

Self-elected education and training

- with 100 percent
covered pay



Education and training with 100 percent covered pay

The Industry Self-elected Education Programme is a unique opportunity available to you as an industrial employee.

You can take up to 10 days per year for continuing education and have your pay during that time fully covered by Industriens Kompetenceudviklingsfond (IKUF).

You are entitled to these 10 days through your collective agreement.

There are so many options for education, and which ones you want to pursue are up to you.

This guide shows you how to get started.



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Text:
Benedikte Andersen and Casper Abildstrøm Vildbech,
3F; Birgitte Grum-Schwensen, Teknisk Landsforbund;
Hanne Lindstrøm, Dansk El-Forbund; Kristi Rammo, HK
Privat; and Erling Jensen, Dansk Metal; in collaboration
with journalist Dorthe Kragh, CO-industri.

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When am I entitled to self-elected education and training?

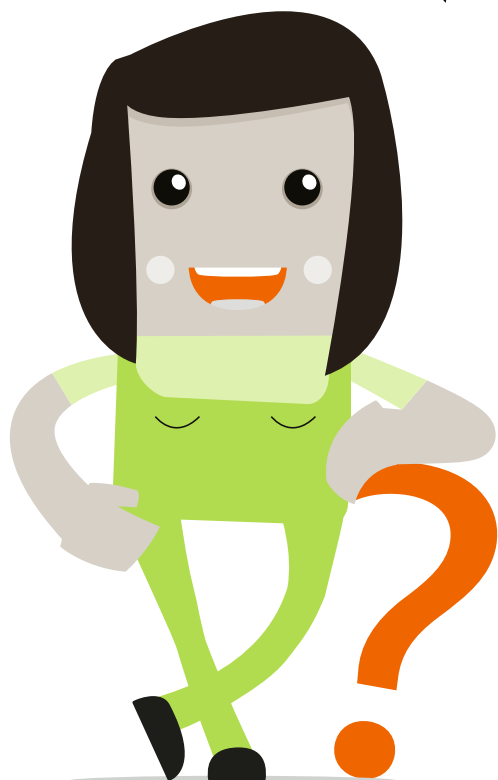
You can get 10 days of self-elected education and training if you:

- Are employed under the Industrial Agreement (Industriens Overenskomst), the Collective Agreement for Salaried Employees in Danish Industry (Industriens Funktionæroverenskomst), a number of

company collective agreements, or a long list of accession agreements. If you are in doubt as to which collective agreement you are covered by, ask your local trade union.

- Have been employed at a company for 6 months.

REMEMBER to always arrange the dates of courses and training programmes together with your employer.



What am I entitled to?

You are entitled to:

- 10 days of self-elected education per year, equivalent to 74 hours, with 100 percent covered pay.
- You are entitled to use unused days from the previous 2 years. That means you can accrue up to 30 days of education.

For what can I receive subsidy?

In addition to 100 percent covered pay, you can have the following expenses covered:

- course fees
- transportation
- room and board
- other expenses, such as materials and medical certificates

Which courses can I apply for?

You can apply to educational programmes that prepare you for employment within areas subject to industry agreements. For example:

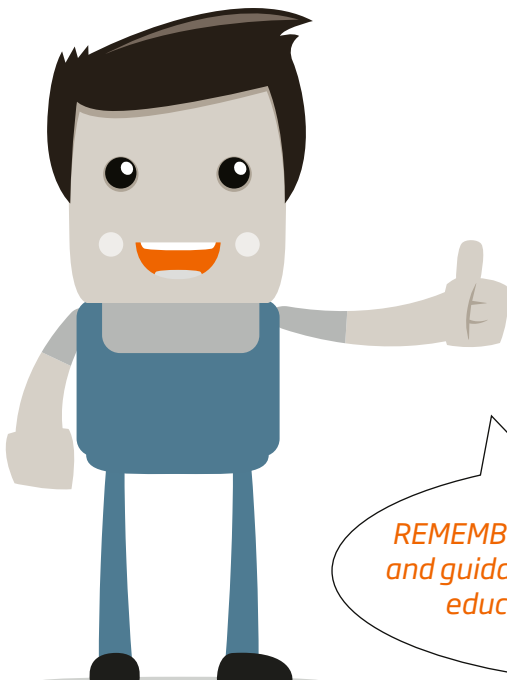
- AMU courses (professional training)
- General education programmes, such as English, Danish, and maths
- dyslexia courses
- academy programmes
- diploma programmes

On IKUF's website, you can find inspiration for your training and see which courses you can receive subsidy for. If you apply to one of the pre-approved courses listed, you will receive a response within a few days.

If you do not find the course you are interested in on the list, it is still possible to apply for subsidy. However, note that the course must prepare you for employment within the industry.

Expect longer processing times for courses that are not pre-approved.

Which programme you choose is up to you. The course does not need to be related to your current workplace. If your employer requires you to take a particular course, you do not need to use your self-elected education days for that purpose. In that case, your employer pays both the cost of attending the course and your full pay while you are away.



