**TRAINING AGREEMENT**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course/Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No. \_\_\_\_\_\_\_\_\_\_\_

The purpose of this memorandum is to set forth a plan for training the student who is enrolled in any course/s being offered by College of Computer Studies as a completion of the curriculum in order that maximum learning and job proficiency may be achieved by the student trainee. A list of work experience under each unit of the course of study is shown on the weekly journal report as the type of experience expected to be learned from on the job training in the field of ICT.

The student agrees to work and study diligently both when receiving ICT industry experience and when attending school. The student also agrees to take advantage of every opportunity to improve the skills, knowledge, and values in order to qualify as globally competitive ICT professional. It is understood that the trainee will observe the same regulations which apply to other employees.

The Host Training Establishment (HTE) agrees to work and assist our training program in giving the students the well-rounded training by assigning the students several phases of computer related work during the training period. Training officer usually a supervisor or department head may be appointed to direct the students job training in each of the work assigned. At the end of the training period, the employer will complete the ICT JOB PROFICIENCY RATING SHEET which gives an evaluation of the performance and personality of the student trainee.

The OJT Coordinator will assist the host company in carrying out the training of the student. He will conduct the classroom instruction and correlate these instructions received by the students to the trainee actual office experiences. The coordinator shall confer with the Host Training Establishment and visit or call the trainee at work to discover and correct the weaknesses of the student trainee.

The parent or the guardian of the student has been informed about the program and permission has been secured for the student to receive the classroom instruction and ICT industry experience in the actual workplace.

The training period starts on the date covering **162 hours** of ICT related work. This agreement has been approved and signed by the Host Training Establishment representative. The student will report in the required schedule given by the HTE. This training agreement may be terminated for a just cause by any person named in this memorandum with the understanding that the notice will be given to all interested parties.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Student Trainee Signature of Host Company Representative*

(Signature over printed name) (Signature over printed name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Parent/Guardian Position of Host Company Representative*

(Signature over printed name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of OJT Coordinator* ***Date to Start****:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature over printed name)

***Date to End:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_