

# HR Practical Information

## Compte Personnel Formation

### **Implementation of the Compte Personnel de Formation (CPF)**

As of 1st January 2015, the Compte Personnel de Formation (CPF) will be replacing the Droit Individuel de Formation (DIF).

### **How is the Compte Personnel de Formation credited?**

The Compte Personnel de Formation is credited in hours at the end of each year, within the limit of:

- 24 hours per year for a full-time contract over a full year, until the acquisition of 120 hours,
- And 12 hours per year up to a ceiling of 150 hours.

For part-time employees or those under a short-term contract, the calculation is based on the number of hours worked during the year (pro rata temporis).

### **What happens to the unused DIF hours?**

The DIF hours accrued up to 31st December 2014 can be used until 31st December 2020, respecting of the applicable rules regarding the use of the CPF. During this transitional period, the DIF hours will be used in priority.

### **How to access one's CPF account?**

As of 5th January 2015, employees will have access –after activation- to their own CPF account on [www.moncompteformation.gouv.fr](http://www.moncompteformation.gouv.fr). Employees will be responsible for entering the number of their DIF hours which will have communicated by Human Resources.

## **What kind of training can be done with the CPF hours?**

Only specific trainings can be done with the CPF hours:

- Trainings to acquire basic literacy skills
- Dedicated trainings to obtain qualifications through validation of academic credits due to experience
- Trainings leading to a qualification or certification (degree, diploma or title for professional purposes, certificate or qualification....).

The full list of eligible trainings is accessible at [www.moncompteformation@gouv.fr](http://www.moncompteformation@gouv.fr)

## **How to use the CPF?**

The CPF can be used only at the employee's initiative:

- During working hours, with continued pay and employer's agreement (at least, 60 days before the beginning of the training – 120 days for training of more than 6 months). The employee sends his request to the employer (HR Dpt.) who should give an answer within a limit of 30 calendar days.

In the absence of answer from the employer, the request is considered accepted.

- Outside working hours. With no pay. The employer's agreement is not necessary in this case.

Do not hesitate to contact Human Resources. We can help you to develop and implement your project, choose the right training....

## **Useful links:**

[www.moncompteformation.gouv.fr](http://www.moncompteformation.gouv.fr)

<http://www.fongecif-idf.fr/vous-etes-une-entreprise/reforme-de-la-formation-professionnelle/>

<http://www.actalians.fr/institutionnel/reforme-formation-professionnelle.asp#I00057480>