

## INFPC: Subsidy for vocational training

Get your fair share!



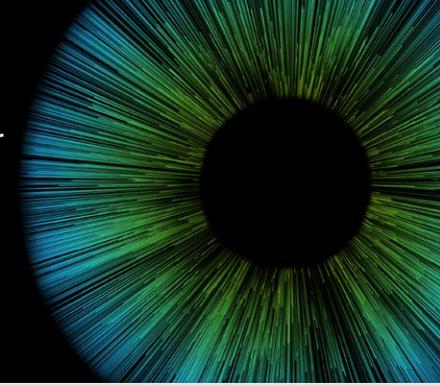
**Luc Brucher**  
Assurance Partner  
+352 45145 4704  
lbrucher@deloitte.lu



**Pascal Martino**  
Banking and Human  
Capital Leader - Partner  
+352 45145 2119  
pamartino@deloitte.lu



**Bettina Werner**  
Assurance Partner  
+352 45145 3516  
bewerner@deloitte.lu



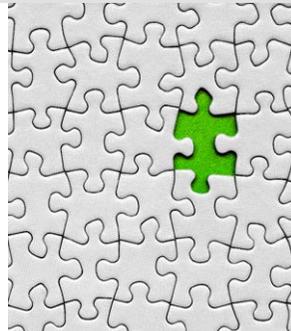
### Our offer

We can either assist you in preparing the financial report for submission to the *Institut National pour le développement de la Formation Professionnelle Continue* (INFPC) or certify your compliance with criteria set out by INFPC to ease and speed up the treatment of your file, and ultimately reduce delays to get a faster payment of subsidies.

Moreover our INFPC dedicated team is ready to assist you in the compliance of your application to the vocational training subsidy.

### Challenges you are facing

- Lengthy treatment of the application by INFPC resulting in significant delays prior to receiving any subsidies
- Lack of experience and resources to answer specific questions related to some types of trainings which are keys for a successful co-funding application
- Obligation to submit all the related supporting documents with your file when submitting your application



### Benefits for you

- With the certification:
  - a **faster payment of subsidies** (thus giving you a 4 to 16-month improvement in cash flow)
  - no need for an additional review to be carried out by the INFPC on files reviewed by Deloitte
  - no requirement to provide the related supporting documents with your application
  - the cost for certifying the annual report is eligible for reimbursement
- Recommendations on the eligibility of costs to ensure that all costs are considered
- It saves a lot of time from the HR training officer

### Our approach...



#### A team fully dedicated to the INFPC reports

The team will be available at any time for your questions and issues on reporting.



#### A quantitative and qualitative review in collaboration with you

On top of the eligibility checks that will be performed, the team will provide you with quantify and qualitative feedbacks and recommendations to further improve your reporting framework and further enhance the quality of your documentation in compliance with the legal and regulatory requirements. This added value is provided thanks to the specialised and experienced team in this matter.



#### Clear and constant communication throughout the process

A kick off meeting will be set up for a better understanding of the deadline and the documents that are needed to execute the mandate. Regular exchange status meetings between the team and the client to ensure that the deadline is met. This also through the use of new technology (exchange platforme Deloitte Connect) ensuring prompt and safe exchange of data.

### ...to deliver the best service

#### CERTIFICATION

Deloitte can **certify your compliance with criteria set out by INFPC** to ensure the quality of the reported Information and ensure a faster payment of the subsidy. The certification allows the INFPC to validate the eligibility of the reported costs based on the procedure that have been executed. The processing time is decreased and the payment of the **subsidy occurs faster**.

#### ASSISTANCE

Alternatively, Deloitte can help you in **preparing your cofunding application**. Specifically, our team gathers and documents training information, collects and reviews supporting documentation, assesses compliance of information and documentation collected. Additionally our team sets up a systematic approach to organise and updates the INFPC's information collection template throughout the year to facilitate future applications.