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Check here to search for continuing vocational training course

www.sh.kursportal.info

The "course portal Schleswig-Holstein" sponsored by the Ministry of Economic Affairs, allows you to search continuing education courses from approx. 500 providers throughout Schleswig-Holstein.

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ZUKUNFTSprogramm
Arbeit

Ministry of Science,
Economic Affairs and Transport
of Land Schleswig-Holstein



ZUKUNFTSprogramm
Arbeit
Investition in Ihre Zukunft

Continuing education is important

Worldwide financial crisis, less economic growth, even a recession? Who would even think about continuing education during such difficult times?

I would like to encourage you to do exactly that – and for good reason: First of all, after the downward trend, things always improve. And the more you and your employees use the off-peak times for meaningful improvements, the better off you are in the future.

But there is another good reason: The costs of seminars for employees are supported within our programme "Continuing Education Bonus Schleswig-Holstein" for up to 100%. Therefore the companies and employees don't have to bear the financial burden of such continuing education. All you have to do is to spend your time. This is made possible by the "Zukunftsprogramm Arbeit" (Schleswig-Holstein's labour market funding scheme) which is supported from the European Social Fund (ESF). This flyer is intended to inform you of the support options in detail.

The potential of firms is in the minds of their employees. Keep it and maintain it, because you will need it in the long run!



Minister of Science,
Economic Affairs and Transport
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Why do we provide support?

Continuing education contributes to improved employment chances and represents a deciding factor for corporate development, innovation potential and market positioning.

Lifelong learning requires continuous processes and represents the answer to the ever-increasing demands on jobs and professions. In order to support the companies and their employees, the Land Schleswig-Holstein provides subsidies for continuing vocational education costs.

Who will be supported?

Employees in small and medium-sized enterprises receive an allowance for continuing vocational training course.

All employees shall be deemed eligible for this measure, including those employed as home workers or persons treated as such, as well as any person in employee-like positions.

What will be supported?

Support will be provided for the seminar costs of continuing vocational training course:

The seminar must last for at least two days (16 hours) and should not exceed 400 hours.

The hourly rate upon which the continuing vocational training course is based will be acknowledged and approved up to EUR 12.

What are the requirements?

The company must be domiciled or maintain at least one business premises in Schleswig-Holstein.

The continuing vocational training course shall be held at a continuing education provider whose company headquarters or at least one business premises is domiciled in Schleswig-Holstein.

Trainees are entitled to receive support for a continuing vocational training course if the contents are not part of their regular syllabuses.

The application must be requested and approved prior to the start of the course.

The invoice from the continuing education provider must be issued to employee's home address.



What is the whole support?

Employees in small and medium-sized enterprises receive an allowance for the costs of the continuing education measure. Support will be provided for up to 100% of the eligible seminar costs - if the employer grants a release from work for the participation in such continuing education programme.

If the employee participates in the continuing education programme during his or her leisure time, 55% of the seminar costs are born by the employer. The remaining 45% can be subsidised.

The eligible costs must be EUR 160 or higher.

The maximum eligible seminar costs are EUR 4,000 per course and participant.

The disbursement will be made after the end of the seminar on presentation of the following documents:

Certificate of participation

Certificate regarding release from work or certificate of the employers' contribution to seminar costs

Copy of the invoice from continuing education provider

Evidence of payment



Where to submit the application?

Investitionsbank Schleswig-Holstein (IB)
Fleethörn 29 - 31, 24103 Kiel
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e-mail: foerderprogramme@ib-sh.de

The directive and the application form are available on the internet at: www.ib-sh.de/aktion-a1