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| *Office stamp:* | | | | **Central Office of Labour, Social Affairs and Family** | | | | | *Barcode:* | | |
| **Office of Labour, Social Affairs and Family** | | | | |
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| Code ITMS2014+ | | |  | |
| REQUEST FOR THE PROVISION OF FINANCIAL CONTRIBUTIONFOR THE COMPETENCY COURSE (KOMPAS+)pursuant to Section 54 (1)(d) of Act No. 5/2004 Coll. on employment services and on amendments to certain acts,as amended („request for competency course“) *valid from 16 February 2023* | | | | | | | | | | | |
| **PART A – *to be completed by the job seeker*** | | | | | | | | | | | |
| 1. **Job seeker** | | | | | | | | | | | |
| Surname | | | | Name | | | | | Title | | |
| Permanent/temporary\* residence – address (municipality) | | | | Street, number | | | | | Postal code | | |
| Personal ID | | | | E-mail | | | | | Phone | | |
| 1. **Name of the requested competency course** | | | | | | | | | | | |
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| 1. **Name of the job position I want to apply for after completing the competency course** | | | | | | | | | | | |
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| 1. **Name of the document proving the possibility of employment on the labour market** | | | | | | | | | | | |
| \*list of vacancies  \*job advertisement  \* promise from the employer  \*other *(specify) ...................................................................................................................................................* | | | | | | | | | | | |
| For this purpose, the job seeker shall:  prove that the job position he/she wants to apply for after completing the competency course is included in the list of vacancies published by the Office of Labour, Social Affairs and Family, *or*  print out and attach to the request the published advertisement that he/she found and that is current at the time of submission of the request – if the start date is stated in the advertisement, it cannot be earlier than the expected end date of the competency course *(advertisement published on a credible job portal, e.g. www.sluzbyzamestnanosti.gov.sk, www.profesia.sk, www.kariera.sk, etc., must contain information about the job position and the employer/agency), or*  submit a promise from the employer of employment in the job position specified in the request, which is made no earlier than 15 calendar days before submitting the request *(the promise is accepted if it contains information that the employer has a published vacancy that is still current, together with the indication of the source of verification of this fact), or*  submit another relevant document proving the possibility of employment on the labour market. | | | | | | | | | | | |
| 1. **Reasoning for submitting the request for the competency course** | | | | | | | | | | | |
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| 1. **Statement of the job seeker** | | | | | | | | | | | |
| With my signature, I confirm that:   1. when choosing the competency course, I took into account the economy and efficiency of spending on the financial contribution for the competency course; 2. I acknowledge that before starting the competency course I am obliged to conclude an agreement with the Office of Labour, Social Affairs and Family on the provision of contributions for the competency course; 3. I acknowledge that there is no legal claim to the contribution for the competency course, therefore this request will be individually assessed based on the efficiency, effectiveness and economy of the provision of the contribution for the competency course; 4. I acknowledge that one of the conditions for providing the contribution for a competency course for a job seeker who operated or performed a self-employment before being included in the register of job seekers is the fulfilment of the conditions specified in Section 70 (7) and (8) of the Employment Services Act; 5. I have read the “Basic information for the job seeker” and I agree with its content; 6. I acknowledge that according to Article 5 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), personal data must be accurate and, where necessary, kept up to date; personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay; in case of provision of incorrect data by the data subject, the controller is not responsible for their incorrectness. The Central Office of Labour, Social Affairs and Family and the Office of Labour, Social Affairs and Family process the personal data of the job seeker in accordance with the Employment Services Act and further provides this personal data to public administration bodies. In case of any ambiguities, problems and questions, you can contact: ochranaosobnychudajov@upsvr.gov.sk. | | | | | | | | | | | |
| 1. **Signature of the job seeker** | | | | | | | | | | | |
| Date: | | | | | | Signature: | | | | | |
| \* *Select as appropriate* | | | | | | | | | | | |
| **REQUEST FOR COMPETENCY COURSE**  **PART B – *to be completed by the competency course provider*** | | | | | | | | | | | |
| 1. **Competency course provider** | | | | | | | | | | | |
| Legal entity (LE)/Natural person (NP)\* – Business name | | | | | | | | | | | |
| LE registered office/NP place of business\* – Municipality | | | | | Street, number | | | | | | Postal code |
