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de l'Enfance et de la Jeunesse

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# Vocational training

*Formation professionnelle*

# Vocational training

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# Vocational training

With the professional world rapidly changing, the need for high professional qualifications increases constantly in many sectors and trades.

Vocational training offers a wide range of training possibilities based on the requirements of the professional world. It allows young and adult people to obtain recognized qualifications and employees or job seekers to broaden or update their professional skills.

In Luxembourg, vocational training covers three 3 parts :

- **initial training** (*formation initiale*) within the frame of secondary technical education ;
- **continuous vocational training** (*formation professionnelle continue*) in the context of life-long learning ;
- **accreditation of prior learning and experience** (*VAE - validation des acquis de l'expérience*) leading to a professional certification through the recognition of skills acquired during prior paid or unpaid activities.

# Initial vocational training

## School offer

Vocational training available at the level of public and private general secondary education covers about [120 training programmes](#).

These programmes lead to three qualifications:

- the **vocational capacity certificate (CCP - Certificat de capacité professionnelle)** normal duration : 3 years ;
- the **vocational aptitude diploma (DAP - Diplôme d'Aptitude Professionnelle)**, normal duration : 3 years ;
- the **technician's diploma (DT - Diplôme de technicien)**, normal duration : 4 years.

Students who don't have the qualifications to access the CCP can attend the professional guidance and initiation courses (*COIP-p - cours d'orientation et d'initiation professionnelles*), organised by the CNFPC (*Centres nationaux de formation professionnelle continue*) or the lycées techniques (technical high schools).

## Organisation

The decision to follow vocational training is made at the end of the 5th year (5<sup>e</sup>) ([third year of general secondary education](#)) based on an opinion of the class council as well as academic results and interests of the student.

3 training options lead to the following qualifications:

- the vocational capacity certificate, normal duration : 3 years ;
- the vocational aptitude diploma, normal duration : 3 years ;
- the technician's diploma, normal duration : 4 years.

Vocational training can take the form of :

- **Régime concomitant (concurrent education)** : part of the vocational training takes place in a training organisation (under a vocational training contract), the other part (one to three days a week) takes place in an educational establishment;
- **Régime mixte (mixed education)**, the student attends professional classes in an educational establishment on a full-time basis for one year. After that, the student will be completing the rest of his/her training in the form of concurrent education ;
- **Régime à plein temps (full-time education)** takes place in an educational establishment with an on-the-job training period of at least 12 weeks (under an internship contract).

## Vocational Capacity Certificate (CCP)

It provides students with the basic professional and social skills that are necessary to enter the job market.

It normally covers 3 years and is organised in modules with continuous assessment under a **vocational training contract**, i.e. an important part takes place in the training organisation while the student spends the rest of the time in school (one to three days a week).

After accomplishing the CCP the student can continue his/her training leading up to a vocational aptitude diploma (DAP) in the same speciality field.

## Vocational aptitude diploma (DAP)

It provides access to the job market as a qualified employee under a **vocational training contract** or an **internship contract** (minimum 12 weeks of on-the-job training with a normal duration of 3 years).

After accomplishing the DAP the student can (follow) take up studies to obtain a technician's diploma (DT) in the same speciality field, enrol in the higher grades of general secondary education or in the curriculum of a brevet de maîtrise (master's qualification).

## Technician's diploma (DT)

This curriculum includes very extensive vocational training allowing students to directly enter the job market or enrol in higher technical education in the speciality field of their diploma provided they pass the preparatory modules for higher technical education. The technician's diploma differs from the CCP and the DAP by a more advanced and diversified skill profile and more extensive general knowledge.

The normal duration is 4 years.

It is mostly organized under an **internship contract** (minimum 12 weeks in total).

After completing the DT students can continue their training either by enrolling in the higher grades of general secondary education or by following the preparatory modules of higher technical education. These modules can be acquired during the normal time of the studies or after completing the training. (The) this specific qualification is documented by a diploma supplement granting access to higher technical education in the specialty field of the training.

## Modules and European credits

Vocational training is structured in form of European credits, that are in turn subdivided into modules.

