

## **FAQ about the State Sector Competence Fund**

Here you can find the information you need when you apply for the State Sector Competence Fund.

To receive funding from the State Sector Competence Fund for competence development, you must meet the following requirements:

- You must be covered by a collective agreement for central-government employees.
- Your manager must approve your application for funding.
- Your employer must pay a share of the costs of the competence development activity for which you are applying for funding.

### **Subject to change**

The parties to the collective agreements for government employees regularly receive information and experiences from applications to the fund. This may lead to a changed focus on how funds are prioritized. Consequently adjustments can be made in positive lists / guidelines on an ongoing basis and so the terms and conditions described here are subject to change. It is therefore a good idea to read about the current rules for support in positive lists / guidelines or here in the FAQ.

This document is an English translation of the original Webpage “[FAQ om Den Statslige Kompetencefond](#)” in Danish.

If in doubt about the interpretation of the rules of the State Sector Competence Fund, then the original Danish version has priority.

For further information about the State Sector Competence Fund, you are welcome to contact us.

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## 1. How to apply for the State Sector Competence Fund

You submit an application through the digital application form on this website: <https://kompetenceudvikling.dk/node/745>

To get started on an application, the applicant must create a user profile in the Fund's system.

When the application has been completed, it is forwarded to the applicant's manager. The application is not forwarded to the Fund until the manager has approved it. This means that no one else from the applicant's workplace will receive the application.

No reason for the application needs to be given, and it is not possible to add comments on the application form. The application includes information about:

- **The applicant.** The applicant's basic data, including name, email address, telephone number and information about whether the applicant has personnel responsibilities. Furthermore, the applicant must select the relevant application pool and the trade union that has a collective agreement for their area of work. You can read more about fund pools and which application pools you are covered by in point 12 above.
- **Competence development activity.** Based on the list found on the application form, the applicant chooses which activities to apply for funding for. The list includes competence development activities that have been approved by the fund pool to which the applicant belongs. If you are applying for activities that are not included on the list, check the box "Other activities".

Write the name of the competence development activity as well as the start and end date, and the amount applied for, and insert a link to the provider's description of the activity.

State the type of activity by checking either the box "one module" or "full programme" and state whether the provider of the activity is your own employer.

- **Workplace.** Information about your workplace is retrieved from the CVR register based on the P number you have given on the application. You can find the P number for your organisation on [www.cvr.dk](http://www.cvr.dk) or ask your employer. You also need to select the ministry your organisation falls under and type of institution. You must also enter your manager's name and contact information so the application can be forwarded to them for their approval.

The employee and manager are responsible for the fund application being approved by both in sufficient time and no later than the day before the competence

development activity begins. You must also enter your manager's name and contact information to the application

If you want to read or watch videos about the application process, see more in the application guide: <https://kompetenceudvikling.dk/bliv-klar-til-ansoge>

You can follow this guide on how to translate the website to English:

1. Open a web browser and go to [translate.google.com](http://translate.google.com) You don't need a Google account to access it, because it's free to all.
2. In the text box on the left, type in the entire URL (including the <http://>) of the website you want to view.  
<https://kompetenceudvikling.dk/den-statslige-kompetencefond>
3. On the right, choose the language you want to see the website in.
4. Click on the square and enter the website

If you need further assistance with the application process from The Agency for Competence Development, you are welcome to contact the agency on +45 33 18 69 69. The telephones are open from Monday to Thursday at 9:00 to 16:00 and Friday at 9:00 to 15:00.

## 2. Who can apply for the State Sector Competence Fund?

You can apply to the State Sector Competence Fund if you are covered by the joint collective agreements between the Danish Ministry of Finance and the Danish Central Federation of State Employees' Organisations (CFU) or between the Danish Ministry of Finance and the the Danish Confederation of Professional Associations (Akademikerne).

You can also apply if you are employed by the state under special civil-servant contract conditions ("tjenestemand").

If you have been terminated at the time of application you cannot apply.

### **Are you covered by a collective agreement?**

Check your employment contract to see if you are covered by the collective agreements mentioned above or other agreements.

