

Self-  
elected  
education  
and training  
in the  
industry



*The industry's self-elected education and training is a unique opportunity for those of you working in the industry.*

*Two weeks a year, you can attend continuing or further education/training with support from Industriens Kompetenceudviklingsfond (The Industry Competence Development Fund) (IKUF). You decide which training or education programmes or courses you want to take.*

*This way you can strengthen your professional expertise and continue to remain competitive in your current job, or you might want to try your hand at a new and exciting job.*

*This guide shows you how you can receive wage compensation and have the education/training programme that you want paid through IKUF.*



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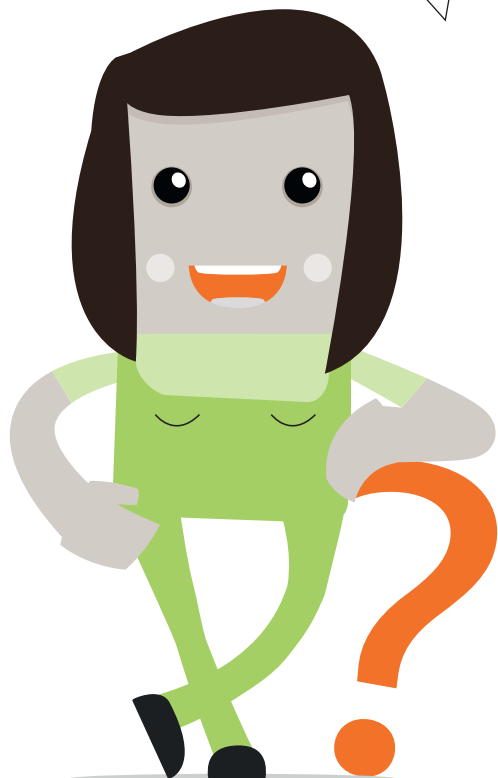
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# When do I have the right to self-elected education and training?

## You can get 2 weeks 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 union.
- Have been working at a company for 6 months.
- Choose an education/training programme from IKUF's positive list or which is relevant for working in the industry.

*REMEMBER that you always need to agree with your company, when you can attend a course or an education/training programme.*



## What do I have the right to?

### You have the right to:

- 2 weeks of self-elected education and training per year, which can be split into hours or days.
- To save self-elected education and training. For example you can take 6 weeks of education and training if you have not used up your right to education and training during the last 2 years.
- Up to 5 weeks of education and training during the notice period if you have been let go.

# For what can I receive subsidy?

- You can have the course fee paid for the education and training programmes that are preapproved by IKUF, e.g. adult vocational training (AMU) courses, general education programmes and academy profession programmes. This also applies to other education and training programmes if IKUF approves your application.
- In connection with registration, you can get IKUF to pay the registration fee directly to the course institution once your application has been approved. See IKUF's website [www.ikuf.dk](http://www.ikuf.dk) under "Anmodning om betaling af gebyr til kursussted".

# Which courses can I apply for?

You can apply for any education and training that leads to employment within the areas of the industry's collective agreements.

Some choose to compose a programme where they go from being unskilled to skilled workers. Others focus on academy education programmes or diploma degrees so as to get a higher education in the long run.

You can also choose one or more courses that can strengthen your professional expertise and your competences for your job or bring you closer to the job of your dreams.

Some courses have already been approved by IKUF – for these, you will receive a response in a few days. Other courses have not been pre-approved, so you should count on it taking up to 6 weeks for approval.

You are the one who decides which education and training to choose. It does not have to be relevant to your place of work. If your employer decides that you need a special course, then it will not fall under self-elected education and training. In this case, it is the employer who will pay for the course plus full salary while you are away.