Students who have passed a module, move on to the next module. Students who fail to pass a module, may follow the same module again during normal school hours without having to repeat the entire year.

Several modules together form a European credit. European credits cover modules preparing for a specific activity in a trade or profession.

Except in case of the re-enrolment in the first year of a training programme, modules that students have successfully passed remain acquired for life. For students re-enrolling in a training programme of which the assessment referential has changed in the meantime, the

director of vocational training can decide, upon written request of the student, to grant exemptions.

The structure in European credits and modules is the key element of a life-long learning concept as the validation of acquired modules allows every person who interrupted their studies at some point to resume their training without having to start from the very beginning.

See also Apprenticeship and [Assessment](#).

## On-the-job experience in training organisations

Vocational training is designed and organised in a way to promote on-the-job experience.

This can take two different forms:

**On-the-job training** : students have the status of apprentice and sign a contract with a training organisation while attending class during a certain number of hours per week.

**Internship** : students have the status of trainee ; they spend the major part of the training at school and a minimum of 12 weeks in an internship with a company.

## Partnership with professionals

Vocational training is based on a partnership between the school and professionals: the State, the **chambers of employers (*chambres professionnelles patronales*)** and the **chamber of employees (*chambre professionnelle salariale*)** are closely involved in vocational training.

A **committee for vocational training (*Comité à la formation professionnelle*)**, provide for by the law on the reform of vocational training, defines the broad orientation, monitors the evolutions and warrants that the objectives of vocational training match the needs of Luxembourg economy.

The framework programmes (professional profile, training profile and master plan) as well as the assessment referential of the various training programmes are prepared by the curricula teams including representatives of the academic and the professional world.

Curricula are prepared by the **national training commissions (*Commissions nationales de formation*)** with representatives of each high school involved in the training as well as representatives of the professional world.

# Apprenticeship and assessment

## Apprenticeship

A set of skills to be acquired by students during the training is defined for each curriculum with the aim to allow them exercising a trade or profession. These skills are transposed in different assessment references and programmes.

Training is subdivided into modules (and not into subjects). Each module aims at developing various skills and is based on specific professional situations. Students acquire theoretical knowledge and learn how to use this knowledge in practice.

There are three types of modules :

- **basic modules** (*modules fondamentaux*)  
they are mandatory. Students who fail to pass these modules, must take them again in the next semester within the frame of compensation modules.
- **additional modules** (*modules complémentaires*)  
They are also mandatory. Students who fail to pass these modules, can take them again at a later time during their training.
- **optional and preparatory modules** (*modules facultatifs et préparatoires*)  
They broaden the scope of the training or prepare for higher studies, as the case may be.

## Assessment

### Grades awarded on the basis of skills

At the end of each semester, a review documents the student's progress.

This review includes points for each module and, if applicable, the decision about the progress of the student. Each module is assessed on a maximum of 60 points. A module includes several skills that are assessed separately and rated on a maximum of 6, 12, 18 or 24 points.

Students successfully pass a module if they have acquired at least 30 points.

In 2019-2020 this new assessment was applied to the first training year and the year after the intermediary review. It will be applicable to all training years as of the academic year 2020-2021.

Acquired professional modules will remain valid during the entire life

Students who failed to pass a module, can take this module again without having to repeat the entire year.

### Intermediary review (*bilan intermédiaire*) and final review (*bilan final*)

An **intermediary review** (*bilan intermédiaire*) is issued at the end of:

1. the second year of a training programme with a normal duration of four years;
2. the first year of a training programme with a normal duration of three years.

The final review (*bilan final*) is issued at the end of the training.

These reviews are based on the results obtained by the student in the mandatory modules of the curriculum since the beginning of the training without considering internship modules or, if applicable, the intermediate integrated project (*projet intégré intermédiaire -PII*).

### **Reorientation of students**

Students who are not allowed to move on to the next training year, can be reoriented by the class council either to another training programme of the same level or of a different level. Should the class council deem that a student has the capacities to complete the training, such student may be granted an additional year to pass the missing modules.

