

## Guidelines for the placement year of IMS students

After three years at the Kantonsschule Hottingen the students take their school-leaving examinations and complete all information technology modules in the field of application development (according to I-CH).

In their fourth year of training, the students complete a one-year internship, which aims at the following goals:

1. Deepening of information technology education.
2. Teaching of practical skills in a productive, goal-oriented environment.

The interns are to be provided with as good an insight as possible into the operational processes and interface problems.

After the internship, the students complete their training by gaining the Federal Diploma of VET (= Vocational Education and Training) in Information Technology.

### What our students offer

After three years of full-time schooling, the IMS students have completed the same information technology modules as apprentices at the end of their four years of training. Their basic business knowledge corresponds to that of vocational business school graduates at the end of their training.

Since the trainees have completed their basic schooling by the beginning of the internship, they are 100% available to the companies (except for public holidays) during the placement year. As part of the internship, the obligatory thesis, i.e. the two-week individual practical work (IPA), has to be submitted.

### Requirements for employers

Companies / organisations which would like to offer an internship must meet the same requirements as those involved in the training of apprentices (e.g. there has to be at least one IT-specialist with five years of professional experience). You do not need any special training permit from the canton.

However, the following prerequisites must be taken into account:

- The work in the internship company complies with the principles specified in the ordinance issued by the SERI (= State Secretariat for Education, Research and Innovation) of 1 November 2013 on basic vocational training for computer scientists and the corresponding syllabus.
- In order for the Federal VET Diploma in Information Technology to be issued, the internship must comprise at least 220 full-time working days.
- The internship must be mainly in software-developing companies or departments. Solely doing support tasks is not allowed.

- The following topics should be covered during the internship:
  - Insight into the definition of needs and into the analysis and development of proposed solutions.
  - Participation in the design
  - Participation in the development of solutions (e.g. e-business, procedural or object-oriented development of applications or parts thereof).
  - Participation in project handling incl. documentation and user training.

In addition, the internship company must, in cooperation with the trainee, be able to determine the topic for the two-week individual practical work (IPA) and to accompany and evaluate it together with an expert in the field. The requirements correspond to those of the IPA as part of the four-year apprenticeship. Detailed information can be found at [www.pk19.ch](http://www.pk19.ch).

Apart from the provision of a modern workplace, the companies will not incur any further infrastructure costs.

The remuneration of the interns and other details are stipulated in the internship contract (standardised form approved by the canton).