



The Skills Development Fund – Guidelines 2010-2011

The Skills Development Fund and the Skills Development Fund Committee

The Skills Development Fund Committee at the University of Copenhagen processes applications for funding from the annual appropriation to the University of Copenhagen from the Skills Development Fund. The Fund was established under an agreement between the Ministry of Finance and the professional organisations. The central Fund is administered by the Centre for Development of Human Resources and Quality Management (SCKK).

The Skills Development Fund Committee is a sub-committee under the Staff Skills Committee (PKU) established by the General Collaboration Committee. View the members here: <http://hr.ku.dk/Udvalg/kompetencefonden/medlemmer/>

The Skills Development Fund Committee performs the actual assessment and prioritisation of applications received and allocates funds. The Committee's work is based on guidelines laid down by PKU in accordance with the general criteria determined by SCKK.

HR & Organisation, PUMA, undertakes the case processing work for the Skills Development Fund Committee.

On an annual basis, PKU receives an overview of the allocation of funds and reports to the General Collaboration Committee.

What is the objective of the Skills Development Fund?

The objective of the Fund is to contribute to the skills development of each employee. The overall objective is to ensure renewal in government institutions and ensure that the employee retains his/her value in the labour market.

The funds of the Skills Development Fund are for **individual skills development programmes of a certain duration**.

Basic conditions for award of funding

In accordance with the SCKK criteria, the following formal criteria must be met in order to receive funding from the Skills Development Fund.

- A **performance and development review** must have been completed, and an **individual development plan** for the applicant must be in place.
- The duration of the development programme must be **at least one week**, i.e. 5 full-time working days or 37 hours. Funding is awarded only to an overall development programme based on a coherent development plan, but the programme may be divided into modules.

- The maximum amount of funding to be applied for is DKK 80,000 per employee per year.
- Funding may be awarded for courses given by colleagues at the University of Copenhagen (except PUMA courses), but the application must be for admission fee and materials only (not payroll costs).

Funding from the Skills Development Fund can be used broadly to cover course fees, materials and transport and travel costs. No funding is awarded for payroll costs either for own salary or for temp costs, if any.

Normally, the employee must have been employed for at least one year before an application for funding can be submitted.

The University of Copenhagen will disburse any funding awarded. The funds are not available until the appropriation letter has been received, but a separate agreement can be concluded in exceptional cases.

Applicants who have been awarded funding must complete an electronic assessment for the Centre for Development of Human Resources and Quality Management (SCKK). In case of a long development programme, the assessment is split in two. The first part is to be submitted after the start of the programme, the second after completion. SCKK uses the assessments to adjust criteria and administration of the scheme. HR&O, PUMA and the Skills Development Fund Committee have access to the data relating to the University of Copenhagen.

Unutilised funding must be returned – to be recirculated into the overall pool.

Guidelines for award of funding – University of Copenhagen

- Employees from all groups – academic staff as well as technical and administrative staff – may apply for funding. The Skills Development Fund Committee considers each individual application with a view to fair and just allocation of the funding allocated to the University of Copenhagen among all staff groups. Managers covered by the University of Copenhagen's leadership development programme can normally not expect to be awarded funding for corresponding management courses.
- The funds of the Fund are primarily intended for course activities. Only in special cases is funding awarded for conferences and trips abroad, and in such cases the application must contain attachments explaining the purpose, as well as any special circumstances, the skills development aspect and the budget.
- In order to apply, the employee must have completed a performance and development review and an individual development plan must have been drawn up, signed by both the employee and the manager. A copy must be enclosed of the part of the development plan that concerns the skills development which is the subject of the application, as well as the section with the signatures of the manager/employee.
- The development programme must be relevant to the employee's functions, bearing in mind broad-based skills and the need for retaining the employee in the labour market.

