

CAREERPRO - FEDERAL LEARNING ACCOUNT

Online application manual

24/04/2024

A service provided by



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1. Introduction

1.1. Purpose of the document

The purpose of this document is to describe the necessary steps to log into the CareerPro Federal Learning Account (FLA) online application and to enter the FLA declarations.

This document is part of the documents that are at the disposal of the employer and its authorized representative:

Document	Description
BATCH Channel Manual	Document describing the necessary steps to transmit FLA data by using the BATCH channel.
API Channel Manual	Document describing the necessary steps to transmit FLA data by using the API channel.
Online Application Manual	Document describing the necessary steps to enter the FLA data by using the online application.
Description of the anomalies	List of all anomalies and warnings related to the declaration of FLA data.
Glossary	Technical documentation describing the data blocks and zones of the batch and API.
XSD	Technical scheme defining the BATCH structure.
SWAGGER	Technical scheme defining the API structure.
Setting up the batch channel	Document describing the necessary steps to configure the BATCH channel on the social security portal.
Setting up the API channel	Document describing the necessary steps to configure the web service channel (API) on the social security portal.
Getting access to the online application	Document describing the steps that are necessary for a user to get access to the <i>CareerPro Federal Learning Account</i> online application

1.2. Important concept: FLA window

The Federal Learning Account law stipulates that the training rights, which are declared every year, accumulate over a fixed period of five years, which means that every five years the counters are reset to zero, regardless of the fact that the allocated rights have been used or not. The first window starts in 2024 and ends in 2028.

2. Application log-in

In this paragraph all the steps are described to log into the CareerPro Federal Learning Account online application.

Precondition: you must have access rights (see annexed document entitled Getting access to the online application)

2.1. Welcome page

1. Go to the website: <https://federallearningaccount.be/>

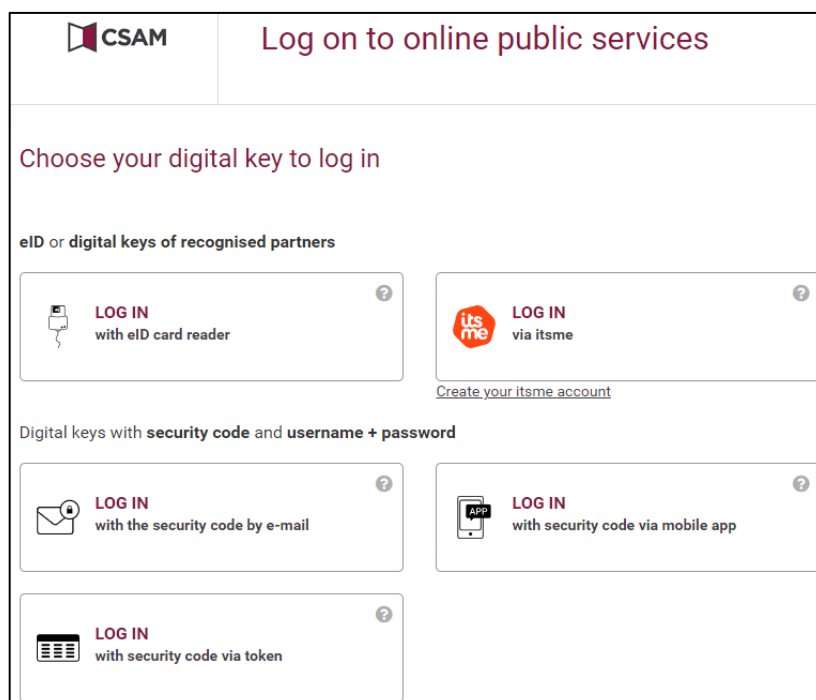
The welcome page of the application will be displayed (see image below). On this page you can find the following specific data:

- A description of the application as well as the corresponding documentation (video, manuals, ...);
- A survey of the various channels that are available for the FLA platform;
- An FAQ.



2. Click on the **“Managing the learning accounts”** button to log into the application.

The page to identify yourself through CSAM will be displayed.



3. Identify yourself using a digital key of your choice.
 - a. Either by using an identity card reader. In this case you must insert your identity card into the reader, click on the identification button and follow the instructions displayed on the screen.
 - b. Or by using the “itsme” application.
 - c. Or by using one of the other options shown on the image.
4. Once you have identified yourself, the main screen of the CareerPro FLA application will be displayed: the [dashboard](#)



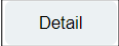
3. The application dashboard

The **dashboard** is the application's main page. It provides a general view of the current situation of your data relating to the *Federal Learning Account*.



