



Luxembourg Digital Skills Bridge

Welcoming company registration form

Introduction to the registration file

The Luxembourg Digital Skills Bridge programme, launched by the Ministry of Labour, Employment and the Social and Solidarity Economy, aims to support companies and their employees, whose activities will be radically transformed by a major technological change towards a new organisation of work, jobs and skills within the company. It involves helping employees to acquire and develop transversal, digital and business skills. The programme emphasises the importance of a proactive and preventive strategy by offering customised training to the concerned employees as well as individual support throughout the project provided by specialised consultants. This optimises the preparation of the employees to integrate a new position previously identified either internally, or externally.

Therefore, we invite companies based in Luxembourg looking for new talents to participate in the Luxembourg Digital Skills Bridge pilot project.

Join the Skills Bridge programme as a welcoming company. You will have the opportunity to recruit motivated and experienced people who have recently attended specialised and certified trainings that are aligned with your specific needs in human resources.

To ensure the security of employment, the current employer, the employee concerned and the future employer sign a mobility letter of intent before the employee commits to his training courses. Your company can benefit from the experience of our experts during the different phases of the Skills Bridge pilot project, especially when preparing the onboarding and during the integration period of the employee.

When registering, the company certifies to having both, declared its vacant positions to the ADEM and agreeing to the transfer of these data as part of the Skills Bridge pilot project. The Ministry of Labour, Employment and the Social and Solidarity Economy will then get in touch directly with the ADEM to request



the number and nature of your vacancies. The ADEM will transmit all the vacant positions to the companies participating in the Skills Bridge pilot project (participating companies and welcoming companies).

Instructions for the application form

You will find below some practical information to assist you in the completion of your application to the Luxembourg Digital Skills Bridge programme as a welcoming company.

Once the registration form has been completed, it must be sent no later than **6 July 2018** to the following address: skillsbridge@mt.etat.lu.



I. General information

Please fill in the table below with general information about your company:

Company Name :	
CEO's name:	
Address:	
Line of business:	
Total company employees ¹ :	
Total company employees in Luxembourg:	
Total employees in the human resources department ³ :	
Contact person for the Skills Bridge programme:	
Contact person's position:	
Phone number (contact person's direct line):	

¹ 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 for the Skills Bridge project :	
Position of the 2 nd contact person :	
Phone number of the 2 nd contact person :	
Mail address of the 2 nd contact person:	



II. Future hiring needs

What are the jobs and skills that you are looking to hire in the future?

What is your recruitment strategy in the years to come? How many people do you expect to hire in the next 2 years? (department, positions, number of resources, skills etc.)?



III. Types of recommended trainings

What types of training programmes do you recommend for the actual available vacancies above?



Please fill in the table in annex with your types of trainings that your company has identified for your actual vacancies:

Title of the actual vacant position	Name of training and training provider	Number of training hours	Main modules	Certified training (Yes / No)



Do you have in-house training programmes that you could make available to other companies? If yes, which ones?

IV. Comments



The declarant:

- Authorises the communication of its transferred data to the Skills Bridge pilot project stakeholders;
- Commits to communicate to the Skills Bridge project teams the new vacancies available within his company during the Skills Bridge pilot project.

Date :

Signature and stamp of the
company:

Signature of the chairman of
the staff delegation² :

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.



² The signature of the chairman of the staff delegation attests that he/she has been informed of the participation process of your company in the Luxembourg Digital Skills Bridge pilot project.