### **Do you have an individual contract?**

If you have an individual contract, you are not covered by the fund.

## **A fund for employees covered by the collective agreements for central government**

The State Sector Competence Fund was established as part of the 2018 collective agreement. This means that the fund covers the approximately 187,000 government employees who are covered by the collective agreements and other agreements in the state sector.

### **3. What can you apply for funding for?**

The State Sector Competence Fund provides funding for competence development activities for individuals. Funding is only given as a supplement to other competence development activities provided by your employer.

You can apply for funding for:

- **Course fees and training programme fees:** Costs related to participating in competence development activities.
- **Materials:** Teaching materials, for example books and other reading material, that are required for participating in the activity. The fund does not in principle cover items such as tablets and computers that have a lasting value.
- **Travel and accommodation** Travel and accommodation expenses are covered based on the standard coverage provided by your employer, see the current [regulations](#) for the state sector (in Danish).

All funding is excluding VAT. See the guidelines for VAT (“moms”) under point 11 below.

### **4. What kind of activities can be funded?**

The State Sector Competence Fund provides funding for many types of competence development. You can apply for funding for a course, a training programme, or other activities that enhance your work-related competences and your value on the labour market.

If your employer is willing to co-finance your competence development activity and your manager is willing to approve your application, you can apply for funding from the State Sector Competence Fund.

## **Competence development activities that have already been approved**

A positive list is a list of competence development activities that have already been found to be eligible for funding.

Download and read more about the four fund different fund pools' positive lists/guidelines in the document: [Guidelines and positive lists for approved activities](#).

## **5. Who is behind the State Sector Competence Fund?**

The parties to the collective agreements arranged the State Sector Competence Fund for central government employees in 2018. This means that the State Sector Competence Fund is a fund for employees covered by the collective agreements for central government employees.

The agreement for the State Sector Competence Fund can be found in the circulars (in Danish). You can read more about the collective agreements in [Cirkulære om aftale om Kompetenceudvikling](#) (in Danish), [Cirkulære om aftale om Den Statslige Kompetencefond](#) (in Danish) and [Cirkulære om aftale om Organisering af parternes fælles arbejde med kompetenceudvikling i staten](#) (in Danish), both from the 11<sup>th</sup> of December 2019.

The agreement is a part of the collective agreements and is to be found in the other agreements:

- The joint collective agreement between the Danish Ministry of Taxation and the Danish Central Federation of State Employees' Organisations (CFU).  
CFU is a confederation that negotiates collective agreements and other special agreements for: Organisations of Public Employees – Denmark (OAO), the Confederation of Teachers Unions (LC), the Danish Confederation of Public Employees of 2010 (CO10) and the Danish Confederation of Professional Associations (Akademikerne).
- The joint collective agreement between the Danish Ministry of Taxation and the Danish Confederation of Professional Associations (Akademikerne).

**The trade unions are grouped together in 4 federations:**

- Organisations of Public Employees – Denmark (OAO) represents [the following member organisations](#) (In Danish).
- The Confederation of Teachers Unions (LC) [represents the following member organisations](#) (In Danish).
- The Danish Confederation of Public Employees of 2010 (CO10) represents [the following member organisations](#) (In Danish).
- The Danish Confederation of Professional Associations (Akademikerne) represents [the following member organisations](#) (In Danish).

### **Other collective agreements**

The collective agreement between the Ministry of Taxation and the Danish Central Federation of State Employees' Organisations (CFU) and between the Ministry of Taxation and the the Danish Confederation of Professional Associations (Akademikerne), may also take the form of an agreement between a body authorised by the Ministry of Taxation and an organisation with the mandate to negotiate on behalf of an organisation under one of the federations. Employees covered by this kind of collective agreement are also eligible for funding from the State Sector Competence Fund.

### **The Agency for Competence Development in the State Sector manages the fund**

The Agency for Competence Development in the State Sector is the joint secretariat for competence development for parties to collective agreements with central government. The Agency for Competence Development in the State Sector manages the State Sector Competence Fund on behalf of the parties to the collective agreements.

