

Guidelines and positive lists for approved activities

The State Sector Competence Fund is divided into four fund pools. You can read about the approved activities below and click your way to the guidelines for the fund pool that is relevant for you.

The guidelines and positive lists provide an overview 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 in the guidelines/positive lists are guaranteed funding or favourable treatment 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 in the guidelines/positive lists 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 in the guidelines/positive lists.

Contact

If you have questions about the individual lists with approved activities, contact the Agency for Competence Development in the State Sector: fond@kompetenceudvikling.dk

FAQ about the State Sector Competence Fund

Download and read more about the rules for the State Sector Competence Fund in the document: [FAQ about the State Sector Competence Fund](#).

The Fund's four fund pools

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 a competence development activity should automatically qualify for funding.

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

Below you can read more about the four different fund pools' positive lists/guidelines:

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1. Guidelines for Akademikernes' fund pool

See the guidelines for Akademikernes' fund pool.

Akademikerne is a federation of trade unions and represents [the following member organisations](#) (in Danish).

Before you apply for funding from the State Sector Competence Fund, you should be aware of the following requirements:

- The State Sector Competence Fund provides funding for competence development activities for individuals.
- Your application must be approved by both you and your manager.
- Funding from the State Sector Competence Fund is a supplement to the financial resources that are already used by government employers for competence development purposes. The parties to the collective agreements will describe this in more detail in August 2019. This may entail some limitations with regard to statutory competence development activities and competence development activities that are fundamental for the employee's ability to perform their tasks.
- Your employer must co-finance the competence development activity for which you are applying for funding.

Who can apply?

- You can apply to the State Sector Competence Fund if you are covered by the collective agreement between the Danish Ministry of Finance and Akademikerne or any other collective agreements for central government employees who are university graduates.
- You can also apply if you are employed by the state under special civil-servant contract conditions ("tjenestemand").
- You cannot apply for funding if you have an individual contract.

Activities eligible for funding

You can apply for funding for (all funding is excluding VAT (moms)):

- 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 reimbursed to the same degree as normally covered by your employer, see the current regulations for the state sector (in Danish).

Guidelines for funding

Akademikernes' fund pool gives priority to applications for competence development activities when the amount applied for in the application does not exceed:

- DKK 50,000 for a professional master's programme or a single module.
- DKK 30,000 for a bachelor's programme or a single module.
- DKK 5,000 per course day for courses that offer no ECTS credit with a maximum of DKK 25,000 in total.

The fund group gives priority to providing funding for courses that are longer than three days.

Funding can also be given to other competence development activities 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 deviates from the guidelines described above.

You cannot apply for funding for a competence development activity that targets a new cross-sectoral IT software/hardware system.

2. Positive list for CO10's fund pool

See the list of approved activities that are included on the CO10 fund pool positive list.

CO10 is a federation of trade unions and represents [the following member organisations](#) (in Danish).

Before you apply for funding from the State Sector Competence Fund, you should be aware of the following requirements:

- The State Sector Competence Fund provides funding for competence development activities for individuals.
- Your application must be approved by both you and your manager.
- 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 will describe this in more detail in August 2019. This may

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

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

Who can apply?

- 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).
- You can also apply if you are employed by the state under special civil-servant contract conditions ("tjenestemand").
- You cannot apply for funding if you have an individual contract.

Activities eligible for funding

As a general rule, you can apply for up to DKK 25,000 in funding per calendar year (all funding is excluding VAT (moms)) 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 reimbursed to the same degree as normally covered by your employer, see the current regulations for the state sector (in Danish).

Positive list

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.

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 positive list for the CO10 fund pool comprises:

- Academy profession programmes and/or a single module
- Diploma programmes and/or a single module
- Master's programmes and/or a single module
- Adult vocational training courses (that are not statutory)
- Subject-specific courses
- Assessment of prior competences (RKV/IKV)
- Continuing education courses offered by educational institutions that also offer academy profession programmes, diploma programmes and master's programmes.
- Modules that are offered as a single subject course in the event of vacant seats on bachelor and master's programmes
- Management training programmes
- Career clarification courses
- Academic preparatory courses

In general, funding is not granted for education or courses abroad or for conferences. Under certain circumstances, however, the parties steering the Fund may grant an exception.

You cannot apply for funding for study trips.