| Org. ID | VAT payer[[1]](#footnote-1)  \*yes  \*no | | | | VAT ID[[2]](#footnote-2) | | | | | | Tax ID |
| 1. **I am interested in organising a competency course for the job seeker** | | | | | | | | | | | |
| Surname | | | | | Name | | | | | | Title |
| Permanent/temporary\* residence – address (municipality) | | | | | Street, number | | | | | | Postal code |
| 1. **Competency course specification** | | | | | | | | | | | |
| Name of the competency course | | |  | | | | | | | | |
| Form of the competency course | | | \* in person  \* remote  \* combined | | | | | | | | |
| Name of the document on the successful completion of the competency course[[3]](#footnote-3) | | |  | | | | | | | | |
| Total duration of the competency course (in hours)[[4]](#footnote-4) | | |  | | of that 45-minute lectures | | | | |  | |
| of that 60-minute lectures | | | | |  | |
| of that number of lectures carried out in person | | |  | | of that number of lectures carried out remotely | | | | |  | |
| Total number of teaching days of the competency course | | |  | | | | | | | | |
| of that number of teaching days  carried out in person | | |  | | of that number of teaching days  carried out remotely | | | | |  | |
| Estimated start date of the competency course | | |  | | Estimated end date of the competency course | | | | |  | |
| Final price[[5]](#footnote-5) per man-hour | | |  | | The final expected maximum price5 of the course fee[[6]](#footnote-6) | | | | |  | |
| The job seeker has the prerequisites and conditions for completing the remote learning[[7]](#footnote-7) | | | \*yes  \*no | | | | | | | | |
| Place of the  competency course[[8]](#footnote-8) | | | \*within[[9]](#footnote-9)  \*outside  the territory of the Bratislava Self-Governing Region | | | | | | | | |
| Address of the competency course carried out in person | | |  | | | | | | | | |
| The provider of the competency course has been issued an authorization under special regulations  to provide | | | \* adult education  \* extracurricular educational activity  \* similar services including the education of the job seeker  ...............................................................................................................  *(specify the type of service)* | | | | | | | | |
| *Specify the authorization name:* | | | | | | | | | | | |
| *Specify the name of the special regulation pursuant to which the authorization was issued:* | | | | | | | | | | | |
| *The competency course provider is obliged to submit a legible copy of the document with the request, proving that it has been issued the above authorization, which is valid.*  **The competency course provider shall submit the authorization under a special regulation (statutes, etc.) to the request** in the form of a legible copy, or shall indicate the source (e.g. website and link) where this document can be verified – in this case, a copy of the document is not attached.  **Verification of the extract from the Trade Register or the Business Register is carried out by the Office of Labour, Social Affairs and Family.** Pursuant to Section 1 (6) of Act No. 177/2018 Coll. on certain measures to reduce the administrative burden by using public administration information systems and on amendments to certain acts as amended, if for technical reasons it is not possible to obtain data or extracts from public administration information systems within the scope of source registers without delay, public authorities and legal entities according to paragraph 4 are entitled to request persons under paragraph 2 to submit extracts from the relevant source registers in paper form. The paper form of the extracts according to the previous sentence must not be older than 30 days. | | | | | | | | | | | |
| *Indicate the source where the document can be verified (if the authorization is not submitted in paper form):* | | | | | | | | | | | |
| 1. **Declaration of the competency course provider** | | | | | | | | | | | |
| 1. I confirm this part of the request for the job seeker's application for the Office of Labour, Social Affairs and Family. | | | | | | | | | | | |
| 1. I declare that the price for the competency course stated in the confirmation of the competency course provider is reasonable, i.e. corresponds to the usual prices in the given place and time. | | | | | | | | | | | |
| 1. I agree that in case of financial control on the spot at the level of the job seeker during the competency course carried out in person, I will tolerate its performance by authorized persons and cooperate with them.   In the event that I prevent the control by my actions, the Office of Labour, Social Affairs and Family will not reimburse me for the course fee.  If, during the on-site inspection at the level of the job seeker, it is found that the competency course was not implemented in accordance with the information specified in this part of the request, the Office of Labour, Social Affairs and Family is entitled to request a written justification from me and then decide whether I will be reimbursed for the course fee. | | | | | | | | | | | |