### **Integrated projects (Projets intégrés)**

Students under a vocational training contract of a **DAP** or **DT** work on an **intermediary integrated project (*projet intégré intermédiaire - PII*)** during their training. All students (CCP, DAP and DT) work on a **final integrated project (*projet intégré final*)** at the end of the training.

The purpose of these integrated projects is to check if the student has acquired, in addition to the specific skills, the complex skills that are necessary to deal with a real life or a simulated professional situation.

Admissibility to the final integrated project is subject to the condition to successfully pass the final review.

[Demande de participation à la prochaine session du projet intégré final \(PIF\) \(pdf, 46 ko\)](#)

### **Certification**

Certifications are awarded after students have successfully completed the final integrated project and passed the basic modules, as well as internships, if applicable

# Continuing vocational training

Continuing vocational training (*formation professionnelle continue*) is a major stake in a constantly changing professional world. Besides initial training, it allows to obtain a diploma, complete or perfect skills and knowledge, change professional orientation, progress in a professional career, adapt to new technologies, etc.

It is more specifically directed at:

- Persons, who have not completed their studies or initial training ;
- Holders of a DT, DAP or CATP diploma wishing to prepare a master's qualification ;
- Job seekers trying to increase their chances to (re)integrate the job market;
- Holders of professional or technical qualifications wishing to complete or adapt their skills in order to keep their job, increase their competitiveness, shift their professional career, etc.

## Adult vocational training

Persons over 18 wishing to learn a trade or make a career change can enrol in adult vocational training. It is available for adults with an employment contract as well as for job seekers registered with the Employment Agency (*ADEM-Administration pour le développement de l'emploi*).

Adult vocational training options are:

- the **vocational capacity certificate** (*CCP - certificat de capacité professionnel*) ;
- the **vocational aptitude diploma** (*DAP - diplôme d'aptitude professionnelle*) ;
- the **technician's diploma** (*DT - diplôme de technicien*)

Adult training is available for all trades and professions defined by grand-ducal regulation on professions and trades in the context of vocational training and which are available on a concurrent education basis.

Students enrolled in adult vocational training are paid the social minimum wage.

## Master craftsman's diploma

A Master craftsman's diploma entitles the holder to work as an **independent professional** in the **trade sector** and to train **apprentices**. The Master craftsman's diploma grants the title of **maître-artisan** (master craftsman) in the given trade.

Courses to prepare the Master craftsman's diploma are organised by the **Chamber of Skilled Trades and Crafts (*Chambre des métiers*)**.

To enrol in the courses, students must be holding a vocational aptitude diploma (DAP) or submit qualifications that are recognised as equivalent. Holders of the General Certificate of Secondary Education as well as of a technician's diploma and some higher education diplomas with professional experience may also be admitted.

## Funding for training

**Companies** in the private sector in Luxembourg can request **funding for training** amounting to 15% taxable of the annual amount invested. The financial participation of the government amounts to up to 20% taxable for the salary costs of participants meeting the following criteria when starting the training:

- either no recognised diploma and a **seniority** of less than 10 years ;
- or a **recognised diploma** or a seniority of more than 10 years and more than **45 years old**.

The **INFPC** - *Institut national pour le développement de la formation professionnelle continue*, a public organism under the authority of the Ministry of National Education, Children and Youth provides assistance for companies wishing to apply for **co-financing**.

## Individual training leave

You would like to complete your qualification to be more competitive ? You try to change your professional career and need to adapt or perfect your skills and knowledge?

Individual training leave will allow you to find the necessary free time to follow training courses while keeping your salary and your job. The law of 24 October 2007 introduced, for every person exercising an activity in the private sector, the right to benefit from 80 days of training leave during his or her professional career.

Here you will find further useful information about individual training leave.

*What is training leave ?*

Training leave is a special leave allowing employees and people exercising an independent or liberal profession to take part in courses, to prepare for and take exams, to write a thesis or to perform any other work in connection with an eligible training option.

*What are the conditions to benefit from training leave ?*

To benefit from training leave, employees must

- work on a regular basis at a work place located on Luxembourg territory
- have an employment contract with a company or association legally established and active in the Grand Duchy and,
- have an employment seniority of at least 6 months with their employer at the time the request for leave is submitted.