*REMEMBER that you can always receive help and guidance from your union by applying for a subsidy for education and training through IKUF.*



- <https://www.ug.dk/programmes/academyprofessiondegrees>

## Where do I find courses and education/training programmes, and how do I register?

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

- At [www.ikuf.dk](http://www.ikuf.dk) you can find a list of the courses that IKUF has already approved.
- If you want to attend adult vocational training, then [www.amukurs.dk](http://www.amukurs.dk) is a good place to look. From here you can go directly to your application at [www.ikuf.dk](http://www.ikuf.dk). Remember that you need IKUF's approval before registering. [www.amukurs.dk](http://www.amukurs.dk) can also send you to the registration page.
- At [www.bygoenpaa.dk](http://www.bygoenpaa.dk) and [www.ug.dk/programmes/academyprofessiondegrees](https://www.ug.dk/programmes/academyprofessiondegrees) (in English) you can find inspiration for academy profession programmes that are targeted to people like skilled workers who already have an education and want to build on it.
- At [www.voksenuddannelse.dk](http://www.voksenuddannelse.dk) you can get a good overview of all the options for education and training for adults. [www.ug.dk](http://www.ug.dk) is the Ministry of Education's education and training guide and includes all public education and training programmes. Here you can also receive personal guidance.
- Your union can also help with finding the education or training that is right for you and get you registered.
- You can also contact the place of education to find out how to register.

# How do I receive a subsidy from IKUF?

## Instructions:

Determine for which specific education or training programme you want to apply for a subsidy and what it costs.

Go to [www.ikuf.dk](http://www.ikuf.dk) and complete an application online.

You need to use your NemID and pay slip so that you have your company's CVR number, your wage information, etc.

If you have an approved application with IKUF, you can also request that IKUF prepays the registration fee directly to the establishment holding the course, so you do not need to pay for it yourself.

Register to the desired education or training when you have received approval for your application from IKUF and your place of work has approved your absence.

If relevant, remember to apply for VEU adult and continuing education allowance (Voksen- og Efteruddannelsesgodtgørelse) or State Educational Support for Adults (SVU). This should be done when you register for the course. The subsidy from VEU/ SVU is paid automatically when the course has been completed.

When you have completed your course, you must submit copies of your course certificate, invoice for the course fee (if this has not been prepaid) as well as documentation for your payment. IKUF will then pay your loss of salary compensation.

*REMEMBER that you can get help and guidance about training subsidies from the establishment holding the course.*



# What is my financial situation apart from a paid course registration fee?

## 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 85 percent of your loss of salary, including holiday pay, free choice account and pension. You will also receive 85 percent of any shift bonus based on the collective agreement's shift rates. You can calculate how much you receive in subsidy using IKUF's subsidy calculator at [www.ikuf.dk/loenmodtager/brug-ikufs-tilskudsberegner/](http://www.ikuf.dk/loenmodtager/brug-ikufs-tilskudsberegner/).

## Public subsidy:

- If VEU allowance or SVU is available for your education or training programme, **you must apply for this yourself**. It 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 [www.voksenuddannelse.dk](http://www.voksenuddannelse.dk). Instructions are available at [www.ikuf.dk](http://www.ikuf.dk) under "Vigtig information".
- SVU is for general and higher educational programmes. See [www.svu.dk](http://www.svu.dk). Get more information from the educational institution. Please note that your application must be approved BEFORE commencement of the education or training programme.
- The payments are deducted from the subsidy from IKUF, but you get the same amount paid out. It just 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 cost you want covered **must** be included in your application.

## Transport:

- For AMU courses, you must apply for millage allowance together with the VEU allowance.
- For other courses, you can apply 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 have the right to DKK 500. If the school can offer you room and board for under this amount, you do not need to apply to IKUF for support for room and board.
  - If your costs exceed DKK 500, you can apply for the difference from IKUF. However, there is a limit to the subsidy.
- For other education and training programmes you can also receive subsidy for room and board. You can see how much subsidy you can receive at [www.ikuf.dk](http://www.ikuf.dk) under "Ofte stillede spørgsmål".



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