

HR PRACTICAL INFORMATION

PROFESSIONAL TRAINING: LAUNCH OF THE CPF APPLICATION

This is a challenge that the government is taking up with the launch last week of the CPF application and the completely renovated moncompteformation site. The idea with this new downloadable application available on the Apple Store and Android, is to make training a fundamental right, such as health through simplified access with fewer intermediaries, a more transparent market and lower prices.

THE CPF, WHAT IS IT?

The Compte Personnel Formation is the new right to vocational training, which replaces the DIF (Droit Individuel à la Formation) since 1 January 2015.

The CPF allows any person, employee or job seeker, to follow, at his or her own initiative, a training action. It accompanies its holder from the moment he enters professional life, throughout his career until retirement.

The CPF is automatically accrued at the end of each year in proportion to the working time carried out during the year by the employee within the limit of the ceiling. The rights remain vested even in the event of a change of employer or loss of employment.

Since 1 January 2019, it is no longer hours of training that are credited to employees' CPFs but euros, up to 15 euros per hour. Each full-time employee is credited with 500 euros per year on his CPF, with a maximum of 5,000 euros. For part-time employees, these amounts are pro-rated.

EASIER ACCESS TO TRAINING WITH THE CPF APPLICATION

The reform of vocational training - known as "Loi Avenir Professionnel" - of 5 September 2018 has largely modified the CPF system, which is still often unrecognized and little used. Currently, some 5 million CPF accounts are opened but not used. Too few employees have access to training, managers receive twice as much training as workers, and employees of large companies twice as much as those of very small companies.

How does it work?

The employee will be able to choose between thousands of training offers and pay the chosen training organization directly with the Euros available on his CPF account. Organizations will only have 48 hours to respond to employee requests.

However, the money accumulated on the CPF may not be enough to finance expensive training. In some cases, it may be interesting to ask your employer to supplement the sum. During 2020, the procedure should be greatly simplified: if it agrees, the company will be able to directly co-finance the training of its employee via the CPF application. The employee will therefore be able to mobilize the

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financing released by his employer directly, avoiding successive back and forths between the training organization and the company.

Registration: an answer within 48 hours

Training organizations will have 48 hours to respond to a registration request. If selected, the employee will have four working days to confirm the order and then 14 days to withdraw.

Possibility of cancellation within seven days

If the employee cancels his registration more than seven working days before the start of the training, no supporting documents will be requested, his account will be credited again with the price of the training and any remaining costs will be reimbursed within 30 calendar days. Less than seven days before (except in cases of *force majeure*), the CPF will be debited with the cost of the training and any remaining costs will not be reimbursed (it will remain available for another training). The same applies in the event of unjustified absence on the first day.

The employee protected

If the organization cancels the training the account of the holder will not be debited and any contribution will be refunded. If the cancellation occurs after the first day, the account will be re-credited in full except in the case of a proposed postponement. Depending on the case, the organization will be subject to financial penalties.

Training performed

The training organization must declare the trainee's entry into training (within three working days), exit (also three days), and the trainee's attendance rate, all of which are equivalent to a declaration of services rendered. The great novelty is that the trainee will have to confirm the execution of the service in parallel for the payment to be activated. In the event of a dispute, it will be up to him to turn to the service provider.

Withdrawal of access for up to one year

Fully responsible for the use of his account, the holder may have access to the application withdrawn for a period of seven days to one year, without prejudice to criminal or civil proceedings. This will be the case, for example, if he does not attend a session without prior cancellation, if he does not complete his declaration of exit from training or in the event of collusion with the training organization.

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CPF HOURS, DIF HOURS, WHAT IS THE DIFFERENCE?

Created in May 2004, the Droit Individuel à la Formation (DIF) allowed each employee with at least one year's seniority to capitalize hours that could be used for training. The law on vocational training of 5 March 2014 abolishes the DIF as of 1 January 2015 and creates the Compte Personnel Formation (CPF), which allows both private-sector employees and jobseekers to acquire training rights.

GOOD NEWS! THE HOURS OF DIF DO NOT DISAPPEAR AT THE END OF 2020 AFTER ALL!



Ordinance No. 2019-861 of 21 August 2019, known as the "broom" order, amends the law of 5 September 2018 and provides that DIF hours will not be lost at the end of 2020 **provided that employees have recorded their hours in their CPF account before this deadline**¹. They will keep the benefit of the corresponding budget acquired without time limit

The employer gave any employee who had capitalized DIF hours on 31 December 2014 a certificate at that time informing him of his balance of hours. In some companies this could be indicated directly on the December 2014 pay slip: if you were employed by AUP at the time you received a letter specifying the number of hours. If this was not done, the employee must request his balance of DIF hours as at 31 December 2014 from his employer.

This certificate is important, as it alone allows the employee to recover the hours acquired under the DIF. Transfer your DIF hours to your personal training account.

YOU HAVE NOT YET CREATED YOUR PERSONAL TRAINING ACCOUNT?

It is simple and quick.

All you have to do is enter your Social Security number and create your password.

¹ Employees who did not work in France before 2014 are not affected by the DIF hours.

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Go to www.moncompteactivite.gouv.fr > Login to my account > Not yet registered? Register > Register

This will allow you to check the amount you have available under the CPF. However, it is up to you to transfer your balance of DIF hours to your Personal Training Account.

For more information

www.moncompteactivite.gouv.fr

www.service-public.fr/particuliers/vosdroits

A toll-free number is available for the public for any questions about the application or the site: 09 70 82 82 35 51.

Still have questions about the use of the CPF? The Human Resources department can provide answers.