| 1. I declare that if I organize the competency course or its part remotely I will use the following form: 2. if, based on my assessment, the job seeker has the prerequisites and conditions for completing such a form of education, 3. appropriate organization, depending on the focus of the competency course and in accordance with the issued authorization, 4. in such a way that the aim of education is truly fulfilled and verified and that, if necessary, it is possible to credibly demonstrate that the given curriculum and syllabus have been covered to the required extent and properly documented. | | | | | | | | | | | |
| 1. I confirm that I have read the “Basic information for the competency course provider” and I agree with its content. | | | | | | | | | | | |
| 1. **Signature of the competency course provider** | | | | | | | | | | | |
| **Date of issue** | | **Competent employee**  **of the competency course provider who issued the present confirmation** (title, name and surname) | | | | | | **Stamp of the competency course provider** | | | |
| Phone | | | | | |

Annex 1 Requirements for providing the financial contribution for the competency course

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| **Central Office of Labour, Social Affairs and Family** | | | | |
| Office of Labour, Social Affairs and Family...................................... | | | | |
| **d e c l a r a t i o n** | | | | |
| **Job seeker** | | | | |
| Name | Surname | | | Title |
| Permanent/temporary residence (street, city, postal code) | | | | |
| Personal ID | E-mail | | Phone | |
| **I declare** that before being included in the register of job seekers | | | | |
| **I did not operate or perform self-employment** | | | | |
| **I operated or performed self-employment in the capacity of**  a partner in a business company  a managing director of a business company  a member of supervisory board of a business company  a member of the board of directors of a business company  an operator of a business activity under the Trade Licensing Act  an operator of a business activity under a special regulation[[10]](#footnote-10)  an operator of agricultural production under a special regulation[[11]](#footnote-11)  an operator of the activity of a temporary employment agency under Section 29  an operator of the activity of a supported employment agency under Section 58  I also declare that I have not been fined for violating the ban on illegal employment in the two years prior to submitting this application and that I have no registered unsatisfied claims of my employees resulting from the employment relationship.  I have been assigned the following identification data[[12]](#footnote-12):  **Org. ID:**   **Tax ID:** | | | | |
| I hereby declare that all the information provided in this statement is true, and in case of providing false information, I am aware of the legal consequences according to Section 21 (1)(f) of Act No. 372/1990 Coll. on Offences, as amended and Sections 221, 225 and 261 of Act No. 300/2005 Coll. of the Criminal Code, as amended.  With my signature, I confirm that I am aware that in the case of proof of false information provided in this statement, I am obliged to return the financial contribution provided pursuant to Section 31 (1)(g) of Act No. 523/2004 Coll. on the Budgetary Rules of Public Administration and on Amendments to Certain Acts as amended with the subsequent sanction pursuant to Section 31 (6) of that Act. | | | | |
| Date | | Signature of the job seeker | | |

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| **BASIC INFORMATION FOR THE JOB SEEKER**  **ON THE PROVISION OF FINANCIAL CONTRIBUTION FOR THE COMPETENCY COURSE KOMPAS+** |
| **The competency course is the preparation** of a job seeker **for employment on the labour market in the profession he/she is interested in after completing the course, with the aim of acquiring selected key competencies** – communication skills (including social competencies), personal development (including managerial and entrepreneurial competences), computer skills, language skills... Through contributions for the competency course, the Labour Office **supports** courses carried out **in person, remotely or in combined form.** Depending on the epidemiological situation, support for the remote form of competency courses may be preferred.  The Labour Office does not search for a competency course for the job seeker, nor does it ensure communication with the competency course provider. If the job seeker is interested in receiving the financial contribution for the competency course, the job seeker shall choose **the competency course** (hereinafter referred to as the “*course*”) and **the competency course provider** organizing the course. The job seeker **shall then submit a request for the financial contribution for the competency course** (hereinafter referred to as the *“request”*) **to the Labour Office** using the prescribed form, including annexes, **no later than 14 calendar days before the expected start of the course**.If the job seeker does not submit the request to the Labour Office in person, but sends it, e.g. by post, the date of delivery to the Office is decisive. **The request form has two main parts:**   1. **Part A** to be completed by the job seeker, 2. **Part B** to be completed and confirmed by the selected provider of the competency course at the request of the job seeker.   The statement (Annex 1) shall be attached to the request where the job seeker states whether, before being included in the register of job seekers, he/she operated or performed a self-employment or did not operate or perform a self-employment.  Since **there is no legal right to the contribution for the competency course**, it cannot be automatically approved for every job seeker applying for it. The Labour Office **assesses each request individually[[13]](#footnote-13) in order to verify the fulfilment of the following conditions and criteria.** |

