



Are you getting your fair share?

INFPC co-funding application

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General Information

Understanding the INFPC co-funding application

What is it about?

- ▶ Government initiative to support companies in their training programs;
- ▶ Ultimate objective is to encourage continuing vocational training;
- ▶ Access to the subsidy is obtained by means of a co-funding application;
- ▶ “L’Institut National pour le développement de la Formation Professionnelle continue” (INFPC) is responsible for analysing the applications.

Who is concerned?

- ▶ Private sector **companies** legally established and mainly carrying out their activities in Luxembourg;
- ▶ Training courses must be aimed at **employees**:
 - ▶ affiliated to the Luxembourg social security system (i.e. seconded employees are not eligible);
 - ▶ bound to the company by an employment contract (fixed-term or open-ended).

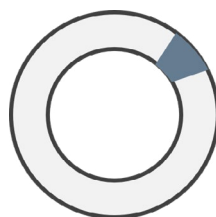


General Information

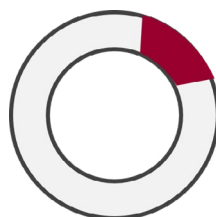
How is the subsidy determined?

The State's financial support amounts to 15% of the cost of the training investment made during the operating year. However, the training investment is capped according to company size.

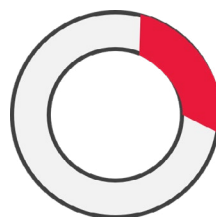
1. Limit set of the training investment according to company size



2% of the total wage bill for companies with more than 249 employees

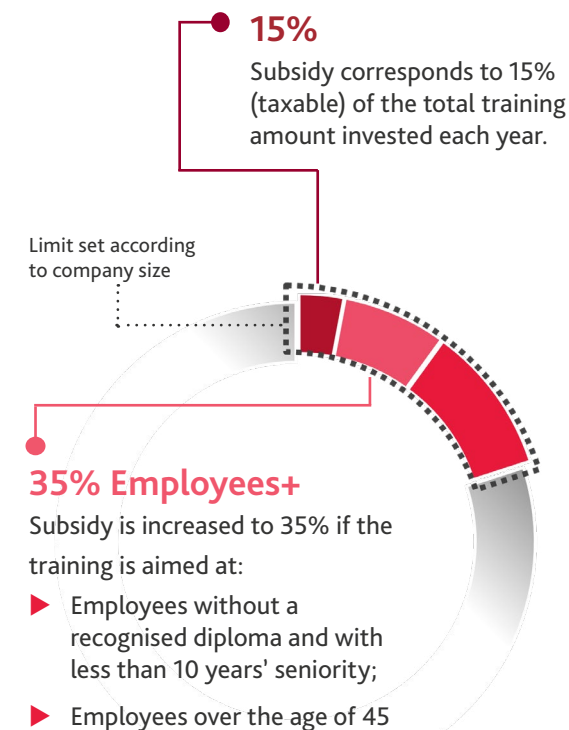


3% of the total wage bill for companies with 10 – 249 employees



20% of the total wage bill for companies with 1-9 employees

2. Percentage of reimbursement on total training investment



How we can help you

Discover our services

We guarantee you time savings for your HR people and a return on investment (subsidies) that justifies the use of our services.

Our expertise at your disposal



Certified experts and trained by the INFPC

Informed of the latest changes in the co-funding application and its legal framework

Direct access to INFPC specialists in case of specific or complex questions

Expertise built up over many years in a wide variety of sectors and for various (small-sized to large) companies

Assistance tailored to your needs



Collect and analyse the eligibility of the training documents.



Assess compliance and **annotate** supporting documents in accordance with legal framework.



Provide support during the auditors' review of the application (if any audit prior to the submission of the application)



Prepare and send the overall application for co-funding to the INFPC.

BDO in Luxembourg

About us - established since 1950

BDO's specialist teams in Luxembourg offer an variety of different services:



Audit & Assurance



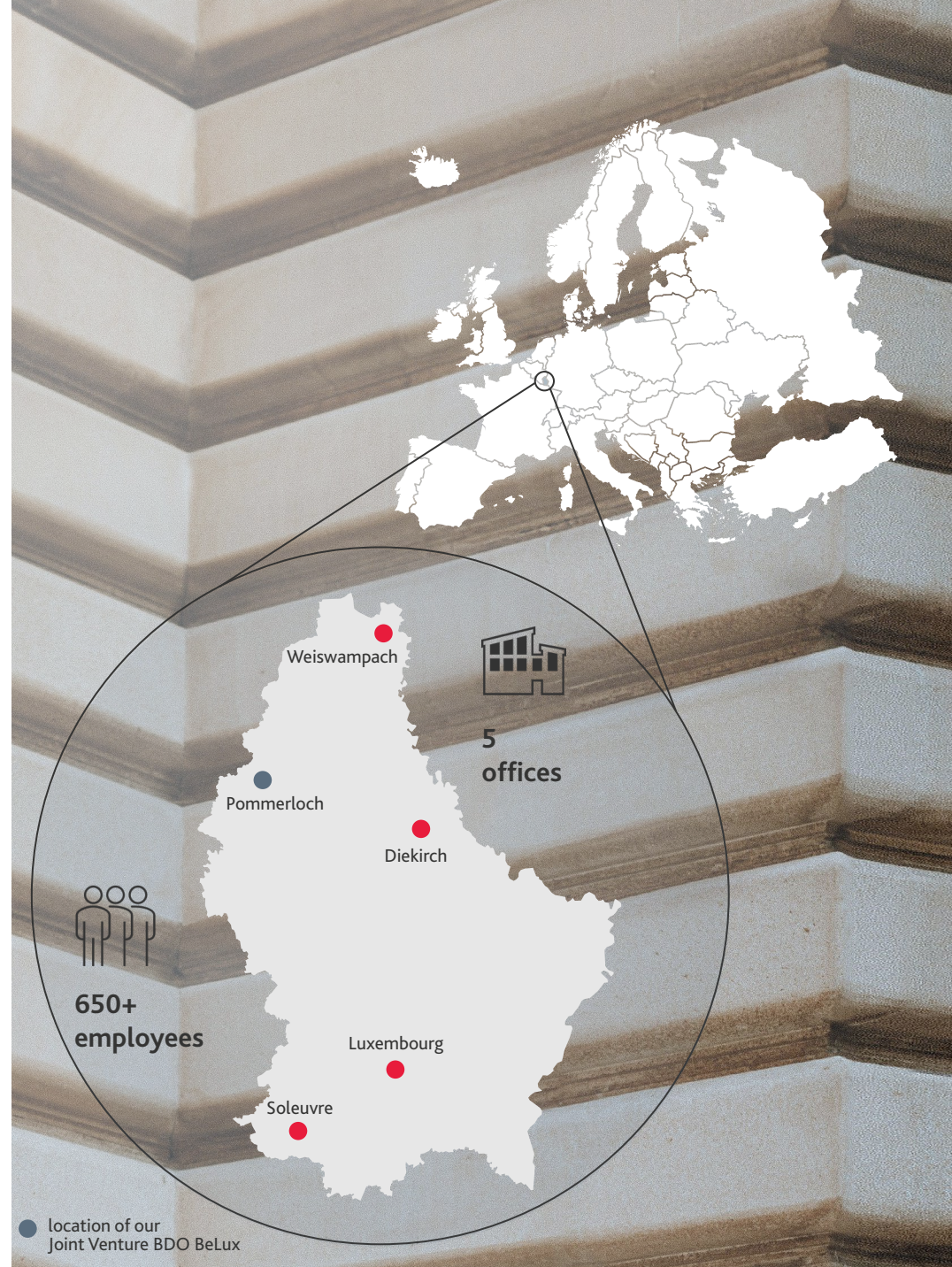
Advisory



Business Services & Outsourcing



Tax



BDO in Luxembourg

Five reasons to choose us



An organisation you know can deliver

- ▶ BDO in Luxembourg has more than 70 years of experience delivering professional services
- ▶ We know your business and how you operate and we address your immediate and long-term service needs



A dedicated & accessible team

- ▶ High level of partner and managers involvement, access to specialised services team
- ▶ Management support to ensure deadlines are met and any potential issues are highlighted early on



Value for fees to suit your needs

- ▶ Openness and transparency in pricing our work, no surprises
- ▶ No charge over and above our agreed fees unless we discuss and agree on additional fee with you



Efficient & Quality

- ▶ Efficient and quality driven teams specialised in domestic and international matters and highly experienced providing services to local and international companies



Flexibility

- ▶ Flexible approach and methodology to manage the engagement efficiently
- ▶ Ideas for business improvements throughout the engagement

BDO in Luxembourg

HR & Employment Advisory Services



HR Strategy & Process



Performance & Talent Management



Learning & Development



IT Tools & Metrics



HR & Co- and Outsourcing

The Human Resources function is constantly evolving and facing new challenges in the current changing and complex world. We understand that each organisation is unique, and we know how critical it is to support our clients with services tailored specifically to their needs to remain competitive in a more complex and fast-paced work environment.

Talent acquisition and management, employee's commitment and retention, digitalisation, business transformation, performance management and recognition, are strategic topics for small to large work organisations. Human Resources is more than ever a key partner for all business lines to deploy the general strategy and to support teams through the firm's projects until their successful completion.

In light of this, we develop tailor-made HR Advisory services to assist our clients in integrating their people challenges with their business strategy.

Our Experts



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