

# **On-the-job training and preparatory training for working life 2009**

*As an unemployed jobseeker, you can take part in on-the-job training or preparatory training for working life in order to get acquainted with working life and improve your vocational skills and possibilities of finding a job. On-the-job training and preparatory training for working life are good alternatives for trying out new tasks and preparing yourself, even if you have been in working life for an extended period. They also offer you an opportunity of seeing which professions and jobs would be interesting and suitable for you.*

## **On-the-job training**

You will qualify for on-the-job training if you are less than 25 years of age, you have no vocational training and you are within the labour market support system.

## **Preparatory training for working life**

You will qualify for preparatory training for working life in case you are 25 years or older, or you have vocational training, or you are receiving the basic or earnings-linked daily allowance as unemployment security.

## **Finding a position for on-the-job / preparatory training**

The Employment and Economic Development Office (TE Office) will find an on-the-job or preparatory training position for you. You can also look for a training position yourself, which will then be approved by the TE Office.

The daily duration of on-the-job and preparatory training may be no more than eight and no less than four hours; the weekly duration may not exceed five days. While you are engaged in on-the-job or preparatory training, the TE Office may grant you labour market support or employment subsidy for your maintenance. For more detailed information on the conditions for receiving this type of support and the duration of the period over which the support can be paid, see under "Financial support".

## **Concluding a contract**

Before you start, the TE Office will conclude a fixed-term written contract concerning the training with you and the party providing the on-the-job or preparatory training position. This contract will specify such details as

- the time and place of the on-the-job or preparatory training
- the daily and weekly duration of the on-the-job or preparatory training

- the tasks that will be performed during the training
- the contact person of the party providing the training position.

In this contract, the party providing a position for preparatory training must also commit to assessing the way in which the training has improved your vocational skills and competence. The TE Office can also set other necessary conditions for the on-the-job or preparatory training. In addition to yourself, the contract will be signed by a representative of the TE Office and the party providing the training position.

While taking part in on-the-job or preparatory training, you are in an employment relationship with neither the provider of the training position nor the TE Office. This is why no days of paid leave will be accumulated during the on-the-job or preparatory training. As this is not an employment relationship, this time will not be included in calculations of time at work for the unemployment benefit.

The party providing the on-the-job or preparatory training position will look after your occupational safety and health, and supervise and guide you at the workplace to ensure that the goals set for the training are reached.

You will be entitled to receive a certificate of having taken part in on-the-job training or preparatory training for working life.

## **The party providing the position for on-the-job / preparatory training**

The party providing the on-the-job or preparatory training position must make sure that the trainee will be appropriately supervised and guided.

The training position can be provided by the State, a municipality, municipal federation, company, association or other community, or a foundation or a self-employed person. A household, on the other hand, cannot provide a position for on-the-job or preparatory training.

Certain restrictions apply to the provision of an on-the-job or preparatory training position which safeguard the position of the permanent employees of the employer and prevent the distortion of competition between companies.

A jobseeker cannot be referred or appointed to an on-the-job or preparatory training position

- in the same or similar tasks from which the party providing the training position has during the 9 months preceding the training for production-related or financial reasons, dismissed employees or laid off employees or shortened the working hours of the employees
- in case the training would result in dismissals or layoffs of workers employed by the party providing the training position or undermine the terms and conditions of their employment relationships
- in case the on-the-job or preparatory training would result in a distortion of competition between companies or self-employed persons.

# Financial support

## On-the-job training on labour market support

Trainees within the scope of the labour market support system will receive their full labour market support during their training. The labour market support is paid by the Social Insurance Institute. [www.kela.fi](http://www.kela.fi)

The labour market support will be paid during the training period, even if the person concerned had been affected by a discontinuation of support due to a refusal to take part in or dropping out of a labour political measure or training, refusal to accept a job, resigning from a job or being absent from the labour market.

Labour market support can also be paid for periods of waiting during the training and for the time during which a person less than 25 years of age does not receive labour market support because of a failure to apply for vocational training.

A trainee can receive labour market support for the maximum duration of the training, or for no longer than 12 months. For a particular reason, e.g. in order to prevent exclusion from the labour market, the total duration of on-the-job training contracts can be up to 18 months.

The calculation of the maximum period of on-the-job training (12 or 18 months) can only be started from beginning once the person has fulfilled the time at work condition for the payment of the unemployment benefit and received the unemployment benefit for the maximum period, after this again coming within the scope of labour market support. The maximum period will also be reset if the person has after a previous work placement received the labour market support for at least 500 days.

## Preparatory training for working life

If you take part in preparatory training for working life and are within the scope of the labour market support system, you will receive labour market support during the preparatory training on the same grounds as those in on-the-job training receiving labour market support (see Chapter above).

If you are receiving the basic or earnings-linked allowance as an unemployment benefit, you will at the discretion of the TE Office receive at least the basic part of the employment subsidy (and at the most the basic part of the employment subsidy increased by 60% = an additional part) for no more than five days a week. At the discretion of the TE Office, the sum of this subsidy will be approx. EUR 550–882 a month.

A person can receive employment subsidy for a maximum of 10 months at a time. Once he or she has received the employment subsidy for preparatory training for working life in one or several positions for a total of 10 months, this subsidy can be granted again after his or her calculation of the 500-day maximum duration of receiving the unemployment benefit has been reset.

## **Maintenance support**

### **On-the-job training on labour market subsidy**

If you are receiving labour market support and taking part in on-the-job training, and if you have received the unemployment benefit for the maximum period, or the labour market support for a minimum of 500 days due to unemployment before the training starts, you will receive not only labour market support but also maintenance support for the duration of the on-the-job training. The maintenance support will be paid by the Social Insurance Institution. This income will be non-taxable.

### **Preparatory training for working life**

If you are receiving labour market support and taking part in preparatory training for working life, your travel costs and other living costs during the training will be compensated. In case the preparatory training takes place outside the commuting area intended in the Unemployment Security Act, this compensation will take the form of an increased maintenance support. This maintenance support will equal the support received by those in labour force training, and more information on them can be found at:

The increased maintenance support can also be paid to a recipient of labour market support who

- ❖ takes part in preparatory training for working life organised within their commuting area but outside their municipality of residence and
- ❖ incur accommodation costs due to their participation in the preparatory training and
- ❖ will produce a rental agreement or other reliable account of the costs incurred from finding lodgings.

The maintenance support for those taking part in preparatory training for working life on labour market support will be paid by the Social Insurance Institute.

In case an employment subsidy is paid for the duration of the preparatory training, the TE Office can grant a maintenance support on the above-mentioned grounds. However, the maintenance support will then be granted at the discretion of the TE Office.

## **Insurances**

The Ministry of Employment and Economy has arranged a group liability insurance for those taking part in on-the-job training and preparatory training for working life. Compensation for an accident having occurred during on-the-job or preparatory training or an occupational disease having developed during these will be remitted by the State pursuant to the provisions of the Act on Employment Accident Insurance.