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| **PART A.** | | | |
| **CONDITIONS OF COMPLETENESS OF THE SUBMITTED REQUEST FOR CONTRIBUTION** | | | |
| 1. | Correctly completed request on the prescribed form | | |
| 2. | Declaration by the applicant that before being included in the register of job seekers, he/she operated or performed self-employment or did not operate or perform self-employment (*Annex 1 of the request*) | | |
| 3. | Authorization to provide adult education, extracurricular educational activities or similar services that include education of job seekers | | |
| 4. | Document proving the possibility of employment on the labour market | | |
| **If the conditions**  **specified in Part A.** | | **are not met,** | **the request will be rejected** |
| **are met,** | **the Labour Office will proceed to assess Part B.1** |

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| **PART B.1** | | | |
| **ELIGIBILITY CONDITIONS FOR GRANTING THE CONTRIBUTION** | | | |
| 1. | The request was submitted no later than 14 calendar days before the expected start of the course | | |
| 2. | The job seeker is registered in the register of job seekers of the Office in the eligible territory of the project (Slovak Republic except for the Bratislava Self-Governing Region) | | |
| 3. | The job seeker has a permanent residence in the eligible territory of the project (Slovak Republic except for the Bratislava Self-Governing Region) | | |
| 4. | Based on the assessment of the provider, the job seeker has prerequisites and conditions for completing the course remotely | | |
| *\* to be verified only for remote and combined form* | | |
| 5. | The job seeker has no temporary obstacles preventing him/her from completing the course | | |
| 6. | The Office did not reimburse the job seeker for the same competency course in the previous 5 years | | |
| 7. | The Office cannot provide the job seeker with a course with the same/similar content within other projects | | |
| 8. | The job seeker has fulfilled the conditions set out in Section 70 (7) and (8) of the Employment Services Act | | |
| *\* to be verified only if the job seeker operated or performed self-employment* | | |
| 9. | The work activities in the job position that the job seeker stated in the request are related to the required competency course | | |
| 10. | During the course, the job seeker will not be simultaneously included in other active measures on the labour market, in which contributions related to the reimbursement of travel and meal expenses are provided | | |
| *\* the expected date of the competency course stated in the request is compared to the planned participation in another active measure on the labour market* | | |
| *\* to be verified only if relevant* | | |
| 11.a) | The final price per man-hour meets the recommended maximum price limits | | |
| 11.b) | The final price per man-hour does not meet the recommended maximum price limits and the provider requests the application of a specific market price | | |
| 11.ba) | The competency course provider submitted a relevant written justification of inability to comply with the recommended maximum price limits and the request to apply a specific market price | | |
| 11.bb) | The competency course provider submitted a relevant price survey | | |
| 11.bc) | The competency course provider submitted a relevant statement regarding the failure to carry out a price survey | | |
| *\* relevant only if it was not possible to carry out a price survey for objective reasons* | | |
| 12. | The competency course will be carried out in the eligible territory of the project (Slovak Republic except for the Bratislava Self-Governing Region) | | |
| 13. | Estimated end date of the competency course is 2 October 2023 at the latest | | |
| **If the conditions**  **specified in Part B.1** | | **are not met,** | **the request will be rejected** |
| **are met,** | **the Labour Office will proceed to assess Part B.2** |

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| **PART B.2** | | | | | |
| **EFFICIENCY, EFFECTIVENESS AND ECONOMY CRITERIA OF GRANTING THE CONTRIBUTION** | | | | | |
| **No.** | **Part 1 – evaluation criteria in relation to the competency course** | | | | **Possible points** |
| **1.** | The total amount of the contribution for the course fee | | is not more than EUR 2,000 | | 0 |
| is equal to or more than EUR 2,000 | | -2 |
| **2.** | The estimated amount of the contribution for travel and meals is more than or equal to the amount of the contribution for the course fee | | yes | | -5 |
| no | | 0 |
| **3.** | General language courses | | The job seeker is a graduate of the school according to Section 8 (a) with an education level of 14 or more and at the same time the course focuses on the basics of the language  (A1 or A2) | | -3 |
| The job seeker does not meet the conditions of the previous category | | 0 |
| Professional language courses | | The job seeker has achieved an education level of 14 or more | | 1 |
| The job seeker has achieved an education level of 12 or 13 | | 0 |