3. Positive list for LC's fund pool

See the list of approved activities that are included on the LC fund pool positive list.

LC is a federation of trade unions and represents [the following member organisations](#) (in Danish).

Before you apply for funding from the State Sector Competence Fund, you should be aware of the following requirements:

- The State Sector Competence Fund provides funding for competence development activities for individuals.
- Your application must be approved by both you and your manager.
- 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 will describe this in more detail in August 2019. This may entail some limitations with regard to statutory competence development activities and competence development activities that are fundamental for the employee's ability to perform their tasks.
- Your employer must co-finance the competence development activity for which you are applying for funding.

Who can apply?

- 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).
- You can also apply if you are employed by the state under special civil-servant contract conditions ("tjenestemand").
- If you have an individual contract, you are not covered by the fund.

Activities eligible for funding

As a general rule, you can apply for up to DKK 25,000 per calendar year (all funding is excluding VAT (moms)) 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 reimbursed to the same degree as normally covered by your employer, see the current regulations for the state sector (in Danish).

Positive list

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.

The maximum amount for applications within the scope of the positive list is DKK 25,000. Applications for a higher amount will always be regarded as being outside the scope of the positive list.

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 positive list for the LC fund pool comprises:

- Subject-specific courses, including adult vocational training programmes
- Academy profession programmes (or modules of such a programme)
- Diploma programmes (or modules)
- Master's programmes (or modules)

- Professional master's programmes (or modules)

You cannot apply for support for education programmes offered by your own employer, unless your employer is the sole provider of the programme, or unless choosing another educational institution would entail a disproportionate inconvenience, including significant additional costs.

4. Positive list for OAO's fund pool

See the list of approved activities that are included on the OAO fund pool positive list.

OAO is a federation of trade unions and represents [the following member organisations](#) (in Danish).

Before you apply for funding from the State Sector Competence Fund, you should be aware of the following requirements:

- The State Sector Competence Fund provides funding for competence development activities for individuals.
- Your application must be approved by both you and your manager.
- Funding from the State Sector Competence Fund is a supplement to the financial resources that are already used by government employers for competence development purposes. The parties to the collective agreements will describe this in more detail in August 2019. This may entail some limitations with regard to statutory competence development activities and competence development activities that are fundamental for the employee's ability to perform their tasks.
- Your employer must co-finance the competence development activity for which you are applying for funding.

Who can apply?

- 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).
- You can also apply if you are employed by the state under special civil-servant contract conditions ("tjenestemand").
- If you have an individual contract, you are not covered by the fund.

Activities eligible for funding

As a general rule, you can apply for up to DKK 25,000 per calendar year (all funding is excluding VAT (moms)) 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 reimbursed to the same degree as normally covered by your employer, see the current regulations for the state sector (in Danish).

Positive list

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.

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 positive list of the OAO fund pool is divided into two areas: one applies to members of HK Stat and one covers all other members (members of the United Federation of Danish Workers (3F), HKKF, Metal, the Danish Prison Officers' Union (Fængselsforbundet), etc.)
The two positive lists are:

OAO HK Stat

- Academy profession programmes (modules of or the entire programme)
- Diploma programmes (modules of or the entire programme)
- Professional master's programmes (modules of or the entire programme)
- Special courses for people with dyslexia
- Adult education teacher training
- Modules that are offered as a single subject course in the event of vacant seats on bachelor and master's programmes

Other OAO organisations (3F, HKKF, Metal, the Danish Prison Officers' Union (Fængselsforbundet), etc.)

- Preparatory adult education (FVU)
- Special courses for people with dyslexia (OBU)
- Assessment of prior competences (RKV/IKV)
- General adult education (AVU)

- Higher preparatory examination (HF)
- Adult Vocational Training (AMU)
- Academy profession programmes (AU) (modules of, or the entire programme)
- Diploma programmes (modules of or the entire programme)
- Professional master's programmes (modules of or the entire programme)
- Adult education teacher training
- Modules that are offered as a single subject course in the event of vacant seats on bachelor and master's programmes
- For 3F: "Samarbejde, kommunikation og faglig etik" (Collaboration, communication and professional ethics). This course is offered by LEVA+ and is for employees in the Church of Denmark
- For the Danish Prison Officers' Union (Fængselsforbundet): Courses offered by the Danish Prison and Probation Service education centre.