

APPENDIX 1

WORK PLACEMENT COMPLETION CERTIFICATE

HOST ORGANISATION

Name or company name:

Address:

.....

.....



.....

Certifies that

THE WORK PLACEMENT STUDENT

Surname: First name: Sex: F ☐ M ☐

Born on: ____ / ____ / ____

Address:

.....

..... Email address:

WHO IS STUDYING (name of the work placement student's training programme or higher education course):

.....

AT (name of the higher education institution or training institute):

.....

has completed a work placement as part of their studies

WORK PLACEMENT DURATION

.....

Work placement start and end dates: **From**.....DD/MM/YYYY.....

To.....DD/MM/YYYY.....

Lasting **in total** (Number of months / Number of weeks) (delete as appropriate)

The total work placement duration is established based on the time actually worked by the placement student at the organisation, without prejudice to the holiday entitlements and leaves of absence set out in Article L.124-13 of the French Education Code (Article L.124-18 of the French Education Code). Each period equal to at least 7 hours worked, either consecutively or not, is treated as equivalent to one day's work placement and each period equal to at least 22 days worked, either consecutively or not, is treated as one month's work placement.

WORK PLACEMENT STIPEND AMOUNT

The work placement student has received a stipend of €..... **in total**

*The work placement completion certificate is essential for reflecting the placement in the student's pension entitlements, if a contribution is paid. Under French pension legislation (French Act No. 2014-40 of 20 January 2014), **work placement students who receive a stipend** may have this recognised **for up to two quarters maximum, if a contribution is paid**. The **request must be made by the student within two years** of the end of the work placement and **must be sent with the work placement completion certificate** stating the total placement duration and the total stipend received. Detailed information about the contribution to be paid and the procedure to follow is available on request from French Social Security (French Social Security Code Article L.351-17 – French Education Code Article D.124-9).*

Signed inon

.....

Name, position and signature of the representative from the host organisation

Appendix 2: Provisions for work placement students under 18 years old

WORKING TIME

There are specific requirements concerning working time, weekly rest and night work for work placement students under 18 years old. Exemptions from the weekly rest and night work requirements are set out in Articles L.741-1 and R.741-1 et seq of the French Rural and Maritime Fishing Code and Articles R.3163-1 to R.3163-5 of the French Labour Code.

REGULATED WORK

During the work placement, a student under 18 years old, who is enrolled on a Farming Advanced Vocational Training Certificate (*brevet de technicien supérieur agricole*) course, in accordance with Article D. 811-140 of the French Rural and Maritime Fishing Code, may be authorised, under the conditions of Articles R.4153-38 to R.4153-45 of the French Labour Code, to use machines, equipment or products which minors are prohibited from using under Articles D.4153-17 to D.4153-35 of the French Labour Code.

1- Exemption procedure

Before any prohibited work which may be subject to an exemption is assigned to the minor, an exemption declaration for the work unit in question, which is valid for 3 years from notification of acknowledgement of receipt thereof, must have been made by the head of the company or host organisation to the labour inspector for the geographical area of this unit. For government departments and their public institutions governed by French civil service law, this declaration is made to the workplace health and safety inspector, for regional and local authorities, by the assistant or relevant prevention adviser.

Without this declaration, the prohibited work which may be subject to an exemption cannot be assigned to the minor. **A copy of this declaration must be appended to this agreement.**

The educational institution shall be informed of these authorisations.

The minor must only ever do this work under the constant supervision of their mentor. The medical fitness certificate, issued either by the pupil occupational health physician at the French Ministry of Education, or by the occupational health physician at the Mutualité Sociale Agricole (agricultural social insurance organisation), is sent by the school to the head of the company or host organisation before any prohibited work which may be subject to an exemption is assigned to the minor.

The employer assigns the prohibited work which may be subject to the required exemptions to the minor, based on their level of training, their training progress and the training objectives.

Any employer making an exemption declaration provides the information below to the labour inspector, upon assigning the work in question to the minor:

- 1°) The minor's full name and date of birth;
- 2°) Their professional training programme, its duration and the known placement locations;
- 3°) The safety information and training given to the minor, in accordance with Articles L.4141-1 and L.4141-3 of the French Labour Code;
- 4°) The medical fitness certificate relating to this work;
- 5°) The full names and position(s) of the relevant individual(s) responsible for supervising the minor while they are doing the work in question.

2- Steps taken by the company or host organisation ahead of assigning regulated work or work which may be subject to a permanent exemption

The head of the host company confirms that they have taken the measures below:

1° They have performed the assessment set out in Article 4121-3 of the French Labour Code, including an assessment of the existing risks for the minors and any associated with their work; this assessment is performed prior to assigning the jobs to the minors;

With this in mind, in relation to the intended work, the mentor will present the trainee with the risk assessment carried out in accordance with Articles L.4121-3 et seq of the French Labour Code specific to their company, taken from the primary risk assessment document, and will educate them on the risks to which they are likely to be exposed and the preventive measures taken to address them.

