

## **InternsPlus**

Guinness Enterprise Centre, Taylors Lane,  
Dublin 8, Ireland  
Tel: +353 14 151 294  
[info@internsplus.ie](mailto:info@internsplus.ie)

SŠTE Brno, Olomoucká, příspěvková organizace  
Olomoucká 61  
627 00, Brno  
Czech Republic

26th April 2023

### **CONTRACT for a programme in Ireland for SŠTE Brno, Olomoucká Erasmus+ projekt No: 2022-1-CZ01-KA121-VET-000059159**

between

**Střední škola technická a ekonomická Brno, Olomoucká, příspěvková organizace**  
(hereafter SŠTE)

legally represented by Ing. Zdeněk Pavlík, the headmaster  
and

#### **InternsPlus**

legally represented by Margaret Purdy, the director

InternsPlus offers to provide SŠTE with the organisation, administration and monitoring of the following programme for **the disabled student (with cerebral palsy, in a wheelchair)** in Administration.

### **THE SUBJECT-MATTER OF THE CONTRACT**

#### **Work Experience Placement**

The provision and monitoring of Work Experience Placements in Administration for the student of Economics and Business) for a period of **30 days** from the 1st June to the 30th June 2023.

Our services include:

- Arranging the Work Experience Placements
- Virtual OHS training
- Welcome pack and welcome meeting on arrival (physical or virtual)
- Assistance with Europass Mobility and ECVET/ EQAVET documents preparation if required
- Final meeting and evaluation (Learning agreements, Europass, Internship certificate)
- Support and Assistance (24/7 emergency support)

The workplace is required to have facilities easily accessible to the student with the disability (Cerebral palsy, impaired fine motor skills of the upper limbs, lower limbs - paresis/ wheelchair). The student must have access to the office equipment to accommodate his chair, this includes accessible desks, filing systems, shelving and access to machinery such as copiers and faxes. The student must have a wheelchair accessible toilet, lunchroom and break room. There should be a wheelchair accessible evacuation route in the building to be able to escape the premises at minimal danger. A ramp must be provided where the exit route is not at a suitable level for wheelchair travel.

Work Experience Placement is unpaid. The student is expected to follow our training programme which includes the fulfilling intended learning outcomes for his specialization at his place of career training, which will result in the student' obtaining Personal Transcript and Europasses Mobility. Providing and monitoring of the Work Experience Placements for the student by InternsPlus is free of charge.

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**Subsistence and inclusion support costs:** **(Euros) €9,056.00**

***Accommodation (wheelchair accessible, no meals)*** **(Euros) €7,958.00**

**A wheelchair accessible accommodation** – a studio for **the student and his assistant** (mother) with twin beds **for 32 days (31 nights)** from the 31st May to the 1st July 2023.

The building must be fully wheelchair accessible (accessible lifts with lowered buttons, an accessible entrance and restaurant, automatic opening doors, etc). The hotel restaurant is required to be able to meet the student's diet requirements due to problems with food intake (expenses for meals are not included to the price).

There should be a wheelchair accessible evacuation route in the building to be able to escape the premises at minimal danger. A ramp must be provided where the exit route is not at a suitable level for wheelchair travel.

The studio with a fully-equipped kitchenette must be fully wheelchair accessible with accessibility features such as an electric profiling bed or medical adjustable bed (for the student), bed side guard, riser/recliner chair, lowered bathroom facilities, bath board, bath seat, wall-mounted shower seat, raised toilet seat, if requested - mobile shower chair, automatic opening of the bedroom door from the inside, bathroom and bedroom doors at least 32 inches wide, etc.

***Entrance to the wheelchair accessible onsite gym*** **(Euros) €150.00**

Anytime permanent gym pass (using the gym and all the equipment) for the period of the whole stay in the hotel including personal trainer options to exercise for preventing limb muscles becoming flabby at definite times.

***Onsite Laundry facilities*** **(Euros) €84.00**

Higher hygiene requirements and more frequent use of laundry and ironing services throughout the whole stay in the hotel.

***Hiring electric wheelchair including VAT*** **(Euros) €600.00**

Hiring electric wheelchair including rental, insurance, delivery and collection for a period from the 31st May to the 1st July 2023.

***Public transport*** **(Euros) €264.00**

Monthly season tickets for public transport (Local bus pass) for **the student and the assistant** (mother) **for 32 days** from the 31st May to the 1st July 2023.

**Travelling costs (wheelchair accessible):** **(Euros) €150.00**

Return wheelchair accessible transfer by minibus from/to airport/hotel for **the student and the assistant** (mother).

### **TIMING AND DURATION**

A minimum of 1 months' notice is required, from the contract signature date to the commencement of the programme. The programme dates quoted are subject to availability at the date of contract signature and will be confirmed at that time.

### **TOTAL PRICE**

To the **supply of the above services**

**(All the Subsistence and inclusion support costs and Travelling costs): (Euros) €9,206.00**

*This is a Fixed Price Contract, payable in the currency quoted. (Please note: any additional services requested must be agreed in writing and must be paid for when invoiced)*

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### **TERMS**

This quotation is valid for 30 days from the above date

80% 2 weeks before arrival of group  
20% 3 weeks before the end of the programme in Ireland.

