

Work-Based Learning (WBL) Agreement

This Work-Based Learning Agreement governs all student work placements undertaken as part of programmes delivered by the Institute of Tourism Studies (ITS). All placements are subject to prior approval and formal authorisation by ITS. The purpose of the placement is to provide the student with relevant, first-hand practical experience in business areas, roles, and operational processes directly related to their course of study.

This Agreement sets out the rights and responsibilities of the contracting parties, namely:

- a) The Student,
- b) The Institute of Tourism Studies (ITS),
- c) The Employing Organisation (the Employer).

The Student	
Name & Surname:	
I.D. Card Number:	
Current ITS Course:	CERTIFICATE IN TRAVEL AND TOURISM
The Institute of Tourism Studies (ITS)	
Name & Surname:	Mr. Pierre Fenech
Designation:	CEO
The Employing Organisation (the Employer)	
Company Name	
Jobsplus Employer Registration No.	
Contact Person	
Telephone/Mobile No.	
Email Address:	

A. Placement Conditions and the Employer's Obligations

1. Students will begin their job exposure in February during the second academic semester between **12/02/2026** and **29/05/2026**, with the summer work placement required to be completed between **22/06/2026** and **27/09/2026** ("End Date").
2. **Department/Section** The Student shall be placed in: _____
3. **Duration and Working Hours** The Employer shall provide the Student with the opportunity to undertake **one hundred and sixty nine (169) hours of work** under the job exposure scheme during the second semester, followed by a minimum of **three hundred and fifty one (351) hours during the summer period** (fulfilling the minimum requirement of 520 total hours) within the local tourism industry as a mandatory requirement for course completion.
4. **Remuneration and Statutory Entitlements**
 - a) During the job exposure (169 hours) the student will not receive any remuneration from the Employer.
 - b) During the work placement, the Employer shall pay the Student at the rate of €_____ per hour. (which shall always be not less than the national minimum wage applicable in Malta on the Placement start date).
 - c) The Student shall be entitled to pro-rata vacation leave, sick leave, statutory bonuses and rest days in accordance with Maltese law.
5. **Continued Enrolment** The Student shall remain formally enrolled at the Institute of Tourism Studies (ITS) throughout the entire duration of the Placement.
6. **Insurance and Social Security** The Employer shall, at its own expense:

- a) maintain valid insurance coverage for the Student against personal injury and accidents arising out of or in the course of the Placement; and
- b) pay all employer and (where applicable) employee National Insurance contributions for the full duration of the Placement.

7. **Legal and Regulatory Compliance**

The Employer warrants and undertakes that:

- a) the Placement constitutes formal, remunerated employment duly registered with Jobsplus;
- b) where the Student is under 18 years of age, it is registered with Jobsplus to employ young persons, has carried out the mandatory specific risk assessment (copy available on request), has appointed a competent supervisor and shall fully comply with the Young Persons (Employment) Regulations (S.L. 452.93);
- c) it will provide the Student with meaningful, hands-on experience directly relevant to their programme of study and ITS learning outcomes, and all assigned tasks will be appropriate to the Student's level of competence;
- d) it will cooperate fully with ITS in monitoring and timely complete all required monitoring, assessment and evaluation documentation;
- e) it will supply the Student with a weekly work schedule at least one week in advance and give at least 24 hours' notice of any changes (except in emergencies).
- f) it will issue detailed payslips to the Student in respect of each payment of wages, in full compliance with the requirements of the Employment and Industrial Relations Act (Cap. 452) and any applicable regulations made thereunder.
- g) it acknowledges and agrees that the Work-Based Learning (WBL) Department shall request and collect copies of the Student's payslips for the duration of the placement period for the purpose of verifying the number of hours worked.

B. Obligations of the Student

The Student undertakes as follows:

1. **Within twenty-four (24) hours** of receiving the fully countersigned copy of this Agreement, to upload a clear, legible scanned PDF of the fully executed Agreement to the designated Virtual Learning Environment (VLE). Failure to comply may result in the Placement not being recognised or credited towards the Student's programme requirements.
2. To complete the full duration of the placement amounting to fourteen (14) weeks on a full-time basis of forty (40) hours per week.
3. To perform all assigned duties diligently, professionally and to the best of their ability;
4. To comply fully with the Employer's internal rules, procedures, working hours and code of conduct;
5. To strictly observe all occupational health, safety and welfare standards and refrain from any unsafe practice;
6. To promptly inform the designated mentor/supervisor and the Work-Based Learning Department at ITS of any material change to the Placement arrangements or of any difficulty encountered;
7. Upon completing the placement, the Student shall submit via the VLE, the payslips covering the duration of the work placement, by no later than **Monday 5 October 2026**. **Failure to submit these documents by this deadline, shall render the Student ineligible to progress in their course of studies at ITS and/or graduate at the end of the year, as the work placement constitutes a key module within the programme;**
8. To submit via the VLE the complete Training Programme/Assignment and the Employer Appraisal Report (including the declaration of hours worked) by **no later than twenty-four (24) hours after the End Date**. Failure to submit complete and correct documentation by this deadline shall entitle ITS, at its sole discretion, to withhold academic credit for the Placement.

C. Termination of Agreement

1. This Agreement may be terminated by any Party upon one (1) week's written notice stating the reason for such termination.
2. The terminating Party shall immediately notify the Work-Based Learning Department at ITS at workbasedlearning@its.edu.mt

Agreed by the Employer:

Signature / Stamp

Date

Agreed by the Student:

Signature

Date

Agreed by ITS:

Signature

Date