

TRAINING AGREEMENT «PRACTICAL SEMESTER»

This training agreement is based on the following contract data of the trainee and the host company:

Trainee	Diane Wanda Wey Adligenswilerstrasse 22 6006 Luzern Schweiz
Training company	Stiftung Schweizerische Hotelfachschule Luzern Adligenswilerstrasse 22 6006 Luzern Schweiz Simone Rogge, Caregiver simone.rogge@shl.ch
Semester	Semester 2 - Praktikum Gastronomie PRG-28Q1 05.02.2028 - 27.08.2028 (official duration of the semester)
Function/position	F&B TRainee Standard
Employment period	07.02.2028 - 25.08.2028

This agreement defines the organisational framework of the practical semester and the intended competence development through a joint set of goals. The concrete practical content is delivered by the host company. Labour law aspects (such as working time, remuneration, insurance, deductions, etc.) are not part of this agreement. For these, the legal provisions of the respective country apply. For practical semesters and employment in Switzerland, Swiss law applies, in particular the L-GAV (Swiss hospitality industry collective agreement). For placements abroad, the laws of the host country apply. This agreement forms the basis for the subsequent internship or employment contract. By this agreement, SHL grants its approval to that contract (as per paragraph 6 of the Internship Regulations), provided the contract does not conflict with the framework set out here and complies with legal requirements.

COMPETENCE DEVELOPMENT GOALS

Before the practical semester begins, the trainee defines goals in the areas of action competence and human/social competence¹ to be deepened during the placement. The host company takes note of these goals. The trainee and the host company jointly ensure that the agreed goals are achieved. The following goals have been set:

Action competences

«Im Bereich der Führungsaufgaben und Führungsverantwortung, will ich die Organisation des Betriebes definieren und adaptieren.»

«Im Bereich der Vorbereitung und Durchführung von Hotel- und Gastronomiedienstleistungen, will ich im Beherbergungsbereich die Dienstleistungen planen, überwachen und mitwirken.»

Human competences

«Im Bereich der Sozialkompetenz, will ich mich sprachlich präzise und differenziert ausdrücken, sowohl verbal als auch nonverbal.»

«Im Bereich der Zukunftskompetenz, will ich Veränderungen erkennen und im Sinne der Organisationsziele mitgestalten.»

SUPPORT, REFLECTION, AND QUALITY ASSURANCE

During the practical semester, the host company supports the trainee's competence development. After approximately two thirds of the employment period, the trainee completes a self-assessment and the company completes a supervisor assessment, using SHL templates sent automatically by e-mail. Together with the set goals, these assessments form the basis for the reflection and development meeting between the host company and the trainee before the end of the employment period. In the final phase, both the host company and the trainee complete an SHL evaluation for quality assurance. At or before the exit meeting, the host company hands over the employment reference letter to the trainee. These elements together constitute successful fulfilment of SHL's practical semester requirements. Appendix 1 «Practical Semester Timeline» provides an overview of the steps for successful completion.

¹These objectives are based on the SBFI framework curriculum ([Rahmenlehrplan](#)) for training as a Certified Hotelier-Restaurateur HF and on the SHL's competency model ([Kompetenzmodell](#)).

SHL REGULATIONS

The following documents form an integral part of this agreement in their current version: Internship Regulations, School Regulations, and Promotions and Examination Regulations. They are available under [Downloads](#) at www.shl.ch. Any amendments take effect in August of the new school year. The host company and the trainee confirm that they have read and acknowledged these regulations. The training fee will be invoiced by SHL after signature of this agreement, in accordance with paragraph 8 of the Internship Regulations.

CODE OF ETHICS AND CONDUCT

The SHL Code of Ethics and Conduct is an integral and binding part of this agreement. It defines the standards for respectful, safe, and professional behaviour both in everyday school life and during practical semesters and operational assignments. The training company acknowledges these standards, appoints a contact person, takes any reports seriously, prevents any disadvantage or retaliation following a report, and actively cooperates in the clarification and resolution process. The trainee and the training company confirm that they have read and taken note of the Code of Ethics and Conduct. The document is available under [Downloads](#) at www.shl.ch/en.

FINAL PROVISIONS

This agreement supersedes any prior understandings regarding the practical semester between the parties. Amendments and additions must be made in writing and signed again by all parties.

COPIES AND SIGNATURES

This agreement is issued as a PDF document and signed electronically in a circular process (as a rule: 1. SHL, 2. host company, 3. trainee). After completion, all parties automatically receive a copy by e-mail.

Lucerne, 27.07.2026

{{Sig1_es_:signer1:signature}}

SHL Schweizerische Hotelfachschule Luzern
Simone Rogge, Head of Internships

{{Sig2_es_:signer1:signature}}

Stiftung Schweizerische Hotelfachschule Luzern
Simone Rogge, person responsible at the training company

{{Sig3_es_:signer1:signature}}

Trainee
Diane Wanda Wey

PRACTICAL SEMESTER TIMELINE

The path to a successful practical semester: An overview in 10 steps:



1

SEARCH FOR A TRAINING COMPANY

The on-campus semester at SHL lasts 10, 14, or 20 weeks. During this time, students actively look for a suitable training company to apply what they learned in practice.

TRAINING AGREEMENT

After a successful search, a training agreement is prepared and signed by SHL, the trainee, and the host company. It defines the type, duration, role, and goals of the placement. Following the signing of this agreement, the training fee will be invoiced by SHL in accordance with the internship regulations.



2



3

EMPLOYMENT OR INTERNSHIP CONTRACT

In parallel to the training agreement, a detailed employment or internship contract* is prepared between the host company and the trainee, according to applicable laws. Once signed, this contract must be sent to SHL.

[*SHL provides a template for the internship contract.]

START OF THE PRACTICAL SEMESTER

The practical semester usually starts right after the on-campus semester, often at the beginning of the next month, and lasts about 6 months (24 weeks) or longer. A shorter duration is also possible in certain cases (see the internship regulations).



4



5

SELF-& EXTERNAL ASSESSMENT

In the second third of the placement, a structured self-assessment and supervisor assessment is conducted to review progress. SHL provides the assessment framework and sends it automatically to both parties.

PERSONAL REVIEW MEETING

Based on both assessments and the goals set in the training agreement, the company and the trainee hold a formal review meeting.



6



7

EVALUATION & QUALITY ASSURANCE

In the final weeks of the placement, the host company and the student receive an evaluation from SHL for quality assurance and to assess the training company and the skills taught by SHL.



8

REFERENCE LETTER & EXIT MEETING

At the exit meeting, the trainee receives a detailed reference letter. This document must also be sent to SHL without being asked.



9

REFLECTION AT SHL

In the following on-campus semester at SHL, the practical semester is reviewed under the school's guidance to consolidate the learning experience.



10

TRANSFER COMPLETED

After the reflection phase, the practice transfer is complete. The practical experience gained is an important building block for the future hotel managers' careers.