| The job seeker has achieved an education level of 10 or 11 | | -3 |
| Information technology –  general courses | | The job seeker is a graduate of the school according to Section 8 (a) with an education level of 14 or more and at the same time the course focuses on the basics of the information technology | | -3 |
| The job seeker does not meet the conditions of the previous category | | 1 |
| Information technology – specialised courses | | The job seeker has achieved an education level of 14 or more | | 2 |
| The job seeker has achieved an education level of 13 | | -2 |
| The job seeker has achieved an education level of 10 or 12 | | -3 |
| Information technology –  administration technology | | The job seeker has achieved an education level of 13 or more | | 0 |
| The job seeker has achieved an education level of 10 to 12 | | -3 |
| Basics of management – basic managerial competencies | | The job seeker has achieved an education level of 14 or more | | 0 |
| The job seeker has achieved an education level of 10 to 13 | | -3 |
| Basics of management – basic business competencies | | The job seeker performed/operated a self-employment in the past | | -2 |
| The job seeker performed/operated a self-employment in the past | | 0 |
| Middle and senior management | | The job seeker has achieved an education level of 14 or more | | -2 |
| The job seeker has achieved an education level of 10 to 13 | | -3 |
| Human resources – personal development | | The job seeker has achieved an education level of 17 or more | | -2 |
| The job seeker has achieved an education level of 10 to 16 | | 0 |
| Communication/social skills | | The job seeker has achieved an education level of 17 or more | | -3 |
| The job seeker has achieved an education level of 10 to 16 | | -1 |
| **No.** | **Part 2 – evaluation criteria in relation to the job seeker** | | | | **Possible points** |
| **1.** | The need for education was identified for the job seeker *(as part of the counselling programme implemented in the period up to 24 months before the request was submitted)* | | yes, the need for education in the area related to the competency course was identified for the job seeker | | 2 |
| no, the need for education in the area related to the competency course was not identified for the job seeker *or*  the job seeker has not completed a counselling program in the period up to 24 months before submitting the request, within which the need for education can be identified | | 0 |
| **2.** | Age of the job seeker *(to be verified as of the latest start date of the course = estimated start date of the course +  15 calendar days)* | | up to 30 years of age (*30 years minus 1 day*) | | 2 |
| 30 – 45 years of age (*45 years minus 1 day*) | | 0 |
| 45 – 50 years of age (*50 years minus 1 day*) | | 1 |
| 50 – 62 years of age (*62 years minus 1 day*) | | 2 |
| 62 years of age and more | | -2 |
| **3.** | The job seeker is registered in the register of job seekers  *(to be verified as of the estimated start date of the course)* | | less than 3 months *(3 months minus 1 day)* | | -2 |
| 3 – 12 months (*12 months minus 1 day*) | | 1 |
| 12 months and more | | 3 |
| **4.** | The job seeker is disadvantaged according to  Section 8 (1) (g) or (h) or (i) | | yes | | 2 |
| no | | 0 |
| **5.** | The number of completed educational, retraining or competence courses in the period up to 24 months before submitting the request | | 0 | | 0 |
| 1 | | -1 |
| 2 or more | | -3 |
| **6.** | The job seeker is disadvantaged according to  Section 8 (1) (d) | | yes | | 1 |
| no | | 0 |
| **7.** | Other relevant facts affecting the evaluation process | | positive | | 3 |
| none | | 0 |
| negative or non-standard circumstances | | -5 |
| *Positive facts – for example:*  *Despite the low level of education, the job seeker is verbally proficient, shows the prerequisites for mastering the required course; the job seeker plans to work as a nanny abroad, so in addition to the nursing course she has already completed through REPAS+, she also needs to complete the competence course in the German language for nannies through KOMPAS+, the possibility of employment on the job market after completing the course is high (shortage of the profession, high demand for the profession), etc.*  *Negative facts – for example:*  *The job seeker indicates advanced knowledge of a foreign language and yet applies for such a course, there is no demand for the profession on the labour market, there is a high number of unemployed people at the Labour Office who do not enter the labour market after the same/similar course, etc.*  *Non-standard circumstances – for example:*  *The Labour Office registers an increased interest in the same course, while the justifications given in the requirements are the same/very similar, the documents proving employment on the labour market are the same, the amount of the contribution to the course fee is disproportionately increased compared to previous experience, etc.* | | | | |
| **If for the conditions**  **specified in Part B.2** | | **the job seeker received 0 or less points,** | | **the request will be rejected** | |
| **the job seeker received 1 or more points,** | | **the request may be approved\*** | |