- Only one application per employee may be submitted. The employee may list several courses in the application, but they must be stated in order of priority.
- As a main rule, the department/workplace must contribute at least 30% of the amount applied for. Exemption from this rule may be granted in special cases. In order for an exemption to be considered, the applicant must state the grounds for exemption in an appendix to the application.
- If many applicants from the same department/workplace apply for the same programme, the Skills Development Fund Committee reserves the right to determine the total amount to be awarded to the department/workplace. Consequently, we encourage the department/workplace to coordinate applications for the same programme.
- For longer programmes, e.g. modular master's or diploma programmes, the Skills Development Fund Committee reserves the right to award funds for only part of the programme and to require the applicant to apply again at a later stage of the programme.
- As a main rule, the Skills Development Fund Committee awards funds to permanent employees rather than project employees.

Funding from the Skills Development Fund is not awarded for:

- Courses of less than DKK 5,000
- Statutory courses
- PhD courses and/or conferences that can be expected to be covered by the individual applicant's PhD programme
- PUMA courses, as they are regarded as a matter of internal invoicing (according to SCKK). **Nevertheless, it is possible to apply for funding for PUMA courses offered by external providers** (project management courses by Implement and the case worker programme by the Metropolitan University College)
- Courses offered by external providers if such courses are already offered in a PUMA context (e.g. project management)
- Acquisition of equipment such as computers.

What must the workplace do?

The workplace must ensure compliance with the University of Copenhagen's human resources policy in terms of the annual performance and development review and with the *Guidelines for skills development at the University of Copenhagen* (www.ku.dk/puma) adopted by the General Collaboration Committee.

The individual manager must ensure that a performance and development review is held on an annual basis. Moreover, an approved individual development plan must be in place for the applicant

(signed by both the manager and the employee), and the skills development programme applied for must be based on this plan.

The workplace/manager must be willing to provide the necessary co-funding, so it is important that the budget-responsible person signs the application and is informed of its consequences.

A template for the development plan is available at the PUMA website:

<http://hr.ku.dk/vejledninger/medarbejderudviklingssamtaler/>

When the Skills Development Fund Committee has allocated the funds, PUMA will inform the individual applicants whether or not they have been awarded funds.

The Skills Development Fund Committee does not consider applications without a development plan.

What must the employee do?

The employee must complete an electronic application form via the PUMA website, attaching the development plan. **The application form will not be available on the website until January 2011.** Only applications via the electronic application form will be considered.

The skills development programme should be outlined in the field *Description of skills development programme*. Among other things, the type of education should be stated (e.g. modular course programme, university programme, diploma programme, etc.), as well as the expected benefit. It must be stated clearly in the application if the employee has composed a programme of various activities him/herself, and statement of the time of commencement and expected completion is also important.

A decisive factor for obtaining funding is that the programme should have a certain duration (at least five working days in total or 37 hours). **It is important to state dates and times correctly.**

The total cost must be stated, together with a breakdown on various items (the course, materials, transport, etc.).

Any absence of the annual performance and development review (due to e.g. maternity leave) must be stated and explained.

Questions, information and application

Any questions and information concerning the Skills Development Fund should be submitted to:

HR & Organisation, PUMA
Nørregade 10
1017 Copenhagen K

Tel.: direct +45 35 32 26 59
e-mail: puma-info@adm.ku.dk



Read more about SCKK at www.sckk.dk.

Practical details on the application:

- Only applications received via the electronic application form, see http://hr.ku.dk/kurser_og_kompetenceudvikling/kompetencefonden/ will be considered. The application form will be available from January 2011.
- Make sure you have the following ready in electronic form before you start completing your electronic application:
 - your development plan, the pages relevant to the activity pertaining to the application
 - specification of the amounts applied for
- All fields in the form must be completed and the development plan and specification of the amount applied for must be uploaded at the same time. A confirmation window is displayed when you have clicked Send. Confirmation is then sent by e-mail. Contact puma-info@adm.ku.dk if you have not received confirmation the next day at the latest.
- The application must be entered on **4 April 2011 at 12:00 noon** at the latest. Any applications received after this time will be rejected.
- Applications may be submitted for activities in the period: 1 October 2010-1 April 2012.