## **6. Deadline for submission of applications**

There are no fixed deadlines. You can apply for funding at any time. However, please note the following:

- You can apply up until the day before your competence development activity begins.
- Your manager must approve your application in our system at least one day before the activity is to begin.
- You cannot apply earlier than nine months before the activity begins.

If, when you apply, you are unsure of the exact starting date of your activity, you can simply state the first day of the month in which the activity is to begin.

The starting date is defined as the first training day.

### **We receive your application when your manager has approved it.**

Your application is not valid until your manager has approved it. When you have filled in and submitted your application, it is automatically forwarded to the email address of your manager, which you have given in your application.

### **The agreement regarding the State Sector Competence Fund expires in March 2021.**

The State Sector Competence Fund was established as part of the 2018 collective agreement and expires on 31 March 2021. Up until that date you can submit applications to the fund.

## **7. Applications prior to being accepted on a training programme, course etc.**

You can apply to the State Sector Competence Fund before you have been accepted on, or have applied for, a training programme or similar.

If you are not given a place on a course, you will not receive funding from the fund. If so, your manager must log on to the fund's application system and report that your training has been cancelled.

## **8. Repayment of funding**

Funding is not paid out until the activity for which the funding has been granted is completed and your manager has submitted the amount spent. This means that in principle funding will never have to be repaid.

In the few cases where funding needs to be repaid, the State Sector Competence Fund will send an invoice to the EAN no. given by your manager.

## **9. How much can you apply for?**

The four fund pools have set different limits for the maximum amount a government employee can apply for per calendar year. See [the](#)



positive lists for each of the four fund pools, which also include the maximum amounts.

## 10. Co-financing required

Your employer must co-finance the competence development activity for which you are applying for funding. Your employer can contribute by:

- Paying your salary during the activity
- Covering expenses for the competence development activity, for example course fees or similar.
- Covering travel expenses
- Covering accommodation expenses
- Covering expenses for materials etc.

There is no fixed amount for how much your employer is to contribute to the financing, however the parties to the collective agreements will monitor developments in this area.

## 11. Should the amount you are applying for be with or without VAT (“moms”)?

The State Sector Competence Fund does not cover costs for VAT. All amounts on your application should therefore be without VAT. If your employer cannot reclaim VAT in full, they must cover that cost themselves.

## 12. What is a fund pool?

Funds from the State Sector Competence Fund are divided into four fund pools. There is a separate pool for each of the four federations: 1) Organisations of Public Employees – Denmark (OAO), 2) the Danish Confederation of Public Employees of 2010 (CO10), 3) the Confederation of Teachers Unions (LC), and 4) the Danish Confederation of Professional Associations (Akademikerne).

The funding area of OAO is divided into two pools, one for members of HK Stat and one for all other members (members of the United Federation of Danish Workers (3F), HKKF, Danish Prison Officers' Union (Fængselsforbundet), etc.)

When you apply to the State Sector Competence Fund you must state which of the pools listed below you belong to.

- **Danish Confederation of Professional Associations (Akademikerne):** DJØF, DM, IDA, HOD, GL, etc. – [you can see the full list here](#)
- **CO10:** Politiforbundet, Centralforening for Stampersonel, Dansk Told- & Skatteforbund, Dansk Sygeplejeråd, etc. – [you can see the full list here](#)
- **LC:** Frie Skolers Forhandlingsfællesskab, Uddannelsesforbundet, Danmarks Lærereforening, etc. – [see the full list here](#)
- **OA0 - HK Stat:** HK Stat, including HK Trafik og Jernbane
- **OA0 - Other organisations (3F, HKKF, Fængselsforbundet, etc.):** including Serviceforbundet, FAKK, Dansk Jernbaneforbund and Dansk Metal – [see the full list here](#) (except HK Stat)

Your employment contract often states which central organisation you belong to

### 13. Items not covered by funding

The State Sector Competence Fund does not grant funding for:

- **Costs for substitute staff:** You cannot apply for funding to cover costs for substitute staff whom will perform your duties while you are on a course.
- **Activities that have already been granted funding:** If you have been granted funding from elsewhere to cover course fees, materials, travel expenses and/or accommodation, that amount must be deducted from the funding from the State Sector Competence Fund. This could be funding from [VEU- omstillingsfonden](#) (the adult and continuing higher education competence fund) or funding for travel expenses pursuant to the VEU regulations. If you have received funding for competence development from other funds or similar, your manager must deduct the given amount when reporting to the State Sector Competence Fund upon completion of your competence development activity.