| ***\* ATTENTION:***  ***Even if all conditions and criteria are met and at least 1 point is obtained, in accordance with the fact that there is no legal right to the contribution, the request for contribution may be rejected if the job seeker does not meet the measurable indicators of the relevant project and/or financial operation (provision of contribution) will not be in accordance with the project budget. The Labour Office shall decide whether these conditions are met.*** | | | | | |

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| **INFORMATION ON THE PROCEDURE AFTER APPROVING THE REQUEST FOR CONTRIBUTION** |
| If the Labour Office **approves** the request, it will conclude an **agreement with the job seeker on the provision of contributions for the competency course** (*hereinafter referred to as the “agreement”*).Eligible expenses for the competency course are considered to be **the contribution for the competency course in the amount of the course fee** *(hereinafter referred to as the “course fee contribution”)* and the contribution to cover part of the expenses related to participation in the competency course – travel and meals *(hereinafter referred to as the “travel and meal allowance”).* The course fee contribution is at most the value of the course fee specified in Part B of the requirements, and the travel and meal allowance is in the amount of €4.76 for each completed day of the course carried out exclusively in person. In the event that the job seeker completes the course both in person and remotely on one (same) day (e.g. in the morning in person and in the afternoon remotely), the Office will not reimburse the job seeker for travel and meal allowances for this day. For the above reason, it is not recommended to combine these two forms of education on one (same) day.  **Without concluding the agreement, contributions for the competency course cannot be provided to the job seeker.** The agreement specifies in detail the rights and obligations of the job seeker and the Labour Office in providing contributions for the competency course.  As part of the concluded agreement, the **Labour Office will issue the KOMPAS+** form and the **Specification of the completed competency course** form **on the number of days of the course, the location of the course and the attendance**, which the job seeker is obliged to submit to the competency course provider no later than on the start date of the course. **The KOMPAS+ form is a confirmation for the competency course provider that the Labour Office will provide the course fee contribution to the job seeker.**  After the **successful completion** of the competency course and **after meeting all the conditions** defined in the agreement concluded between the job seeker and the Labour Office, the job seeker **will be paid the course fee contribution and travel and meal allowance** for the days of education completed exclusively in person.  Information on the provision of contributions for the competency course can be obtained directly from the Labour Office or at www.upsvr.gov.sk. ***The Labour Office and the Central Office of Labour, Social Affairs and Family are not responsible for the content of information provided on other publicly available sources.*** |

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| **BASIC INFORMATION FOR THE COMPETENCY COURSE PROVIDER** |
| **The competency course is the preparation** of a job seeker **for employment on the labour market in the profession he/she is interested in after completing the course, with the aim of acquiring selected key competencies** – communication skills (including social competencies), personal development (including managerial and entrepreneurial competences), computer skills, language skills.For this purpose, the job seeker shall choose the **competency course** (*hereinafter referred to as the “course”*) and the **competency course provider** organizing the course. **The competency course provider will only be accepted if it has a valid authorization to provide adult education, extracurricular educational activities or similar services** that include education of job seekers, issued under special regulations. **The Office of Labour, Social Affairs and Family** *(hereinafter referred to as the “Labour Office”)* **does not search for a competency course for the job seeker, nor does it ensure communication with the competency course provider.**  For the purposes of KOMPAS+, **non-accredited courses** aimed at developing the above key competencies applicable in relation to the labour market are considered competency courses. Through contributions for the competency course, the Labour Office **supports** courses carried out **in person, remotely or in combined form.** It is not recommended to combine the two forms of education on one (same) day. Depending on the epidemiological situation, priority may be given to supporting competency courses that can be implemented remotely. In the case of remote learning, direct physical participation in education is not required. Based on the assessment of the competency course provider, the job seeker has to have prerequisites and conditions for completing this form of education. The education must be implemented in such a way that the aim of education is truly fulfilled and verified also in the case of remote learning and that, if necessary, it is possible to credibly demonstrate that the given curriculum and syllabus have been covered to the required extent and properly documented. The course provider is responsible for the appropriate application of the remote learning, depending on the focus of the competency course and in accordance with the issued authorization.  **The competency course can only be completed on the territory of the Slovak Republic, except for the Bratislava Self-Governing Region.**  The **job seeker shall choose a specific course** he/she is interested in from publicly available competency courses, and then shall **submit a request to the Labour Office for the provision of a contribution for the competency course** (*hereinafter referred to as the “request”*) using the prescribed form. If the competency course provider is interested in implementing a course for the job seeker, **the competency course provider shall complete Part B of the request form.** Part B of the request includes the price per man-hour, which consists of the course fee, which may include: lecturer's remuneration, rental of premises with equipment, reimbursement of energy and other overhead costs, necessary teaching aids, preparation, travel, meals and accommodation for the lecturer, or other types of immediate expenses related to the course. The individual components of the price per man-hour are applied appropriately depending on the form of the competency course. The price per man-hour does not include travel, meals and accommodation expenses of the job seeker. If the final exam is required, which is subject to a fee, the estimated maximum price of the course fee may not be increased in the event that the job seeker does not pass the final exam on time and will therefore repeat it.  **When determining the expected end date of the course, it is essential that the competency course provider takes into account the scope of the course and the time required to issue a certificate of successful completion of the course, even if this document is issued by another authorized entity. The course fee may not be reimbursed without submitting proof of successful completion of the competency course.**  Since **there is no legal right to contributions for the competency course**, it is not automatically approved for every job seeker applying for it. The Labour Office **assesses each request individually\* on the basis of an individual evaluation of the efficiency, effectiveness and economy of granting the contribution for the competency course.**  *\* If the name of the course does not clearly indicate its content, the competent employee of the Office is authorized to request the job seeker to supplement the content of the course, including the timetable of individual parts of the course (e.g. syllabus, curriculum), so that if the course consists of content-diverse parts (modules) it can be clearly determined which part predominates and classify the course into the appropriate category accordingly.*  The assessment of the Labour Office also includes **verification whether the final price per man-hour, specified by the competency course provider in Part B of the request, meets the recommended maximum price limits** (published at www.upsvr.gov.sk), or whether the competency course provider requests the application of a specific market price.In the case of a request to apply a **specific market price**, the competency course provider is obliged to submit the relevant **written justification** for the request (explaining in a clear and distinct way the reasons of requesting the application of the market price and inability to comply with the recommended maximum price limits) and a relevant **price survey** not older than 3 months, proving that the price indicated in Part B of the request represents the market price. The price survey shall be:   * **carried out by contacting at least 2 other competency course** **providers** who organize the same course – for the purpose of documenting the survey conducted in this way, the competency course provider shall submit all communication with these contacted providers of the competency course, *or* * **proved by information from the websites of at least 2 other competency course** **providers** who organize the same course – for the purpose of documenting the survey conducted in this way, the competency course provider shall submit print screens of the relevant websites (it may also include documents downloaded from these websites), which will clearly and distinctly demonstrate the price of competency courses.   If the provider requests the application of the market price and does not attach a price survey to the request, it is obliged to clearly justify in writing why the requested survey cannot be carried out for objective reasons.  