

## General information and registration

### Cité des métiers et de la formation

6, rue Prévost-Martin  
1st floor  
P.O. Box 192  
1211 Geneva 4  
Tél 022 388 44 00  
Fax 022 388 44 70  
[www.citedesmetiers.ch/geneve](http://www.citedesmetiers.ch/geneve)  
Open to the public  
Monday 1.00 p.m. - 5.00 p.m.  
Tue – Fri 10.00 a.m. – 5.00 p.m.  
Thursday until 7.00 p.m.

### Centres OFPC

#### OFPC – Centre de Meyrin

2bis, rue de la Prulay  
1217 Meyrin  
Tél. 022 388 47 01  
Fax 022 388 47 00  
Mon – Fri 1.30 p.m. – 5.30 p.m.

#### OFPC – Centre d'Onex

2, rue des Evaux  
1213 Onex  
Tél. 022 388 46 81  
Fax 022 388 46 80  
Mon – Fri 1.30 p.m. – 5.30 p.m.

Fast and simple  
Request for your  
Annual training allowance  
online  
[www.ge.ch/caf](http://www.ge.ch/caf)

## I would like to take an adult training course...

### How can I receive the Annual training allowance?

In a changing world, being qualified, and updating and developing your skills and knowledge has become indispensable.

The Act on Continuing Professional Education of 1 January 2001 encourages adults to improve their professional training. For all persons who meet the criteria, it offers an annual allowance of CHF 750 for a period of three consecutive years. This allowance can enable you to finance training courses which are useful for a professional purpose.

This document will provide you with all the information you need to know to be able to benefit from the allowance.

Enjoy your training!

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# Guidelines

## What is the Annual Training Allowance (ATA)?

It is an annual cheque for a maximum value of 750 CHF; it can be given to you over three consecutive years or only once depending on the type of course you wish to follow. The amount that can be financed at one time is available on our website at the time of the selection of the course desired. The course chosen must last for a minimum of 40 hours.

## Who can benefit?

- A** Any person over the age of 18 who has been living and paying taxes in the canton for at least one year at the start of the requested training.
- B** Any person over the age of 18 who has had a frontier worker permit for at least one year at the start of the requested training.
- C** Confederates over the age of 18 who live near the border and who have been working in the canton for at least one year at the start of the requested training.

Eligibility scale	Single person, separated or divorced	Married person (Couple's income)
	Fr. 88'340.-	Fr. 132'510.-
	Fr. 95'800.- with 1 child	Fr. 139'970.- with 1 child
	Fr. 103'260.- with 2 children	Fr. 147'430.- with 2 children
	Fr. 110'720.- with 3 children	Fr. 154'890.- with 3 children

## Which courses are subsidised?

## Where can I view the list of courses?

You can use the Annual Training Allowance on more than 800 accredited courses which are available in approximately 70 education institutions in Geneva. These courses cover a variety of fields: languages, information technology, management and administration, technical sectors and craft industries, tourism, hotel and catering industries, health and social sectors, artistic sectors, etc. The Annual Training Allowance can only be used for the courses which are listed. See a list of the courses available on the following websites:

CAF site: [www.ge.ch/caf](http://www.ge.ch/caf)

OFPC site: [www.ge.ch/ofpc/trouver/financier\\_formation.asp](http://www.ge.ch/ofpc/trouver/financier_formation.asp)

SBPE site: [www.ge.ch/bourses/formation/](http://www.ge.ch/bourses/formation/)

Cité des métiers et de la formation site: [www.citedesmetiers/geneve](http://www.citedesmetiers/geneve)

You can also consult the list of courses at the Cité des métiers et de la formation or at one of the three offices of the OFPC in the canton of Geneva (see page 4). The institutions which offer accredited courses can also provide you with a list of the courses which are eligible for the Annual training allowance.

# How to make your request

1. Contact the education institution to make sure that the date of the course, its programme and cost correspond to what you are looking for.
    - The date on which you arrived in Geneva or, for the frontier workers, the date of your employment contract allowance (ATA)
    - The number of the institution
    - The date of the start of the course
  2. Enrol on the course that you would like to follow with the education institution and request the institution to provide you with the following elements in writing:
    - The reference number of the accredited course which is eligible for the Annual training allowance (ATA)
    - The number of their institution
  3. Gather the following information:
    - Your tax identification number (to be found on your tax return form)
  4. Make your request for the Annual training allowance online on [www.ge.ch/caf](http://www.ge.ch/caf). It is the quickest and most simple way! Numrin e institutionit
- If you do not have Internet, go to the Cité des métiers et de la formation or to one of the offices of the OFPC in Geneva (see page 4).

**N.B.:** *your request will only be considered if it is made before the start of the course.*

# How your request is processed

Once your request is registered, it is processed by the SBPE (Service of student grants and loans) as follows:

- You will be informed of the decision by post
- You may be requested to provide additional information (in this case please ensure that they are sent to the SBPE. Do not send anything unless you are specifically asked to do so by this Department)
- If your request is accepted, your Allowance cheque will be sent to you. You must give it to the education institution
- Only the SBPE is able to provide you with information on the status of your request.

**All documents concerning the ATA must be sent to the SBPE/CAF, P.O. Box 192, 1211 Geneva 4.**

For those persons who are unemployed, it should be noted that the training courses which result from a decision of the OCE are generally financed within the scope of unemployment benefits. Training which is financed with the Annual training allowance must not affect the availability of the persons to look for work or work in paid employment. If in doubt and in order to avoid any problems, please seek advice from the personnel advisor at the OCE.