

Training assistance: INFPC

[National Institute for the Development of Continuing Vocational Training]

The implementation of a **training plan** in the company is a key element to ensuring continuous vocational training for its employees. Its objective is to optimize the implementation of training particularly by determining the training needs of the company/its customers and by planning, insofar as possible, the training directions for the coming year. The training plan takes the form of a contractual document that binds the various stakeholders involved.

When an employer decides to set up a training plan, he must first carry out a **diagnosis of the training needs and skills** present in his company.

The legislation on continuing vocational training makes companies legally established in Luxembourg eligible for aid to finance their training plans.

The **INFPC** informs and assists companies on this front. It is also responsible for examining requests for co-financing from companies wishing to obtain such financial aid.

The co-financing aid scheme was reformed by the Act of 29 August 2017. Accordingly, since 2018, the co-financing aid amounts to **15% of the annual cost of the training investment** made by the company during the operating year.

Moreover, **the investment in training is capped according to the size of the company:**

- 20% of the wage bill for companies with 1-9 employees;
- 3% of the wage-bill for companies with 10-249 employees;
- 2% of the wage bill for companies with more than 249 employees.

For a company with 100 employees therefore, the reimbursement by the INFPC will be limited to 15% of the 3% investment of the payroll even if the company has invested more than 3% of its payroll in training.

This training budget includes the following:

- The salaries of the participants as well as those of the company's internal trainers
- The costs of external training organizations;
- Travel, accommodation and catering costs relating to training courses;



In order to obtain this reimbursement, the employer must complete a specific application form covering the entire year from 1 January to 31 December. This application must be particularly well documented: copies of invoices, signed attendance lists, or certificates of attendance at the various training courses... all of which requires a significant administrative follow-up! Once the application has been completed, it must be sent to the INFPC **before 31 May of the following year.**

As a result of the measures taken to limit the spread of the COVID-19 virus, the deadline for the submission of the application for co-financing in 2019 has been extended by 2 months, i.e. to 31 July 2020 at the latest.

➔ Please note that Securex can assist you in these steps.

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