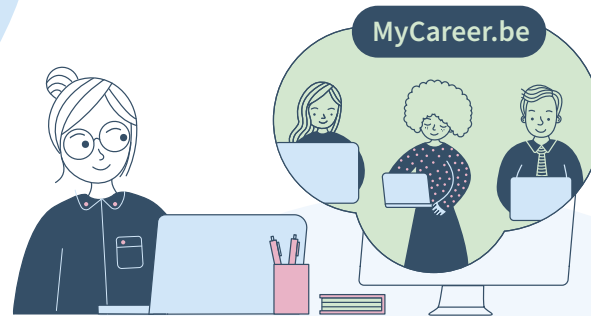


You can now register and manage training and training entitlements for your employees in the Federal Learning Account (FLA).

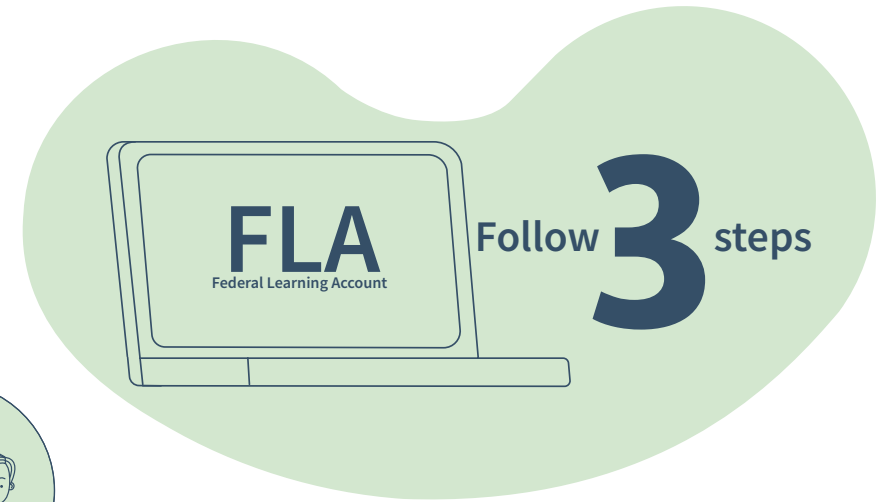


### A digital training account for employees

In our globalised world, a well-trained workforce is essential for business innovation and growth. Training ensures that employees are easier to engage, keep track of and advance faster in their career. The Belgian federal government therefore encourages companies and employees to continue investing in training.

Every employee is entitled to a minimum number of training days per year. To encourage employees to actually use it and actively work on their employability, they will soon be able to track their training entitlements in a digital training account. This will eventually develop into a central training hub, where citizens will find all their training and diplomas.

As an employer, you register your employees' training and training entitlements in the FLA.



### The first time

To use the FLA, follow these three steps.

**1** If you do not yet have access to Social Security's online services, you must first register your company on [socialsecurity.be](https://socialsecurity.be).



In Access Management, define who has access to the FLA.

**3** Register on [FederalLearningAccount.be](https://FederalLearningAccount.be)



Sign in with a secure digital key such as *eID* or *itsme*®.



## The Federal Learning Account:

the tool to manage your employees' training



## Register training entitlements

You can register or change training entitlements for one employee or for several employees at once.

The number of days involved depends on the number of employees in your company:

- Employees in companies with **fewer than 10 employees** in principle have no training entitlements. In such cases, register only the training courses completed.
- Companies with **10–20 employees** register one day of training entitlement.
- Companies with **more than 20 employees** register five days.

It is still possible that a different arrangement may apply to your company, if it was agreed in the collective labor agreement (CAO/CCT). You can find out which scheme applies to your company at **FederalLearningAccount.be**.



## Monitoring the situation

The FLA also has a dashboard, where you can monitor your company's training situation. You can see the training courses you have registered and track how employees are spending their training credit.

## Three registration channels

For many employers, the **web interface** will be the most accessible registration channel. Those who use it will not have to set up a system of their own.

Employers who want a more thorough integration with their existing IT system can use one of the following channels:

- sending the data in bulk, as an **XML file**;
- communication via an **API**, allowing you to optimally integrate the data into your own application.

via the online application



via API or batch



You can also use batch sending or registration via an API if your service provider or social secretariat offers that service.

## More information

All information about the FLA, such as instruction videos, manuals and the FAQ, can be found at

[FederalLearningAccount.be](https://federallearningaccount.be)

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5 days

joint commission

## Register training courses

In the FLA, you easily and quickly register the training your employees have received. This way, you can maintain a full and centralised history of their training. It is, of course, also possible to correct an earlier registration. Where possible, the FLA automatically retrieves information from other, authentic sources.

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16/06/2024 - 19/06/2024

