

Organisation of Apprenticeship / Dual Education at the IMC University of Applied Sciences

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1st WBL4JOB online capacity building training

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General Information

The essential objectives of studies at IMC Krems as a University of Applied sciences are to provide a **professional education at higher education level**. The **linkage between professional practice and education at higher education level** is a core element of the pillar of the Austrian higher education system. **The practical training semester is an integral part of all studies** at the IMC University of Applied Sciences Krems and enables an overview of fundamental areas of professional life, enhances subject-specific operations as well as the acquisition of needed expertise and social skills for the labour market.



General Regulations

The practical training must fulfil the following minimum criteria:

- The **organization** as well as the department where the practical training is being completed must correspond to the respective studies
- The period of the practical training must be at least **22 working weeks** excluding holidays.
- The weekly minimum working time is **32 hours**.
- The practical training must be **completed** before the start of the following semester
- The required practical training time must be confirmed by the practical training **co-ordinator**. If more than 25% of the training time is missed (in exceptional cases, e.g. shutdown of the company, illness etc.), the missed time must be made up
- The practical training placement needs to be **approved** by the respective study program director



Support Services by the IMC

The PTS process is supported at IMC Krems by the Career Services Team. Students are supported in finding a practical training placement through the following instruments:

- PTS Coordinator
- Online Platform with newest internship
- Internship database (PTS database), incl. company details and search possibilities according to countries, cities and company names)
- Reports database from former students
- Supporting documents (eg. model contract for the practical training, insurance, scholarship)
- Individual consulting from the practical training coordinator
- Information session about the practical training semester - information on application papers as well as the letter of motivation, curriculum vitae, application interview, industry, suggestions to application strategies and time plan
- Information events like Experience Fair



Practical Training Contract

After the preparation process, the student applies directly to the respective organization for a practical training placement. The student may sign a contract only after the respective study program director has approved the training placement. A template of contract is provided by the IMC.



Process & Evaluation of the PTS (1/3)

The process of the practical training consists of two different core areas that are graded individually. According to the following percentage distribution, they make up one overall grade for the entire PTS:

Practical Training Semester 28 ECTS

- (Performance in the company Assessment “completed successfully/ inadequately”)

Practical Training Semester Coaching Seminar 2 ECTS

- Assessment First Impressions 20%
- This assessment describes the situation of the student (his/her orientation) at the beginning of the practical training as well as the mutual expectations to the respective field of activities)



Process & Evaluation of the PTS (2/3)

Reflection report (seminar paper) 50%

The reflection report describes the experiences of the student in the organization and reflects upon already completed courses and their contents. Furthermore, the report should give an overview of the organization and should reflect the student's own role during the practical training. The report must be written in form of a seminar paper according to pre-defined criteria. The practical training co-ordinator of the respective study program as well as the Director of Studies or selected lecturers of the IMC University of Applied Sciences Krems are available for mentoring in this process.



Process & Evaluation of the PTS (3/3)

Presentation (Experience Fair) 30%

Students are also expected to present their experiences made during the practical training semester at the beginning of the following semester at the so-called "experience fair". Students may present their personal experiences from their working field as well as a reflection on cultural experiences.

As proof of the completion of the practical training, students are required to forward a confirmation of the employer after the training to the IMC Krems (PTS coordinator). Handing in the PTS confirmation is a requirement for a positive evaluation of your practical training semester. Furthermore, students have to hand in a respective feedback of performance or employment reference from the employer.