Persons exercising an independent or liberal profession must be affiliated since at least 2 years with the Luxembourg social security.

### *What are the modalities for submitting a training leave request ?*

The applicant must submit a request to the Service de la formation professionnelle of the Ministry of National Education, Children and Youth. More specifically, this means:

- filling out the application form to request training leave which can be downloaded below ;
- request the employer to sign the form ;
- send the duly filled out form together with the required documents to the following address :

Ministère de l'Éducation nationale, de l'Enfance et de la Jeunesse  
Service de la formation professionnel / congé de formation  
29, rue Aldringen  
L – 1118 Luxembourg

### *What happens if the employer does not agree with the request ?*

Should the employer not agree with the request, the leave can be postponed if the absence caused by the requested leave risks to have a major negative impact on the operation of the company or the way the other employees will be able to take their annual holidays.

### *What are the training options for which training leave is available?*

Training leave may be granted for training provided both in Luxembourg and abroad by:

- institutions having the status of public or private schools recognised by the public authorities and issuing qualifications that are recognised by these authorities ;
- professional chambers ;
- municipalities ;
- foundations, persons and private associations individually approved for this purpose by the minister ;
- ministries, administrations and public institutions.

Training subject to other legal provisions or co-financing is not eligible.

### *How is the number of training leave days calculated?*

The total number of available training leave days depends on the number of hours required for the training. This number of hours is either determined by the training organism or on the basis of the schedule of the schools or training institutions.

The number of hours is converted into the number of work days. Eight hours of training are equivalent to one work day. The resulting amount is then divided by three to obtain the number of training leave days and is rounded down, if applicable.

Example for the calculation of a training covering 30 hours:

$30 : 8 = 3.75$  work days

$3,75 : 3 = 1.25$  training leave days  
(rounded down)

Hence, 30 hours of training entitle to 1 day of training leave

*What is the maximum and minimum duration of training leave?*

The maximum duration of training leave is **80 days** for each beneficiary during his or her professional career. Over a period of 2 years, the maximum amount of available training leave is 20 days with a minimum duration of 1 day.

For part-time employees, training leave days are calculated pro-rata to their work time.

*Is the training leave beneficiary covered by social security?*

Training leave is assimilated to actual work time. During the time of the leave, the legal provisions regarding social security remain applicable to the beneficiary.

*Is the training leave beneficiary granted employment security?*

The legal provisions on employment protection remain applicable to the beneficiary during training leave.

*Will employees benefitting from training leave receive a remuneration?*

Employees benefitting from training leave are entitled, for each day of training leave, to a compensation paid by the employer, which is equal to the average daily salary as defined in article L.233-14 of the Labour code. This compensation may however not be higher than four times the social minimum wage for non-qualified workers.

*Will the employer obtain a reimbursement for training leave?*

The employer will receive the reimbursement of the compensation and the part of the social security paid by the employer. For this, the employer must submit a declaration using the form prepared by the Ministry of National Education, Children and Youth.

*Can persons exercising an independent or liberal profession benefit from a compensation?*

Persons exercising an independent or liberal profession benefit from a compensation directly paid by the government. It is determined on the basis of the income declared during the last financial year for the calculation of the pension insurance. It may not be higher than four times the social minimum wage for non-qualified workers.

*What are the sanctions if the beneficiary of training leave submitted incorrect or incomplete information?*

The compensation granted must be immediately paid back if it was obtained based on information that the beneficiary knew to be incorrect. Furthermore, the beneficiary shall pay interests at the legal rate as of the date of the payment until the day of the reimbursement.

(Source: CEPL)

The various forms to apply for training leave can be downloaded here below.

**Important note on data protection:**

Data collected are subject to data processing in order to facilitate the management of individual training leave and the supervision of the rights and duties pertaining thereto in compliance with the applicable legal and regulatory provisions.

Your data will be stored for the sole use of the *Service de la formation professionnelle* of the MENJE and will not be disclosed to any third party.