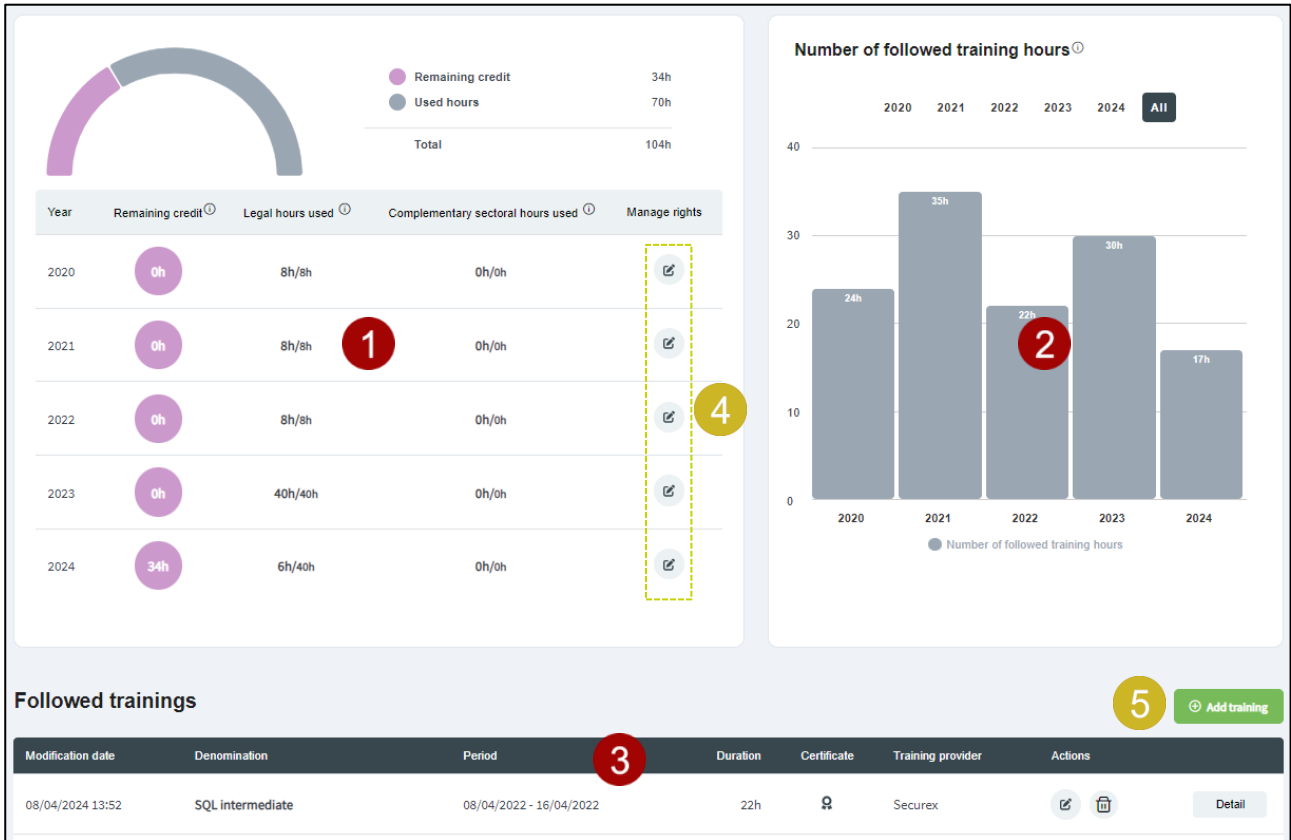
The various zones on the screen are described in the following table.

N°	Description
1	<p>Here you have a number of tiles that you can click on. They provide you with statistics about the rights, the trainings and the credit of the employees within your company. Progress bars from 0% to 100% indicate the progress of the situation where the objective is to get as close to 100% as possible.</p> <p>When you click on a tile, you will see a list of employees with respect to whom some action is still to be undertaken in order to reach 100%.</p> <p>Description of the tiles from left to right:</p> <ol style="list-style-type: none"> Employees with confirmed rights: Indicates the number of employees for whom you have already declared rights this year. Employees who followed trainings: Indicates the number of employees who have followed at least one training in the current <i>FLA window</i>. Employees with no remaining credit: Indicates the number of employees who have no (more) training credit that can be used in the current <i>FLA window</i>. Most popular trainings: Indicates the most popular trainings that have been followed by your employees in the current <i>FLA window</i>. (This tile is visible if one of the three previous tiles has reached 100%)
2	<p>This list shows the trainings that have recently been entered or modified.</p> <p>With respect to each training, you can consult the detail <input type="button" value="Detail"/> or modify it <input type="button" value="edit"/> .</p> <p>You can also view the list of all trainings by clicking on the “All trainings” link.</p>
3	<p>By means of these charts you can follow the evolution of the (average) training hours followed by your employees.</p>
4	<p>This list shows the persons who have worked for your company during the current <i>FLA window</i>. It is possible that these persons are no longer part of your current personnel.</p> <p>For each employee of the list the remaining credit hours are displayed. The spreading of the hours used is also shown on the basis of the three types of rights (legal, sector, employer).</p>