REMEMBER that you can always get help and guidance from your union to apply for education subsidy through IKUF.



Where do I find courses and programmes, and how do I register?

Please note that most of the following websites are in Danish.

- At ikuf.dk, you can find a list of courses which IKUF has already approved.
- If you are interested in the adult vocational training programme (AMU), amukurs.dk is a good place to look for inspiration. From there, you can go directly to the application on ikuf.dk
- On bygovenpaa.dk and at ug.dk/uddannelser/akademiuddannelser, you can find inspiration for academy programmes and other higher education programmes.
- ug.dk is the Ministry of Education's education guide, which contains all public education programmes. There, you can also get personalised guidance.
- At voksenuddannelse.dk you can get a good overview of all the opportunities available for adults. You can see currently available classes there and register for a course.
- Your union can also help you find the right programme for you and get you enrolled.
- Additionally, you can contact an educational institution for enrolment guidance.

How do I receive a subsidy from IKUF?

Here's how:

Find out which specific programme you want to apply for and how much it costs. Remember that you can always seek guidance from your union or your shop steward. They can also help with the application process itself.

Go to ikuf.dk and fill out an application online. You'll need your MitID and your payslip, so that you have your company's CVR number, payroll information, and other details.

If IKUF has already approved your application, you can also request that IKUF pre-pay the participation fee directly to the location offering the course, so you do not need to pay out of pocket.

Register for the programme of your choice at voksenuddannelse.dk once IKUF has approved your application and your workplace has approved your time off.

Remember to apply for any VEU (Voksen- og Efteruddannelsesgodtgørelse) reimbursement or SVU (Statens Voksenuddannelsesstøtte). You must do this at the same time as you register for the course. The subsidies from VEU/SVU are paid out automatically after you complete your course.

Once you have completed your course, you will need to submit copies of your course certificate, course fee invoice (if not prepaid) and proof of payment. IKUF will then pay out compensation for your lost pay.

REMEMBER that you can get help and guidance on VEU and SVU from the location offering your course.



What is my financial situation beyond the course fees?

IKUF is a professional development fund that provides reimbursement for lost pay and other subsidies as a supplement, such as VEU and SVU. All skilled and unskilled workers are eligible for SVU and VEU. You will therefore be directed to apply for public sub on top of the subsidies you may receive from IKUF.

Loss of salary compensation:

- When you take a self-elected education or training programme, you do not receive wages from your employer.
- Instead, you will receive 100 percent of your loss of salary, including holiday pay, free choice account and pension. For details, see the calculation form on IKUF's website. You will also receive 100 percent of any shift bonus based on the collective agreement's shift rates.

Public subsidy:

- If your programme is eligible for VEU reimbursement or SVU reimbursement **you must apply for this yourself**. This will also be indicated in your approval from IKUF.
- VEU allowance is for AMU courses. You apply for this at the same time as when you register to your course at voksenuddannelse.dk.
- SVU is for general and higher education programmes. See svu.dk. Get more information from the educational institution. Please note that your application must be approved **BEFORE** commencement of the education.
- The payments are deducted from the subsidy from IKUF, but you get the same amount paid out. It only comes from two places.

Course fees:

- You can get relevant educational materials and any certificates paid.
- For AMU courses, the cost of materials is included in the registration fee.

- The expenses you want covered **must** be included in your application.
- If you are applying for an academy or diploma programme, you must also apply for a subsidy from Omstillingsfonden.

Transport:

- For AMU courses, you must apply for mileage allowance together with the VEU allowance.
- For other courses, you can apply IKUF for the actual distance you drove. However, this only applies to distances over the first 24 kilometres driven daily

Room and board:

- For AMU courses:
 - In connection with the VEU allowance, you are entitled to 550 DKK as part of VEU reimbursement. If the school can offer you room and board for less than this amount, do not apply for room and board reimbursement from IKUF.
 - If your expenses are above 550 DKK, you can apply for the difference from IKUF. However, there is a limit on how much subsidy can be provided.
- For other programmes, you can also receive subsidy for room and board. See how much you can get covered at ikuf.dk under "Ofte stillede spørgsmål".

Help:

- Remember that your shop steward or union can always help you if you have questions about self-elected education.

Help with your application is available from:

HK Privat: hkprivat-uddannelse@hk.dk

3F: Contact your local trade union

Dansk El-Forbund: medlem.def.dk/find-answer/fag-uddannelse/uddannelsesvejledning

Dansk Metal: danskmetal.dk/Uddannelse/UddannelsesService

Teknisk Landsforbund: fagforeningen@tl.dk

Blik og Rørarbejderforbundet: blikroer.dk/efteruddannelse

Malerforbundet: Contact your local trade union

Dansk Jernbaneforbund: Contact your shop steward or DJ

Serviceforbundet: Contact your union



INDUSTRI

CO-industri
Molestien 7, 3.
DK-2450 København SV
co-industri.dk



IKUF
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HK
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DANSK METAL



BLIK&RØR
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DANSK EL-FORBUND

SERVICE
FORBUNDET

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LANDSFORBUND

MALERFORBUNDET