### [Forms for downloading](#)

French :

- [Demande d'octroi d'un congé de formation \(travailleur salarié\)](#) (pdf)
- [Demande d'octroi d'un congé de formation \(travailleur indépendant / personne exerçant une profession libérale\)](#) (pdf)
- [Déclaration de remboursement \(employeur\)](#) (MyGuichet.lu)
- [Déclaration de remboursement \(travailleur indépendant / personne exerçant une profession libérale\)](#) (MyGuichet.lu)

German :

- [Bewilligungsantrag eines Bildungsurlaubs \(Lohnempfänger\)](#) (pdf)
- [Bewilligungsantrag eines Bildungsurlaubs \(Selbstständiger, Freiberufler\)](#) (pdf)
- [Kostenerstattungsantrag \(Arbeitgeber\)](#) (MyGuichet.lu)
- [Kostenerstattungsantrag \(Selbstständiger, Freiberufler\)](#) (MyGuichet.lu)

English :

- [Request for Training Leave \(employee\)](#) (pdf)
- [Request for Training Leave \(self-employed\)](#) (pdf)
- [Request for reimbursement \(employer\)](#) (MyGuichet.lu)
- [Request for reimbursement \(self-employed\)](#) (MyGuichet.lu)

### **Training for unemployed persons**

Training for unemployed persons is organised in close collaboration with the Employment Agency (*ADEM - Administration pour le développement de l'emploi*) and the Ministry of National Education, Children and Youth.

There are two types of training for unemployed people.

#### **Training for job seekers that aim to increase their chances to find a new employment**

This training generally covers one year and is available for persons, mostly young people, who experience difficulties to enter the job market. Courses are provided by the CNFPC (*Centres de formation professionnelle continue*) and provide guidance and initiation to various professional careers. Students benefit from socio-pedagogical support and work placements.

Training organised for a company or an economic sector for the purpose of a direct integration in the job market

This training is provided upon request of employers with a duration of about 6 weeks and a work placement period of three months. The beneficiary company commits to hire the students once they finished the training.

## Videos

Training with COMAT - Alain Conter, administrator & Head of Training

Training at the hairdresser Beim Figaro - Michel Sanna, business owner

Training with Groupe FOYER - Roland Bisenius, Head of Training

# Accreditation of prior learning and experience (VAE)

Contact

Email : [vae@men.lu](mailto:vae@men.lu)

Tél : (+352) 247-75908 ou 247-85912

Adresse :

Ministère de l'Éducation nationale,  
de l'Enfance et de la Jeunesse  
Cellule VAE  
18-20, montée de la Pétrusse  
L-2327 Luxembourg

In order to obtain one of the following qualifications:

- **the vocational capacity certificate (CCP - Certificat de capacité professionnelle) ;**
- **the vocational aptitude diploma (DAP - Diplôme d'aptitude professionnelle) ;**
- **the technician's diploma (DT - diplôme de technicien) ;**
- General Certificate of Secondary Education;
- master's qualification in a craft

Throughout the procedure of the recognition of prior experience, candidates must prove their knowledge, capacities and skills provided in the **framework programme of the relevant qualification (programme cadre de la qualification visée)** (for further details please go to the section *Comment identifier la bonne qualification ?*).

The VAE covers two steps :

## First step

In a first step, the validation request **must be declared admissible**. For a request to be admissible, it is necessary to proof the possession of formal, non-formal or informal education:

- of at least three years (i.e. 5 000 hours), obtained in a continuous or non-continuous way, and
- that is in relation with the requested qualification.

## Second step

If the request was declared admissible, the candidate must file a **validation request on the merits (demande de validation sur le fond)**. The validation request is submitted for analysis and decision to a validation commission.

In order to obtain a **full validation**, candidates must prove their knowledge, capacities and skills provided in the framework programme of the qualification.

If this is not the case, **validation** can be **partial**. Candidates then have three years to acquire the missing skills.

The validation commission may also decide to not grant any **validation** at all, if the acquired skills listed by candidates in their request do not match the framework programme of the qualification.

## Conduct of the procedure

### Why is this important?

A qualification obtained through the VAE procedure can help candidates to find a new job, a new position, to progress in their current career or to reduce the time of a training programme they want to follow.