Legal and Financial Status

The legal working status as a trainee in Austria depends on how the organization registers the trainee with the social insurance agency. The registration of the trainee has to comply with the Austrian labour law. There are two principal possibilities of registration:

- **Employee status:** The student has “employee status” and is subject to all regulations of the labour law and collective bargaining and, if applicable, entitled to compensation, special payment, holidays, etc. In case the monthly salary is above the legal minimum wage 2, the trainee is automatically fully insured (Health and accident insurance). In case the monthly compensation is below the minimum wage, the trainee is only partially insured (accident insurance). Health insurance is then provided either through the insurance of the trainee’s parents or through self-insurance. In both cases, the student does not have access to unemployment benefits.
- **Volunteers:** Volunteers are students who work in an organization temporarily for educational purposes. The following conditions must apply: Reason for employment: expansion and application of knowledge to acquire the skills in real life practice, that are relevant for the education. The internship should mainly benefit the trainee. There are no working commitments or payment claims. As far as the compensation is concerned, the amount of compensation for the practical training may vary and depends on the employment status in Austria. It is important to note that organizations are not obliged to pay any compensation. Therefore, the amount of compensation (as long as there is no employment through a collective agreement) will partially depend on the negotiating skills of the student.



Legal and Financial Status

- **Practical Training abroad**

Abroad, the organization is obliged to register the trainee in compliance with the labour law as well. The legal working status of a trainee abroad will strongly depend on the country where the practical training is being completed (full/partial insurance). Due to the different legal status from country to country, students are recommended to inform themselves about the particular situation before the practical training takes place and if needed to obtain an additional health and accident insurance for their stay abroad.



Paperwork Process

1. Company Data & Expectations
2. Personal Skills Rating Scale BEFORE PTS
3. Contract
4. Personal Contact Details
5. „First Impressions“ & Reflection Report
6. Personal Skills Rating Scale AFTER PTS
7. Experience Data
8. Confirmation

Note:

Company Data needs to **be approved by study programme director** to be able to continue with uploading documents.

Time frame of PTS is also included **in the graduation documents**. Any changes made to the original practical training duration must be passed on to the PTS advisor in written form immediately.



Further Information Provided


Further information is provided by the Career Services team:


- Travel information
- Contact addresses of Ministries
- Health & vaccinations
- Accident
- Insurance
- Financial issues
- Documents
- Emergency plan





IMC Career and Alumni Services


As you start your job search, your **new career platform** is waiting to provide you with all the support you need! Your **IMC Career & Alumni Services** is packed with **events, advice, resources, job & internship offers**. <https://fh-krems.jobteaser.com>



 **Career Center**
by jobteaser

DISCOVER YOUR CAREER CENTER AND
EVERYTHING IT HAS TO OFFER



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PTS Schedule & Tasks

Deadline	Student	University Coordinator	Dept. Interactions
Start of semester 1		Introduction of Career Services during Introduction Days & International Welcome Days	Finding appointment in overall schedule: check with Study Services
During sem 1 (Nov – Dec)		1st Career Workshop Talk about students' <ul style="list-style-type: none"> • study programme choice • career plans / dreams • possibilities • graduates as role models (incl. info about PTS & funding options e.g. Erasmus+)	Finding appointment in class schedule & promoting participation: Check with Study Services
During sem 2 (Mar – Apr)	Participation in university career/ job fair	2nd Career Workshop Application tips: <ul style="list-style-type: none"> • CV / resume • Motivational letter • Interview (incl. repetition PTS info)	Finding appointment in class schedule & promoting participation: Check with Study Services



PTS Schedule & Tasks

<p>Start of sem 3 (Oct – Nov)</p>	<p>Application start in summer months</p> <p>Sending out applications constantly/ parallelly, not waiting for business' responses</p>	<p>3rd Career Workshop</p> <ul style="list-style-type: none"> • repetition of PTS info • open for questions <p>PTS follow-up e-mail incl. PTS info</p> <p>Constant contact with students, who ask for help</p> <ul style="list-style-type: none"> • CV checks • Interview coaching <p>Status quo e-mail (end of Nov) "How is your internship search going?"</p> <p>Erasmus+ nomination & OLS license allocation</p>	<p>If necessary, contact study programme director:</p> <ul style="list-style-type: none"> • internship suitable? • two internships? • requirements not met?
<p>Sem 3 (Dec)</p>	<p>Constant uploads of employer info & contracts on eDesktop</p> <p>Application of Erasmus+ when PTS in Europe</p> <p>Deadline for contract upload end of Dec</p>	<p>Reinforce communication about PTS</p> <ul style="list-style-type: none"> • regular exchange with students • CV check & interview coaching <p>Erasmus+ nomination & OLS license allocation</p> <p>Continuous check of file uploads in PTS-data base (eDesktop)</p> <ul style="list-style-type: none"> • Employer data • Student data • Statistics for government • Contracts 	<p>Status report to dept. supervisor & study programme director (has better access to students)</p>
<p>Sem 3 (Jan)</p>	<p>Continuous upload to data base stating contact data during stay abroad</p>	<p>Set deadline for students' search</p> <p>Offer help, make it urgent</p> <p>Erasmus+ nomination & OLS license allocation</p>	<p>Check with study programme director</p>