If the Labour Office **approves** the request, it will conclude an **agreement with the job seeker on the provision of contributions for the competency course**.As part of the agreement on the provision of contributions for the competency course, the Labour Office shall issue the **REPAS+ and Specification of the completed competency course** forms, which the job seeker is obliged to submit to the competency course provider no later than on the start date of the course, and it shall complete it after the competency course as an attachment to the invoice. If the forms are not submitted, the competency course provider is entitled to request these from the job seeker. The **KOMPAS+ form is a confirmation for the competency course provider that the Labour Office will provide the competency course contribution to the job seeker** in the amount of the course fee (hereinafter referred to as the “course fee contribution”), which will be organized by the competency course provider.In the instructions for the form, there are serious reasons for which the job seeker can interrupt or prematurely terminate the competency course, under which the job seeker is only entitled to an aliquot part of the contributions for the competency course. The agreement specifies in detail the rights and obligations of the job seeker and the Labour Office in providing contributions for the competency course. **After all conditions have been met, the Labour Office will pay the job seeker the course fee contribution to the account number in the IBAN format specified in the Specification of the completed competency course.** **The job seeker shall a power of attorney for this action to the Labour Office.**  Information on the provision of contributions for the competency course can be obtained directly from the Labour Office or at www.upsvr.gov.sk. ***The Labour Office and the Central Office of Labour, Social Affairs and Family are not responsible for the content of information provided on other publicly available sources.*** |

1. *1* *Exemption from value added tax according to Section 31 (1)(c) of Act No. 222/2004 Coll. on Value Added Tax, as amended, does not apply to the provision of financial contribution for a competency course.* [↑](#footnote-ref-1)
2. *To be completed only by a VAT payer* [↑](#footnote-ref-2)
3. *The specific name of the document on the successful completion of the competency course (e.g. certificate, confirmation, etc.) shall be entered, which will be issued to the job seeker after the successful completion of the competency course, based on passing the final exam, if required. If the certificate of successful completion of the competency course is issued after the completion of the competency course, this fact must be taken into account when determining the expected completion date of the competency course.* [↑](#footnote-ref-3)
4. *It is not possible for a part of the course to be carried out with a 45-minute class period and another part of the course with a 60-minute class period* [↑](#footnote-ref-4)
5. *The VAT payer states the amount with VAT and the non-VAT payer states the amount that is final for him. The amount is given in EUR with 2 decimal places.* [↑](#footnote-ref-5)
6. *The final expected maximum price of the course fee is calculated by multiplying the final price per man-hour and the total scope of the competency course (in hours).* [↑](#footnote-ref-6)
7. *It is filled out based on the assessment of the provider, only if the remote or combined form of the competency course is applied.* [↑](#footnote-ref-7)
8. *If the course will be implemented remotely, the place of permanent residence of the job seeker is considered to be the place of the course; the location of the provider of the competency course is not decisive.* [↑](#footnote-ref-8)
9. *If the competency course is implemented in the territory of the Bratislava Self-Governing Region, the request for the competency course will be rejected due to territorial ineligibility.*

   *\* Select as appropriate.* [↑](#footnote-ref-9)
10. For example, Act No. 78/1992 Coll. on Tax Advisors and the Slovak Chamber of Tax Advisors as amended, Act No. 138/1992 Coll. on Authorised Architects and Authorised Civil Engineers as amended, Act No. 323/1992 Coll. on Notaries and Notary Activities (Notary Code) as amended, Act No. 199/1994 Coll. on Psychological Activity and the Slovak Chamber of Psychologists, as amended by Act No. 578/2004 Coll., Act No. 200/1994 Coll. on the Chamber of Restorers and the Execution of the Restoration Activity of its Members, as amended by Act No. 136/2010 Coll., Act No. 216/1995 Coll. on the Chamber of Geodesist and Cartographers as amended, Act No. 586/2003 Coll. on the Legal Profession and on Amending Act No. 455/1991 Coll. on the Business and Self-Employment Services (Business Licensing Act) as amended, Act No. 344/2004 Coll. on Patent Agents and on Amending Act No. 444/2002 Coll. on Designs and Act No. 55/1997 Coll. on Trademarks, as amended by Act No. 577/2001 Coll. and Act No. 14/2004 Coll. as amended, Act No. 442/2004 Coll. on Private Veterinary Surgeons, on the Slovak Chamber of Veterinary Surgeons and on Amending Act No. 488/2002 Coll. on Veterinary Care and on Amendments to Certain Acts as amended, Act No. 578/2004 Coll. on Healthcare Providers, Healthcare Professionals, Professional Organizations in the Healthcare Sector and on Amendments to Certain Acts as amended, Act No. 540/2007 Coll. on Auditors, Audit and Oversight of the Audit Performance and on Amending Act No. 431/2002 Coll. on Accounting as amended. [↑](#footnote-ref-10)
11. Sections 12a to 12e of Act No. 105/1990 Coll. on the Private Business of Citizens as amended by Act No. 219/1991 Coll. [↑](#footnote-ref-11)
12. Specify all Org. IDs and Tax IDs assigned to a natural person. [↑](#footnote-ref-12)
13. *If the name of the course does not clearly indicate its content, the Labour Office is entitled to ask the job seeker to supplement the content of the course, including the timetable of individual parts of the course (e.g. syllabus, curriculum).* [↑](#footnote-ref-13)