### What are the available qualifications?

The VAE procedure applies to the following qualifications (based on the amended law of 19 December 2008 on the reform of vocational training) :

- **the vocational capacity certificate (CCP - Certificat de capacité professionnelle) ;**
- **the vocational aptitude diploma (DAP - Diplôme d'aptitude professionnelle) ;**
- **the technician's diploma (DT - Diplôme de technicien);**
- secondary school leaving diploma of the general secondary education ;
- master's qualification in a craft

For the CCP, DAP and DT : in order to know if the experience acquired during a professional activity can be recognized through a VAE procedure, please refer to appendix A of the grand-ducal regulation of 9 July 2018. For the professions and trades included in the CCP, DAP and DT diploma/certificate of this list, validation requests can be declared admissible (subject to filing a complete application). However, it is unnecessary to submit an application for the professions and trades listed in the TRF certificate (pages A 586 - 3, A586 - 4, A 586 - 5, A 586 – 6 of appendix A ; available here <http://legilux.public.lu/eli/etat/leg/rgd/2018/07/09/a586/jo>). Indeed, this cross-border training programmes do not lead to a Luxembourgish professional qualification certificate or diploma.

For high school diplomas, the competent authority is the Ministry of Higher Education and Research

### What are the required language skills ?

Knowledge of the languages included in the framework programme of the qualification is a prerequisite (see also under *Comment identifier la bonne qualification ?*).

For the master's qualification, candidates have the choice between German and French.

### How to identify the right qualification?

To know which qualification corresponds to your experience, you have the following options :

1. Request the assistance of the VAE team of the Ministry or contact the Chamber of commerce (*Chambre de commerce*) and the Chamber of employees (*Chambre des salariés*) ;
2. look up the curricula of the diploma on the website under [Horaires et programmes](#) :

For the vocational capacity certificate (*CCP - certificat de capacité professionnelle*), the vocational aptitude diploma (*DAP - diplôme d'aptitude professionnelle*) and the technician's diploma (*DT - diplôme de technicien*), [follow this link](#) and click on « Vue structurée » then select CCP, DAP or DT (under 2017/2018) and the relevant trade or profession.

For the General Certificate of Secondary Education, [follow this link](#) and click on « éducation secondaire générale » under the heading « Ordre d'études ». Then select:

- 2GCG and 1GCG for the division administration and business, section management ;
- 2GCC and 1GCC for the division administration and business, section communication and organisation ;
- 2GED and 1GED for the division health and social professions, section educator training;
- 2GED, 1GED and 1+GED for the division health and social professions, section educator training, graduation year ;
- 1GSHAN for the division health and social professions, section health sciences - former regime ;
- 2GSO and 1GSO for the division health and social professions, section social sciences;
- 2GIG and 1GIG for the general technical division, section engineering ;
- 2GIN and 1GIN for the general technical division, section information technology ;
- 2GSN and 1GSN for the general technical division, section natural sciences;
- 2GAR and 1GAR for the art division, section arts.

3. For the master's certifications please refer to the curricula on the website of the Chamber of Skilled Trades and Crafts ([Chambre des Métiers](#))

## [How to prepare a validation request?](#)

There are two steps in a validation request.

### *First step*

You start by filling out the first part of the validation request ([demande de recevabilité](#)) (admission request), in which you can specify for which diploma or certificate you are submitting a validation request.

In the admission request you will provide information about your experience and more specifically your professional experience, volunteering activities or private experience as well as about your educational or training background. Based on this information and supporting documents, the VAE unit of the The Ministry of National Education, Children and Youth **will check if your experience allows you to request a recognition of your prior experience** and if your request is admissible.

Should you fill out this form by hand, please write clearly and try to be as precise, specific and complete as possible.

You are required to submit documents in support of your declarations. This evidence can be of different type. It will be subject to a careful examination by the relevant unit of the ministry.