Any funding received for salary compensation in the form of, for example state educational support for adults (SVU) and other adult and continuing higher education (VEU) is not deducted, as salary costs are not covered by the State Sector Competence Fund.

- **Outplacement:** You cannot apply for funding to cover costs for outplacement.

The Fund's funding is a supplement to the financial resources that are already used by government employers for competence development purposes. The parties to the collective agreements have decided that the fund does not cover expenditure on competence development activities, which

- the workplace is legally obliged to offer the employee
- is fundamental to the employee's task performance, or
- employees are routinely offered by the workplace.

The fund does not cover applications where the applicant financially co-finances the competence development activity.

This may entail some limitations with regard to statutory competence development and competence development that is fundamental for the employee's ability to perform their tasks.

Funding is paid out after the competence development activity is completed. Any expenses that are not covered by the funding will be deducted before the payment is made.

## **14. Funding should be a supplement**

The Fund's funding is a supplement to the financial resources that are already used by government employers for competence development purposes.

## **15. Positive lists - competence development activities that have already been approved**

A positive list is a list of competence development activities that have already been found to be eligible for funding by the parties to the collective agreements.

However, this does not mean that applicants applying for funds for an activity included on the positive lists are guaranteed funding or special treatment when applying compared with other applicants. The activity - and not the application - is eligible for funding.

Funding can be given to competence development activities that are not included on the positive list if the activity meets the requirements for

funding, and if the parties to the collective agreements give priority to the activity. This means that you can apply for funding for a competence development activity even though it is not included on the positive list.

The State Sector Competence Fund is divided into four fund pools. Each of the four pools is managed by a fund group comprising representatives for the parties to the collective agreements, for the four professional groups of government employees.

Each fund group decides how to use its share of the funding, and determines whether any competence development activities automatically qualify for funding.

The fund groups can at any time change their positive list (change the priority).

Download and read more about the four fund different fund pools' positive lists/guidelines in the document: [Guidelines and positive lists for approved activities](#).

## **16. Action areas**

Action areas are areas of special interest that target specific employee groups in the state sector. There are currently no such action areas. When an action area is initiated, this will be announced on this web site.

## **17. Funding for modular training and education programmes**

You can apply for funding for education programmes that are organized into modules. You can apply for funding for one or several modules that together make up an entire education programme. You cannot apply for funding for an activity until nine months before the activity is to start.

Please note that the funding will be paid to your employer once the module(s) you have applied for have been completed. The funding is paid out only if you have completed all the activities you have applied for.

## **18. Payment of funding or cancellation of funding**

Funding from the State Sector Competence Fund is paid to the applicant's employer based on the information submitted by the applicant's manager after the activity is completed.

The manager will receive an email with a link to the reporting page.

When logged into the Fund's application processing system, the manager can see all the information logged there.

Next, the funds are transferred to the employer's NemKonto via the P number entered in the system.

That is, funds are only paid out after the competence development activity is completed. Employers must therefore cover all costs up front, before being reimbursed.

### **Cancellation of funding**

Funding that has been granted may be cancelled if the employee does not begin the activity for which funding was granted.

Funding is only paid out after the competence development activity is completed. If the activity is not completed, the State Sector Competence Fund will not provide funding for the competence development activity.

Moreover, the State Sector Competence Fund does not provide funding for any expenses incurred by the employer for, for example course fees, if the competence development activity is not completed.

## **19. What happens if you leave your current workplace?**

If your employment terminates before you begin the planned competence development activity, the funding will be cancelled.

If your employment terminates after you begin your competence development activity, you can complete the activity provided your new manager approves.

However the funding is always paid out to the government employer with whom you were employed at the time of application.