2° They have implemented the preventive measures set out in Article L.4121-3(2) of the French Labour Code following this assessment.

3° In accordance with Articles L.4141-1 et seq of the French Labour Code, they have informed the minor of the risks to their health and safety and the measures taken to address this, and have provided them with relevant safety training, which they have ensured is suitable for the minor's age, level of training and professional experience.

- 4° They shall ensure that the work placement student is supervised by a qualified individual while doing this work.
- 5° They have obtained a medical fitness certificate for each minor, issued each year either by the student occupational health physician at the French Ministry of Education or by the occupational health physician at the Mutualité Sociale Agricole, from the educational institution.

3- List of prohibited work tasks subject to an exemption that will be assigned to the student:

Please state the type of equipment and the operating conditions: mentor supervision and personal protective equipment worn. The company head must ensure that only equipment that complies with regulations is used.

4-Work that may be subject to a permanent exemption:

4-1-Information on self-propelled mobile work equipment and mobile work equipment for lifting

Under Article R.4323-55 of the French Labour Code, proper training must be provided beforehand in order to operate self-propelled mobile work equipment and mobile work equipment for lifting, including agricultural tractors.

For minor students, a declaration of exemption is required for operating all self-propelled mobile work equipment, including farming and forestry tractors, under Article D.4153-27 of the French Labour Code. However, this exemption declaration is not required for operating self-propelled equipment and work equipment used for lifting, for minors who have received training beforehand, as set out in Article R.4323-55 of the French Labour Code, and if they have been granted the operating authorisation set out in Article R.4323-56 of this code, as this authorisation is required to operate this equipment.

Minors can only drive agricultural and forestry tractors when the vehicle fulfils all of the three following technical requirements:

- 1° it has a roll-over protection structure;
- 2° this structure is kept in its raised position while the vehicle is driven;
- 3° it has a lap seat belt to keep the driver in place in the driver's seat.

Minors must not be assigned to driving agricultural and forestry tractors that do not fulfil all of the three technical requirements set out above, as well as any motorised quadricycles, with no possible exemptions on this.

Furthermore, work placement students who can demonstrate prior safe driving training, as defined in Article R.4323-55 of the French Labour Code, may be permanently exempted, as defined in Article R.4153-51 of the French Labour Code, from driving agricultural and forestry tractors equipped with the seat belt and a roll-over protection structure kept in its raised position.

If a work placement student cannot demonstrate proper prior training, an exemption declaration must be made to the labour inspector in order for them to drive the agricultural and forestry tractors which fulfil all three of the technical requirements outlined above.

Will the work placement student be operating this type of equipment as part of the tasks assigned to them?

Yes ☐ No ☐

If yes, please specify which:

The teaching staff informs the mentor of the minor's level of proficiency in using the equipment, in this appendix.

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Will the head of the host organisation issue an operating permit?

Yes ☐ No ☐

4-2- Load carrying

Should minors over 15 and under 18 years old be required to carry loads of more than 20% their weight, the school head provides the head of the company or host organisation with the medical fitness certificate set out in Article 13. Therefore, load carrying is not covered by an exemption declaration. Will the student be required to carry loads of more than 20% their weight?

Yes ☐ No ☐

4-3- Authorisation for electrical works

During their work placement, if the student has to work on (or close to) electrical installations and equipment, they must be authorised by the head of the host organisation to do so, depending on the type of work to be carried out. This authorisation can only be granted after the student takes part in an electrical risk prevention training programme at their educational institution prior to the work placement. The authorisation is granted on the basis of a qualification issued by the educational institution certifying that the student has successfully completed the training for the authorisation levels indicated. There is no need to make a declaration of exemption for work that led to the authorisation for electrical works.

Does the work placement student require authorisation for the activities that shall be assigned to them?
Yes ☐ No ☐

If yes, please specify the authorisation level and the qualification issued by the educational institution certifying that the work placement student has completed the relevant training.

Please specify whether the head of the host organisation shall issue the authorisation for electrical works:

Yes ☐ No ☐

For the aforementioned tasks subject to an exemption or a permanent exemption,

- **please specify any safety training and information provided in relation to the tasks and activities assigned to the work placement student and which shall be given to them at the host organisation.....:**
- **in addition to any safety training and information provided at the educational institution, i.e.:**

Head of the company or host organisation <u>Surname:</u> <u>First name:</u> <u>Signature:</u>	The school head <u>Surname:</u> <u>First name:</u> <u>Signature:</u>
Approval for educational purposes	
The mentor (if a different person to the head of the company or host organisation) <u>Surname:</u> <u>First name:</u> <u>Signature:</u>	The workplace training tutor:
The work placement student and/or their legal representative <u>Surname:</u> <u>First name:</u> <u>Signature:</u>	