For the admission request, you will have to provide :

- a [certificat d'affiliation à la sécurité sociale](#) (social security registration certificate), a copy of the employment contract (or an employment certificate or salary slips) documenting paid employment activities ;
- a [certificat d'affiliation à la sécurité sociale](#) if you are independent ;
- certificates issued by the president of the associations regarding your volunteering work with these associations;
- affidavits regarding your private activities ;
- photocopies of your certificates or diplomas, reviews, units or modules of a training programme, VAE decisions, certificates of internships or certificates that you successfully completed a training;
- a copy of your identity document ;
- a copy of the payment confirmation (account statement): to submit an admission request, you have to pay a stamp duty of 25 Euro by bank or postal account transfer on the account of l'[Administration de l'Enregistrement et des Domaines](#): IBAN LU09 1111 7026 5281 0000, code BIC: CCPLLULL with the following wording : « droit de timbre, validation des acquis de l'expérience (rgd du 11 janvier 2010) » together with your name and first name.

Put numbers on your documents. Documents that are written in another language than one of the official languages in Luxembourg (Luxembourgish, French and German) must be submitted together with a translation made by a sworn translator.

### **Note :**

Documents that you submit together with your request will not be returned. Therefore, for salary slips, employment contracts, diplomas... please only submit copies.

You should pay close attention to the information you are providing in the request.

Admission requests must include the following elements :

- 1 **your motivation**
- 2 **your identity**
- 3 **your affidavit**
- 4 **your experience**

- 4.1 your current professional experience
- 4.2 your most recent professional experience
- 4.3 your previous professional experiences
- 4.4 your experiences in volunteering activities
- 4.5 your other experiences
- 4.6 your main activities in the context of the relevant certificate or diploma

## 5 **your initial training or education**

- 5.1 your educational background
- 5.2 your certificates and diplomas

## 6 **your vocational training**

- 6.1 the history of your vocational training
- 6.2 your certificates and diplomas

and the payment confirmation (account statement) regarding the payment of the stamp duty.

Your admission request must be sent to the following address :

Ministère de l'Éducation nationale, de l'Enfance et la Jeunesse  
18, montée de la Pétrusse  
L-2327 Luxembourg

The ministry will analyse your admission request and may request additional information.  
The VAE unit of the ministry may also request you to submit the original documents.

### *Second step*

After your admission request was accepted, you must complete the second part of the validation request: la [demande de validation sur le fond](#) (admission request on the merits)

### [Does the acquired experience have to be recent or can it go back to several years?](#)

This is irrelevant for the admission of your VAE request.

### [How to prepare a validation request on the merits?](#)

After the first part of your validation request was declared admissible, you must complete the **validation request on the merits**. You have the possibility to provide in the « **Appendixes** » all the documents that show your experience and the acquired skills.

If necessary, VAE candidates may benefit from assistance or guidance to submit their validation request on the merits. A form to request **guidance (accompagnement)** for the 2<sup>nd</sup> part of the validation request is issued to every candidate after the request was declared admissible.

Based on the **guided questionnaire (questionnaire guidé)**, the validation request on the merits should allow you to provide a detailed list and description of your skills, knowledge and capacities that match the requirements of the diploma that you are applying for. You will provide a description of your activities by documenting specific situations in your request.

For the validation commission to assess in which context you have developed and used your experience and skills, you must provide detailed answers to the questions of the descriptive forms regarding your « **background** » (*parcours*) (P1, P2, P...), your « **employments** » (*emplois*) (E1, E2, E...) and your « **activities** » (*activités*) (A1, A2, A...).

Please be very careful about the quality of the information you are providing.

Should you fill out this request by hand, please write very clearly. Be precise and specific and put numbers on the documents. You may freely choose the size of your answers.

To accurately document your **activities**, we recommend that you carefully study the curriculum of the certificate or diploma you are applying for as you will have to refer to this curriculum to prepare your validation request on the merits. The validation commission will assess the skills you are describing **in comparison with the skills required for the relevant qualification**.

Further information can be found in the curricula of the relevant qualification on the website [Horaires et programmes](#) (under the section *Comment identifier la bonne qualification* points 2 and 3)

Recognition of prior experience is based on proofs. Written descriptions of your knowledge, aptitudes and skills must be sufficiently **detailed**. You are also required to provide specific examples of tasks that you have performed. This will require you to go back in time and find situations that you should describe as precisely as you can, together with the conditions under which you have performed such tasks.