	You can view the detail of a specific employee by clicking on the “ Detail ” button  .
5	You can add a training by clicking on this button. It is also possible to add a training for a single person from the employee's detail page. → Then the form to add a training for a group of people will be displayed.
6	You can manage the training rights by clicking on this button. It is also possible to manage the training rights for a single person from the employee's detail page. → Then the overview page of the rights of all employees is displayed where you can manage their rights .

4. See detail of an employee

The [employee's detail](#) page is intended to provide an overview of the current status of the data related to the *Federal Learning Account* of one of your employees.



Number of followed training hours

Year	Remaining credit	Legal hours used	Complementary sectoral hours used	Manage rights
2020	0h	8h/8h	0h/0h	
2021	0h	8h/8h	0h/0h	
2022	0h	8h/8h	0h/0h	
2023	0h	40h/40h	0h/0h	
2024	34h	6h/40h	0h/0h	

Number of followed training hours

Year	Number of followed training hours
2020	24h
2021	35h
2022	22h
2023	30h
2024	17h

Followed trainings

Modification date	Denomination	Period	Duration	Certificate	Training provider	Actions
08/04/2024 13:52	SQL Intermediate	08/04/2022 - 16/04/2022	22h		Secorex	Detail

N°	Description
1	The arc shows the remaining credit hours as well as the rights used to this day. The table displays, for all years of the <i>FLA window</i> , the remaining credit hours as well as the distribution of hours used according to the types of rights (legal and sectoral).
2	By means of these charts you can follow the evolution of the training hours followed by your employee.
3	This list shows all the trainings of your employee. With respect to each training, you can consult the detail of it Detail , modify it or delete it for the employee only.
4	You can manage training rights of your employee for a specific year by clicking the button to modify . → Redirects to the form for managing rights
5	You can add a training to your employee by clicking this button. → Redirects to the form to add a training for a single person