### **The Initial Payment to be made by bank transfer to:**



*(Any bank costs incurred in transfers will be included, at cost, on our invoices)*

### **CONDITIONS OF CONTRACT**

- SSTE is obliged to provide InternsPlus at least one month before arrival participants' CVs and Cover Letters, personal and medical data necessary to provide host companies and families. Furthermore, SSTE will actively participate and cooperate with InternsPlus and host organizations in the process of working out learning outcomes and in other activities, such as project monitoring, evaluation and dissemination.
- InternsPlus undertakes to process all personal data provided to it in accordance with Regulation 2018/1725 (Regulation (EU) 2018/1725 according to the General Data Protection Regulation 2016/679 of the European Parliament and of the Council of 06 April 2016) in terms of fulfilling tasks related to the organization, implementation and administration of programs, activities and agendas. More about the principles of personal data processing at <https://internsplus.ie/privacy-policy/>
- InternsPlus will make efforts and provide details, documents and other materials so that SSTE can learn from InternsPlus and gain know-how and experience in managing international projects.
- Any complaints must be brought to InternsPlus attention, in writing, during the period of the programme. InternsPlus cannot give consideration to complaints brought to their notice after the completion of the programme.
- InternsPlus is responsible for the quality of the services provided. The quality of the provided services will be controlled by InternsPlus staff and the accompanying person of SSTE who is obliged to inform the SSTE management at the beginning of the mobility and will be regularly monitored during the work placement/mobility in the companies/host families and through interviews and communication with participants.
- InternsPlus will make every effort to provide contracted services. In case that any service cannot be provided for reasons beyond InternsPlus's control, such as force majeure, another alternative will be provided or the money will be refunded by mutual agreement.
- In case of cancellation or changes in the schedule of the agreed services by either party due to unforeseen events, both parties of the contract undertake to make every effort to agree on an alternative to the agreed services or on an alternative date.
- The agreed amount will be paid in two instalments and the supplement will be paid to InternsPlus after a week of mobility in Ireland and after assessing that InternsPlus has fully fulfilled its obligations and the terms of the contract. In case of default on the agreed conditions and the quality of the services provided, InternsPlus undertakes to make immediate efforts to rectify the things in order to comply with the agreed conditions and the quality of the services provided. In case of insufficient performance or non-performance of obligations, InternsPlus undertakes to return the entire invoiced amount, including the deposit. The registration fee / deposit will also be refunded in full if InternsPlus is unable to provide the services provided in the contract.
- InternsPlus will use their best endeavours to provide the services contracted for. In the event that any of the services cannot be provided for reasons beyond InternsPlus' control, then either an alternative will be provided or a refund made, at InternsPlus' sole discretion.

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- If a quoted price is itemised, this is for budgetary purposes only and does not constitute a condition of the contract.
- If the contract is a fixed price contract, the amount invoiced will be the total amount contracted for, without itemisation.
- If the contract is a variable price contract, the amount invoiced will be on the basis agreed, and copies of relevant invoices and supporting documentation will be made available on request.
- If any person who is contracted to be in the programme either fail to commence, or leave before completion, for any reason, then InternsPlus may, at its sole discretion, offer a partial refund in respect of that person or persons.
- Work Experience placements are conditional upon the participant having an adequate capability in the English Language. InternsPlus can take no responsibility for the unsuitability of such a placement if the participant does not have a satisfactory capability in the English language.
- InternsPlus does not accept liability for personal injury of any participant, howsoever caused. InternsPlus does not accept liability for the loss or damage of any property belonging to or travelling with any participant. InternsPlus does not accept any responsibility for losses or additional expenses owing to delays or alterations in travel services, weather, sickness, strikes or any other causes.
- SSTE is responsible for ensuring that each mobility participant has complex foreign travel insurance for the host country for the entire period of the mobility, namely insurance for medical expenses abroad, assistance services, accident insurance including repatriation, liability insurance for damage to health and property.
- InternsPlus' liability is limited to the contract amount. No third party or consequential liabilities are accepted.
- This contract is made under EU law.

### AGREEMENT

The signatory understands and accepts that this proposal offers the above facilities for participants for the period agreed only and that the information pertaining to accommodation and career training placements is to be used for this programme only.

The signatory further agrees that s/he will not attempt to contact any of the accommodation or career training providers directly either in relation to this programme or any future programme, and that all communication will be made through InternsPlus unless InternsPlus gives its written agreement to the contrary.

Please indicate your acceptance of the contract conditions and quotation by signing the contract in two originals, one copy will get InternsPlus and the other - SSTE.

### SUPPORTING ORGANISATION



Director

26/04/2023  
(Date)

(Stamp of Organisation)

### SENDING ORGANISATION

Headmaster



INTERNSPLUS  
Guinness Enterprise Centre,  
Taylors Lane,  
Dublin 8, Ireland

26/04/2023  
(Date)

(Stamp of Organisation)

Střední odborná škola  
pro technická a ekonomická  
oborů, Olomoucká,  
15000 Olomouc, příspěvková organizace ①  
IČO: 4751140/61, 627 00 Brno  
tel.: 548 515 111