



Luxembourg Digital Skills Bridge

General application form

In order to complete this form, we invite you to consult all available information on the Skills Bridge program on the official website www.skillsbridge.lu of the Ministry of Labour, Employment and the Social and Solidarity Economy. For any questions, you may contact us via the e-mail address skillsbridge@mt.etat.lu.

Objectives of the Skills Bridge programme

The Luxembourg Digital Skills Bridge programme, launched by the Ministry of Labour, Employment and the Social and Solidarity Economy, aims to support companies – of any size¹ - and their employees, whose activities will be radically transformed by a major digital and/or technological transformation towards a new organisation of work, new jobs and new required skills within the company. The programme emphasises the importance of a proactive and preventive strategy regarding companies and employees' skills development in order to secure career paths in a sustainable way.

Introduction to the general application form

This document is the first step to participate in the Luxembourg Digital Skills Bridge programme. It is the introduction of the company's general application form to the Ministry of Labour, Employment and the Social and Solidarity Economy which will determine whether your company is eligible to participate in the Skills Bridge pilot project or not. This pilot project will start on May 2nd, 2018 and will terminate at the end of the year. The number of participating companies in the pilot project will be limited. However, the number of employees per participating company in the Skills Bridge programme is not restricted; there is no minimum or maximum number. Please note that your company

¹ Tailor-made support will be offered to companies depending of their size and their needs (SMEs, large organisation)



may participate in the Skills Bridge programme both as a participating company and as a welcoming company. All the information provided by your company will be treated confidentially. This information will only be used to evaluate your eligibility for the pilot project.

Instructions for the application form

The Luxembourg Digital Skills Bridge program is a **simple technical and financial assistance** that will enable your company to meet the challenges posed by digital transformation. The development of new skills within your company will allow you to meet **the needs of the market** whilst allowing your employees to secure their career path: a **major additional asset** to safeguard and advance the competitiveness of your activity. To make the most of your participation in the program, it is important to consider the following:

- What are the new jobs that you are foreseeing to emerge and for which of these does **prior knowledge of your business** represent a significant benefit and performance accelerator? It is about valuing the knowledge that already exists within your company.
- What are the most **relevant trainings** in your field that the Skills Bridge program will help you access? You are the best expert of your internal jobs.
- In line with your corporate culture, what is the best approach to implementation in order to facilitate a **participatory approach** and encourage a dialogue throughout the project elaboration process? Developing the skills of your employees will allow you to strengthen the position of your company whilst also encouraging your employees to participate in this change; this constitutes a key success factor in your Skills Bridge initiative.

Once the application form has been completed, please send it by **25 May 2018** at the latest, to the following email address: skillsbridge@mt.etat.lu.

Your company's application for the Skills Bridge pilot project will be evaluated during the monthly meeting of the Skills Bridge Committee². The Skills Bridge Committee will then inform your company of its' decision by email.

² The Skills Bridge Committee was specifically created for the Skills Bridge programme. It follows the same working rules as the «Comité de conjoncture».



Your interest in the Luxembourg Digital Skills Bridge pilot project

	As a participating company	As a welcoming company
Under which form does your company want to participate in the Skills Bridge pilot project?		
Under which form does your company want to participate in the Skills Bridge programme <i>after</i> the pilot project?		



I. General information

Company's name:	
CEO's name:	
Address:	
Line of business:	
Total company employees ³ :	
Total company workforce in Luxembourg:	
Total workforce in the human resources department ³ :	
Contact person for the Skills Bridge programme:	
Contact person's position:	
Phone number (contact person's direct line):	
Contact person's email:	
2 nd contact person for the Skills Bridge programme:	

³ Please note that the size of the company or the size of the HR department is not considered as eligibility criteria for the company's application for the Skills Bridge programme.



2 nd contact person's position:	
2 nd contact person's phone number:	
2 nd contact person's email:	



II. Participation as a welcoming company

The Luxembourg Digital Skills Bridge programme **also** gives you the chance to take part in the pilot project as a welcoming company that needs to recruit. By participating in the project as a welcoming company, you have the opportunity to hire motivated and experienced external talents who have recently followed certified trainings.

If your company participates as a welcoming company, the Ministry of Labour, Employment and the Social and Solidarity Economy will get in touch directly with the ADEM to request the number and the nature of your current vacancies.

If you participate as a welcoming company:

	Yes	No
Do you have currently any vacancy(ies) for external candidates that you would like to submit for the Skills Bridge pilot project?		
Your company certifies that it has declared its current vacancies to ADEM.		
You declare that you agree on the transfer of your reported data to the ADEM under the Skills Bridge pilot project to the stakeholders of the pilot project.		
Do you have any training(s) for to those current vacancies that you would like to suggest?		



III. Context of the digital and/or technological transformation of the companies willing to participate in the pilot project

Please complete the table below if your company is concerned by a major digital or technological impact.

Topics	Questions
Description of the digital/technological impact	Please explain briefly the business context, the potential change of customer needs and the technological context, which your company is currently facing. What type of "technological / digital transformation" is it? In what way is this transformation seen as "radical"? What is the nature of your project(s)?



	<p>What will be the impact of this technological / digital transformation on your business in Luxembourg in the next 6 to 18 months?</p>
<p>Department(s) / activity(ies) concerned</p>	<p>Which activities / departments are involved?</p>



	How many people are working in these departments?
	How many employees are potentially affected?



	What is the general qualification level of the affected employees? (low skilled, skilled, highly skilled?)		
	Have you established a training plan in the last few years? In which areas? What types of training? In case you have a training plan from within the last 3 years, we kindly ask you to attach it as an appendix to this form.		
« Fit4Digital » programme	If your company is an SME, have you applied for the "Fit4Digital" programme?	Yes	No



Goals and benefits foreseen from your participation in the Skills Bridge programme	What are the foreseen goals and expected benefits of your participation in the Skills Bridge programme for your company?	
	Do you think that you can reach a rate of internal mobility equal to or higher than 65%?	Yes

IV. Comments



The company certifies the accuracy of the information mentioned above.

Date :

Signature and stamp of the
company:

Signature of the chairman of the
staff delegation⁴ :

We hereby kindly inform you that the Ministry of Labour, Employment and the Social and Solidarity Economy has mandated technical assistance within this pilot project to support companies in their participation. This technical assistance will be provided by third parties under direct or indirect contract with the Ministry. Please note that as part of its legal status as well as its contract with the Ministry, the direct contracted third party is subject to professional secrecy and will therefore observe the strictest confidentiality in the context of exchanges with companies participating in the pilot project. In addition, the third party will exercise its mandate according to the directives of the Ministry and in the strictest neutrality. Only the third party, which is under direct contract with the Ministry, will exchange information with the company.



⁴ The signature of the chairman of the staff delegation attests that he/she has been informed of the participation of your company in the pilot project Luxembourg Digital Skills Bridge.