5. How to add a training for a group of people?

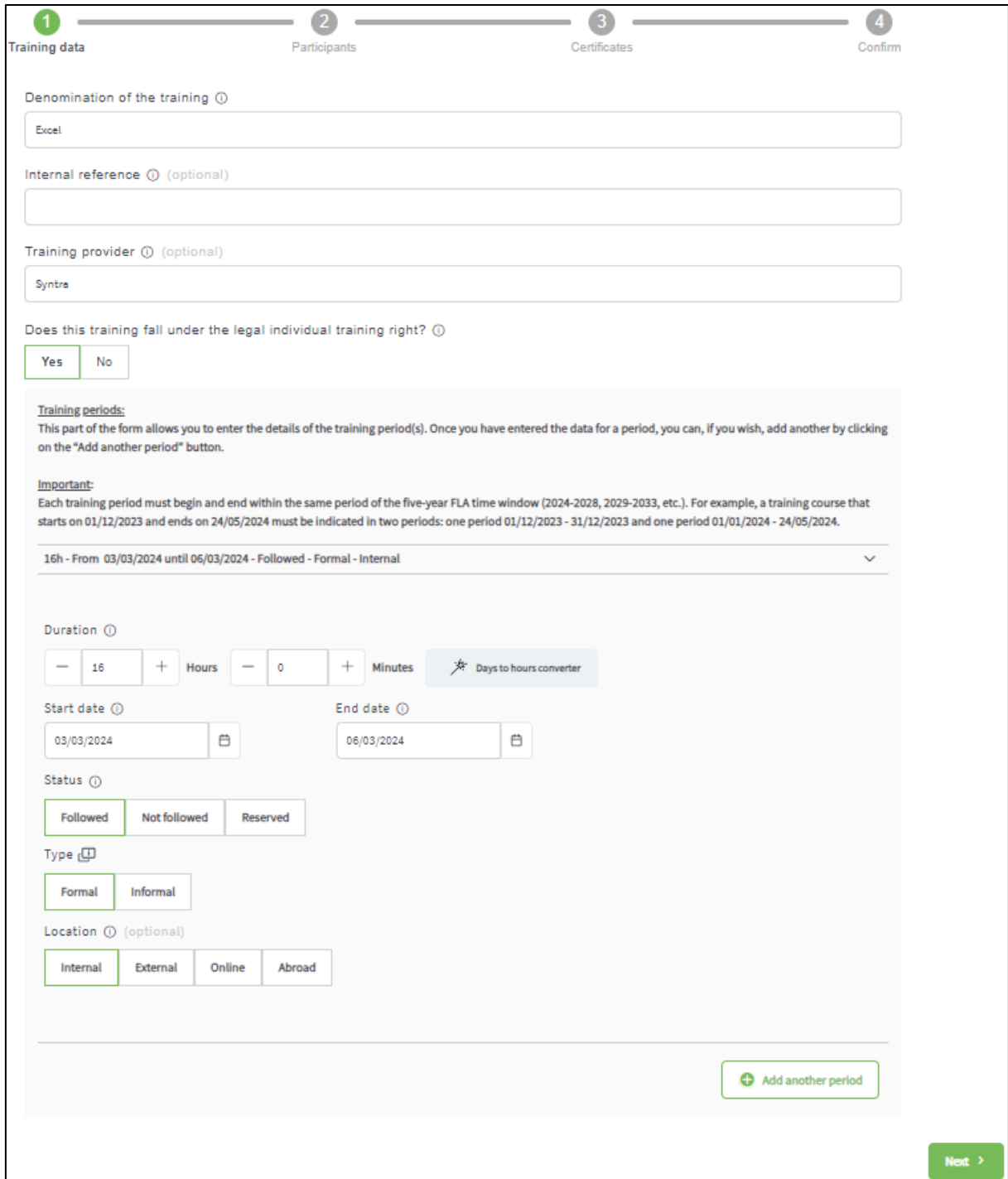
This paragraph describes the steps in order to enter a training for a group of people.

In order to enter a training with several participants, you need to click on the “**Add a training**” button on the [dashboard](#) or the menu. Then a form is displayed that needs to be completed in four steps during which you will be required to select the participants.

N.B. The detailed description of the various fields to fill in can be found in the glossary (see the annexed document entitled [Glossary](#))

5.1. Step 1: The training data

In the first step of the form, you enter the training data. If you have completed all required fields and there are no more errors, you need to click on “**Next**” to go to step 2.



The screenshot shows a multi-step form for adding training data. At the top, there are four numbered steps: 1. Training data, 2. Participants, 3. Certificates, and 4. Confirm. Step 1 is currently active. The form contains the following fields and options:

- Denomination of the training:** Text input field containing "Excel".
- Internal reference (optional):** Empty text input field.
- Training provider (optional):** Text input field containing "Syntre".
- Does this training fall under the legal individual training right?:** Radio buttons for "Yes" (selected) and "No".
- Training periods:** A section with explanatory text and an "Add another period" button. Below it, a dropdown menu shows "16h - From 03/03/2024 until 06/03/2024 - Followed - Formal - Internal".
- Duration:** Input fields for "Hours" (16) and "Minutes" (0), with a "Days to hours converter" button.
- Start date:** Date picker showing "03/03/2024".
- End date:** Date picker showing "06/03/2024".
- Status:** Radio buttons for "Followed" (selected), "Not followed", and "Reserved".
- Type:** Radio buttons for "Formal" (selected) and "Informal".
- Location (optional):** Radio buttons for "Internal" (selected), "External", "Online", and "Abroad".
- Navigation:** A green "Next >" button at the bottom right.

Note: You must encode at least one period but you can encode other ones by clicking on the “**Add another period**” button for each new period.

Conversion of days into hours

Here a tool is at your disposal to convert days into hours very easily.

If for example you want to enter an “Excel” training of 2 days, the steps to be followed are:

1. Click on the “**Days to hours converter**” button
 - The following form is displayed on the screen.

2. Enter the number of days (2 days) and the duration of a working day within your company (8 hours in case of 40 hours/week).
 - The result of the conversion will be displayed (16 hours)
3. Click on the “**Take over**” button to confirm the conversion.

5.2. Step 2: Participants

During the second step of the form, you select the employees who have participated in the training.

