



Compulsory internship (summer internship) at HLS Information for internship providers

General information

- The compulsory internship is divided into two parts in the curriculum
 - 8 weeks between the 3rd and 4th year
 - 8 weeks between the 4th and 5th year
- For this reason, the school year in the 3rd and 4th year ends at the end of May.
- The compulsory internships can be completed over 8 weeks in a single institution or split between two institutions (2 x 4 weeks).
- The aim of the internship is to familiarise students with operational processes in care and administration in social institutions.
- The weekly working hours must correspond to full-time employment.
- Regarding working hours, labour and social law provisions must be observed. For interns who are not yet of legal age, the special protective provisions for young workers also apply.
- As the School Hours Act does not apply to holiday internships, there are no 'school-autonomous days off' during these internships.
- The specific details of the internship are set out in an internship agreement between the internship institution, the student and the school. The school provides a template for the agreement.
- If the internship institution issues its own contract, it should include the following information
 - Name and address of the internship institution
 - Name, date of birth and address of the pupil
 - Name and address of the legal representative
 - Scope of the weekly internship
 - Signature and stamp of the internship institution
 - Signatures of the intern and legal guardian
- Voluntary work (no obligation regarding working hours, purely voluntary work) does not correspond to the compulsory internship provided for in the curriculum.

- Pupils are covered by accident insurance through the school. The prerequisite for this is that it is a genuine, unpaid holiday internship.
- If, during their internship, pupils are employed as employees above the minor earnings threshold or are subject to income tax, they must be registered with the Austrian Health Insurance Fund.

Aims of the internship

- Pupils should get to know a wide variety of fields of activity and areas of work in different social institutions. To this end, they should work in an institution to gain experience (e.g. through practical work with clients, work in the administrative area, etc.).
- In principle, the focus should be on activities in the social sector. However, as far as possible, we would be delighted if the pupils could also gain an insight into the administration of the institution.
- The compulsory internship between the 4th and 5th year can also be completed in accordance with our guidelines for selecting internship positions in the health sector, in the administrative area of a social institution or at a social institution abroad.
- By working within a company setting, students should have the opportunity to expand and deepen important basic skills in the social sector.

Documentation – involvement of the internship institutions:

We try to keep the administrative workload for our internship institutions as low as possible. Therefore, the only documentation required from the internship institution is the internship confirmation form. This contains a very brief overview of the intern's areas of responsibility and confirmation of the total number of hours worked. A form for this purpose is provided by the school.

For further information, please contact the school's internship supervisor, Ms Mag. (FH) Bettina Perner, BEd (bettina.perner@fachschulenerla.ac.at)