When the government employer with whom you were employed at the time of application has finalised all the expenses incurred in connection with your activity, the manager enters this data in the IT system to be reimbursed for the incurred expenses.

## **20. Postponing the activity**

You can postpone the date of completion of the activity for which you have been granted funding if you have a good reason for doing so. This could be that the course provider has postponed the course or

education programme, or you go on maternity leave or become ill.

The State Sector Competence Fund IT system sends an email to you manager when the listed date for completion of the activity has expired.

You or your manager can also write to [fond@kompetenceudvikling.dk](mailto:fond@kompetenceudvikling.dk) before this date to inform the Fund about the new date of completion and the reason for the change.

If the competence development activity has not been completed within a year after the original date of completion, your funding will be withdrawn. If you postpone your activity because you go on maternity leave or become ill, you will not receive additional funding from the State Sector Competence Fund. You are welcome to apply to the Fund again in connection with another competence development activity.

## **21. Case processing – when can you expect to get a reply to your application?**

The State Sector Competence Fund strives to process your application within two weeks after having received it.

If we need further information, for example about the specific activity, it may take longer to process. Please note, if you are contacted during the case processing, you must respond within 14 business days, otherwise the application will be declined.

Please note that the Fund cannot begin to process your application until your manager has approved it.

Applications for activities that are not included in the [positive list](#) may take longer to process, because the parties to the collective agreements for central government employees need to assess each application individually.

We strive to deal with all applications to the State Sector Competence Fund as quickly as possible.

## **22. Your manager must approve your application**

Your manager must approve applications to the State Sector Competence

Fund. When you have filled in and submitted your application, it is automatically forwarded to the email address you have given in your application for your manager.

Please note that your manager must provide his / her work email and the official work email at your institution. Please do not use private email addresses. The reason is that important communication can otherwise be lost, for example about paying the support if your manager changes job or the like.

### **Which manager must approve your application?**

Your immediate manager must approve your application. The manager must have the power to approve any expenses for the competence development activity until it has been completed. The manager must also be able to determine whether the competence development activity is relevant, preferably based on your development plan.

### **Consider what to include in the application at your development interview**

It is a good idea to agree with your manager at your annual development interview (MUS) what competence development activity you want to apply for funding for.

Your development interview is a good opportunity to get started on your application for funding for a competence development activity. It is at your development interview that you prepare a development plan together with your manager and together you determine whether there are any activities for which it would be relevant to apply for funding.

You can find more information on the Agency for Competence Development in the State Sector [subject page about the development interview](#) (In Danish). Here you can find tools, cases and good advice about the development interview.

## **23. Application for more than one employer per time**

Two or more employees can send an application if they are applying for funding for the same competence development activity by using a template. Three requirements must be met before considering using the template:

- The employees must have the same manager
- The employees must belong to the same fund pool
- The employees must participate in the same activity

You can read more about the fund pools in point 12 above, “What is a fund pool?”.

Everyone once logged on to the IT system can set up the template.

When you have set up the template, each employee who is to participate in the activity must log on, fill in their data, and approve the application. Finally, their manager must approve each application.

The purpose of the template possibility is to ease the administrative burden when several individuals from the same workplace are applying for funding for the same activity.

## **24. Can I appeal a decision?**

As an applicant, you have the opportunity to complain. Complaints should be sent to [fond@kompetenceudvikling.dk](mailto:fond@kompetenceudvikling.dk) within four weeks from which you have received the decision from the State Competence Fund. For more information, please visit the [complaint guide](#)

## **25. No upper limit for the duration of the competence development activity**

There is no upper limit for how long a competence development activity can last. However, please note that your employer will not be reimbursed until you have completed the activity.

## **26. The Fund's DKK 172 million is divided into four pools**

A total of DKK 172.3 million have been allocated to the State Sector Competence Fund for the 2018 collective agreement period that expires on 31 March 2021.

This funding has been divided between the four target groups based on their representation in the state sector:

- a. Akademikerne: DKK 84.3 million
- b. CO10: DKK 27.8 million
- c. LC: DKK 22.7 million
- d. OAO: DKK 37.5 million



This allocation is based on the wage bill for each area.