

# Period of Practical Business Training WMS 20 March – 21 April 2023

## TO THE ATTENTION OF THE EMPLOYER

### 1. Goals

The main goals of the five-week work placement of WMS students are the following:

- 1.1 Practical experience as complement to the teaching at school
- 1.2 Introduction to the functioning of business and administration
- 1.3 Aid of orientation for the students in their choice of career.

### 2. Implementation

The period of practical training takes place in the second term of the second school year. Alternatively, it can also be done in the third year instead of the mandatory language course abroad, which in this case would be done in the second year. The trainees should be employed productively. Their working hours correspond to those of the respective company.

### 3. Practical period and practical year

The five-week training is the student's first experience in the world of business. A year later, in 2024, the students will apply for a place with a firm where they will be trained in business for another year. Afterwards, they will take a practical exam at our school. It is possible, even desirable, that the five-week and the one-year practical training take place in the same firm. The employer could thus first test the trainees and later decide if they could be considered for a practical year.

The school together with the department of vocational training will supervise the trainees during this period. A teacher will be responsible to maintain the contact between our school and your company.

In their practical year the trainees will have to work on a project during their spare time. This project will be requirement and basis for their practical exam, which corresponds to the final exam taken by students of the KV (business school).

#### **4. Education**

The trainees are at least 16 years old. They have attended the following subjects with 3 lessons a week each: Accounting and Finance, Law, Business – General and Management. In Information Technology and Business Correspondence they have been trained in view of the ECDL. Apart from the basics in Computing the focus lies on Word Processing, Spreadsheet, Powerpoint and Financial Accounting.

Next to the career-specific subjects, great emphasis is put on German, Foreign Languages and all the other subjects providing an allround education.

#### **5. Finding work placement**

The employer can be chosen freely by the trainees themselves. The school supports them in their efforts to find placement. Agreements made between employer and student must be approved by the school. The students will introduce themselves personally well before they start their placement and take on the obligation to keep the company's business secrets.

#### **6. Remuneration**

A remuneration is not mandatory. Should you decide to pay your trainee, we kindly ask you to follow the customary wages for first year apprentices. In accordance with the chamber of industry and commerce of the canton of Aargau we recommend for next year CHF 700 to CHF 750 for the whole five-week period of practical training. Within this frame an individual differentiation – e.g. according to dedication or achievement – is obviously possible.

#### **7. Connection to school**

The practical training is supervised by the deputy headmaster (deputy principal) Cyrill Engeli, head of the WMS. During the practical training a teacher of our school will contact you in person to inquire about your experiences with the trainee. Additionally, the employers are kindly required to fill in a form confirming the trainee's practical training and to write a report about it.

ALTE KANTONSSCHULE AARAU  
Wirtschaftsmittelschule



Cyrill Engeli , Deputy Headmaster