# Work Placement – Study Programme: Business Academy

(Please read the attached information before completing this form. Use BLOCK CAPITALS.)

| **Full Name of Student** | | **Class** | |
|---|---|---|---|

We hereby confirm that we will allow the above-mentioned third-year student of Československá akademie obchodní Dr. Edvarda Beneše, střední odborná škola, Praha 2, Resslova 8 (The Czech Republic), to undertake a continuous professional work placement at our company. The placement shall commence on **May 3, 2027** and conclude on **May 28, 2027** (a duration of four weeks).

For the purposes of the contract, we hereby provide the following information about our company (whether a natural or legal person):

| | |
|---|---|
| **Company name** (as officially registered, including the legal form) | |
| **Registered Address** (street, city, postal code) | |
| **Company Identification Number** | |
| **Authorised Representative** (person entitled to execute agreements on behalf of the company) | |
| **Place of Performance** (if other than the Registered address) | |
| **Authorised Representative during the Term of the Placement** | |
| **Classification of Assigned Duties** (Please select or indicate as applicable) | Category: I - II - III - IV |

Does the Company require the execution of its own standard Professional Practice Agreement?

**YES / NO** (Please indicate your preference)

If YES, please provide the contact particulars of the representative responsible for drafting the agreement:

| | |
|---|---|
| **Name of Representative** | |

| | |
|---|---|
| **Email Address** | |
| **Telephone Number** | |

Submission Instruction: Please submit the draft agreement to bernacik@cao8.cz **no later than January 29, 2027.**

Date: .....

Authorised Signature and Official Stamp

# Important Information

## 1. Introduction and Acknowledgement

We thank you for your commitment to host a student for their mandatory **Continuous Professional Work Placement** (hereinafter referred to as the "Placement"). The following document sets forth essential information and requirements necessary for the execution of the Work Placement Agreement.

## 2. Placement Details and Scheduling

The Placement is scheduled to take place for a period of **two weeks**, commencing on **May 3, 2027, and concluding on May 28, 2027**.

### Working Hours and Remuneration

1. The student's daily working hours shall be **8 hours**, in accordance with the stipulations of the Czech Labour Code.
2. The student's shift shall begin no earlier than **7:00 a.m.** and conclude no later than **6:00 p.m.**
3. Should the student **not perform productive work** during the Placement, they shall **not be entitled to financial remuneration** from the hosting organization.

## 3. Legal and Administrative Obligations

### Contract and Scope of Work

1. Pursuant to the Czech legal system, a formal **Agreement on Work Placement** must be executed between the School and the Company.
2. The primary purpose of this Agreement is to establish the Company's commitment to **facilitate the student’s free-of-charge vocational training**.
3. The scope of the work must consist of **simpler tasks** corresponding to the student's educational profile (e.g., procurement, human resources administration, sales support, synthetic and analytical accounting documentation, financial administration, utilization of information technology, and foreign language communication).

### Monitoring, Attendance, and Evaluation

1. The School maintains **liability insurance** coverage for the duration of the Placement and actively **monitors the course of the professional practice**.
2. The Company is required to **accurately record the student's daily attendance and activities** throughout the Placement.
3. Upon conclusion of the Placement, the Company must **perform a brief evaluation** of the student's overall performance and work ethic.

## 4. Classification of Work and Medical Assessment

The mandatory job category section within the agreement refers to risk classifications defined under the Czech legal system.

| Category | Definition |
|---|---|
| **Category 1** | Work deemed unlikely to have an adverse effect on health, based on current knowledge. |
| **Category 2** | Work expected to affect health only in exceptional cases, particularly for susceptible individuals, provided hygiene limits are not exceeded. |
| **Category 3** | Work that exceeds hygiene limits or meets other criteria requiring personal protective equipment and/or specific protective measures. |
| **Category 4** | Work that poses a high risk to health. |

Given in the curriculum, the School **will only assign students to work experience that falls into Category 1**. For this category, no special legal regulation requires a medical assessment of the student's fitness to perform the Placement.

## 5. Agreement Execution Process

### Use of Proprietary Contracts

Certain organizations (e.g., financial institutions, large corporations, and governmental authorities) may utilize their own standard agreement templates. Should the Company choose to use a proprietary contract:

1. Please **indicate this requirement** within the designated section of the accompanying form.
2. Provide the **contact details** of the representative with whom the School can communicate regarding the contract terms.
3. **Submit a sample** of the proprietary contract via email to our contact person: **bernacik@cao8.cz**.

### Finalizing the Agreement

1. The **School shall draft the final Agreement** based on the information provided in the completed form. Therefore, **please complete the form with utmost care and accuracy**.
2. Once all student Placement forms have been processed, the School management will assess the alignment of the offered internship with its educational documents and rules.
3. The final Agreement will be prepared and **two executed copies will be sent to the Company's authorized person for signature (at the beginning of April)**.
4. A sample of the School's standard agreement is available upon request to the contact person.

We look forward to a mutually beneficial collaboration.