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PTS Schedule & Tasks

<p>Sem 4 (Feb – Mar)</p>	<p>Internship Start</p>	<p>Continuous check of file uploads in PTS-data base send individual reminder when student data is missing</p> <p>Fill government statistics</p> <p>Experience Fair</p> <ul style="list-style-type: none"> • set date • share date with rest of university • book rooms <p>Erasmus+ nomination & OLS license allocation</p>	<p>Check with Study Services & events coordinator</p>
<p>Sem 4 (Mar – Apr)</p>	<p>Complete upload & entries First Impressions due</p>	<p>Check if missing: Fill government statistics</p> <p>Check First Impressions (send reminder 1 week after missing the deadline)</p>	



PTS Schedule & Tasks

<p>Sem 4 (May – Jul)</p>	<p>Upload Reflection Report Complete upload & entries</p>	<p>Check PTS status & if necessary, send reminder/e-mails individually</p>	
<p>Sem 4 (Jul – Aug)</p>	<p>Complete upload & entries Upload reflection report</p> <p>Fill fields of experience</p> <p>Upload final employers confirmation (incl.start & end date)</p>	<p>Check PTS data base Help with uploads if necessary</p> <p>Prepare Grading Sheet Save student names (<i>Excel</i> sheets)</p> <p>Send PTS Company Questionnaire via <i>Limesurvey</i></p> <p>Prepare PTS Experience Fair I</p> <ul style="list-style-type: none"> • set date start of next sem • groups of 3-5 students • group branches, countries, companies • invite & brief students 	

PTS Schedule & Tasks

<p>Summer (Aug – Sep)</p>	<p>End of Uploads</p>	<p>Start grading</p> <p>Evaluate Limesurvey results Constant contact to companies: current vacancies/ internship offer</p> <p>Prepare Experience Fair II</p> <ul style="list-style-type: none"> • Send reminder to students • Invite lower semester students • Invite study programme directors, professors 	<p>Check with events coordinator</p>
<p>Start of sem 5 (Sept)</p>	<p>Participation in PTS Experience Fair</p>	<p>Grading of PTS Experience Fair</p> <ul style="list-style-type: none"> • During fair: walk around & check all students presence and stand performance • After fair: fill grading sheets (e.g. <i>Excel</i>) <p>Last check of PTS data base: Finalize grades & upload on eDesktop (1-2 days after fair) <i>My Teaching → My Schedules → My Exam Schedule → Edit Grades</i></p> <p><u>Upload only when entire cohort has uploaded all data!</u></p>	<p>Info to Study Services: Release of grades</p>



Experience Fair

1. Fields to be filled out on eDesktop **prior to Exp. Fair**

- company details / job tasks/ learning outcomes/ application tips
- Personal Skills Rating Scale AFTER PTS

2. Presentation on Exp. Fair or Experience Videos

- **Event** at beginning of following semester
- **Teams** be formed according to destination/ business sector from all BA degree programs of Dept. Business
- Presentation **style**: be creative! Business attire.
- Joint **Grading** of all students present at one booth

<https://www.youtube.com/watch?v=HOV6t5NXPm8>



THANK YOU FOR YOUR ATTENTION!

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