It is on the basis of this full range of information that the validation commission will assess your skills and compare them with the requirements of the relevant certificate or diploma. The decision of the commission may be to grant :

- a **complete validation**;
- a **partial validation**;
- no **validation at all**.

THE VALIDATION REQUEST ON THE MERITS must include the following elements:

- affidavit ;
- description(s) of your educational background ;
- description(s) of your employment(s);
- descriptions of your activities
- appendixes ;
- copy of the admission decision.

## Deadlines

*Deadline for the admission request (1<sup>st</sup> part of the VAE procedure)*

There is no deadline for the submission of the admission request.

*Deadline for the validation request on the merits (2<sup>nd</sup> part of the VAE procedure)*

Deadlines to submit the validation request on the merits for the validation sessions are as follows :

- 29 February 2020 for the May-June 2020 session ;
- 31 July 2020 for the October-November 2020 session ;
- 29 February 2021 for the May-June 2021 session ;

- 31 July 2021 for the October-November 2021 session.

If the validation request on the merits is sent by post, the date of the postal stamp shall prevail.

Deadline for the request to receive assistance

Within one month after receiving the notification that your request was admitted, you may ask to be assisted by a person of the ministry. A form to request such assistance is sent to every candidate after the admission request was declared admissible.

#### [What does the assistance cover?](#)

The ministry offers assistance and guidance, which can include the following:

a collective workshop organized by the ministry;

one or more personal meetings with an assistant, while the total time of personal guidance may not exceed twelve hours.

Guidance is optional and available in French, German and Luxembourgish.

The assistant is either a civil servant or a representative of the professional chambers.

The various aims of the guidance available to candidates are to:

- inform the candidate on how to proceed with the request;
- inform the candidate on the relation between his/her professional experience and the final diploma;
- assist and advice the candidate to prepare the file for the validation commission ;
- assist the candidate in preparing the on-the-job test or meeting.

#### [Who is examining the VAE files?](#)

Your validation request will be submitted for analysis and decision to the members of the validation commission. This commission comprises six members : two representatives from the employer's side, two representatives from the employee's side and two representatives from the educational field. There is a validation commission for each qualification. The commission compares the skills you describe and document in your request with the skills required to obtain the requested qualification.

If necessary, the examination of the file may be followed, should the validation commission so request, by a meeting or an on-the-job test in a real-life or test environment.

Should the commission deem that your skills are insufficient, it may grant a partial validation. In this case you have three years to acquire the missing skills (for instance through training or additional experience).

The validation commission may also decide to not grant any validation at all if the skills you provided in your request do not correspond to the framework programme of the given qualification.

#### [How long does this procedure take ?](#)

There is no deadline for the submission of the admission request.

If the first part of your validation request (admission request) is admissible, you may continue with the second part of the validation request (validation request on the merits). The positive decision as to the admissibility of your VAE request remains valid for two validation sessions. Validation commissions meet twice a year.

**Example :**

You are submitting your admission request during the month of August 2017. In case of a positive decision, you may then submit your validation request on the merits :

- either for 28 February 2018 (May-June 2018 session) ;
- or for 31 July 2018 (October-November 2018 session).

You must comply with these dates. The date of the postal stamp shall prevail.

If you submit your validation request on the merits within the specified deadlines, the ministry will transmit your request to the competent validation commission.

You will receive a decision from the competent authority at the latest one month after it was issued by the validation commission.

[Where to send the request?](#)

Candidates must send their request by registered mail to the following address

Ministère de l'Éducation nationale, de l'Enfance et de la Jeunesse  
VAE  
18, montée de la Pétrusse  
L-2327 Luxembourg

[Where can I get additional information?](#)

**You can :**

**contact the VAE** unit of the ministry by e-mail [vae@men.lu](mailto:vae@men.lu) or by phone (+352) 247-75908 or (+352) 247- 85912 ;

call at the offices of the VAE unit of the

***Service de la formation professionnelle*** at the following address :

18, Montée de la Pétrusse à Luxembourg, (3rd floor).