student maintains his/her student status through his or her registration at the Evangelische Hochschule Darmstadt, University of Applied Sciences. If the practical training is organized abroad, the student is responsible for his/her personal health and accident insurance for the duration of the training period.

**VII. Early termination**

This agreement may be terminated prematurely, upon notification of the university with sufficient reason.

**VIII. Additional agreements**

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Place, date, signature training organisation

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Place, date, signature student