You can select them by clicking on the search button  or by entering the first letters of the employee concerned.

If all participants in the training have been selected, you need to click on the “**Next**” button in order to go to step 3.

5.3. Step 3: Certificates

In the third step you indicate whether or not the training leads to a certificate.

If so, you need to fill in the additional characteristics such as the start and end date of the validity period of the certificate (optional) and you select from the list of participants those who have obtained the certificate.

When you have filled in all required fields and there are no more errors, you need to click on the “**Next**” button in order to go to step 4.

5.4. Step 4: Confirming

In the fourth and final step a summary is displayed of all the data that you have entered.

If those data are correct, you need to confirm the addition of the training by clicking on the **“Confirm”** button. When doing this, the training will actually be added to the data of the *Federal Learning Account*.

As long as you will not have clicked on the **“Confirm”** button, the training will not be added to the data of the *Federal Learning Account*.

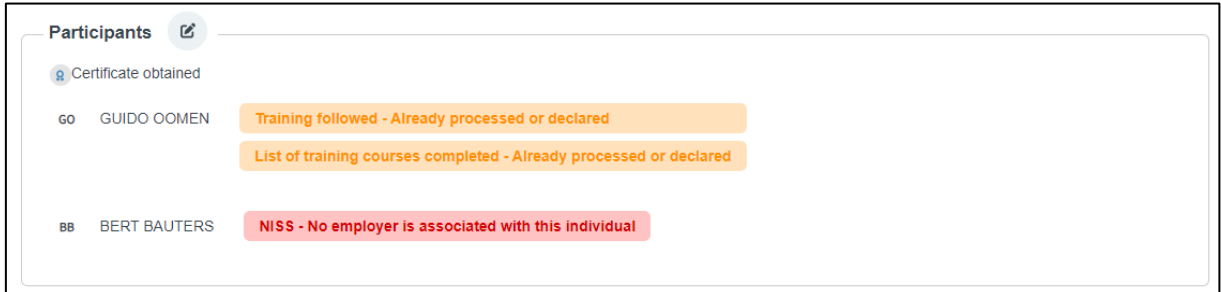
Period	Duration	Status	Type	Location
03/03/2024 - 06/03/2024	16h	Followed	Formal	Internal

Detail of the errors and anomalies

It is possible that adding the training to the data of the *Federal Learning Account* fails for one or more participants. This occurs if the quality control reveals blocking anomalies for certain participants or if a technical problem has occurred. In that case a message is displayed on the screen and the participants concerned are indicated. However, you should take into account that the training will indeed have been added for the participants for whom no errors/anomalies were established.

Anomalies of the “warning” type are displayed on the screen, but they will not block the entering of the training.

The list of anomalies can be found in the annexed document entitled Description of the anomalies.



5.5. What to do if a participant didn't follow the entire training?

There may be certain cases where the situation of one of the participants is slightly different from the others. For example if he didn't follow a specific module, if he arrived too late or left early, if he followed one of the module online instead of onsite, etc.

To account for these situations, it will be necessary to add the training for the group as a whole and then adjust the training for the specific participant.

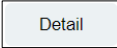
To do this, you can perform the following steps:

1. Add the training as if the participant concerned had followed it entirely with all the other participants.
2. Go to the [detail page of the employee](#) concerned:
 - a. Go to the [dashboard](#) of the application.
 - b. Search the employee overview (at the bottom of the page) for the employee concerned.
 - c. Click on the “**Details**” button for the employee.
3. Select the training you wish to adjust by clicking on the button to modify .
4. Make the necessary adjustments (E.g.: reduce the duration).
Attention : It is necessary to go to the last step of the form and click on “**Confirm**” for the changes to be taken into account.

6. How to add a training for a single person?

This section describes the steps to follow to add a training for a single person.

To add a training to a particular employee, you must first go to the [detail page of the employee](#):

1. Go to the [dashboard](#) of the application.
2. Search the employee concerned in the overview of the employees (at the bottom of the page).
3. Click on the button « **Detail** »  of the employee.

You must then click on the « **Add training** » button on this page. You will then be redirected to a form. This is identical to the form to [add a training for a group of people](#) except that it will not be necessary to select participants. The one and only participant in this training is the employee from the previous page.

1 Training data
2 Certificates
3 Confirm

Denomination of the training ⓘ

Internal reference ⓘ (optional)

Training provider ⓘ (optional)

Does this training fall under the legal individual training right? ⓘ

Yes No

Training periods:
This part of the form allows you to enter the details of the training period(s). Once you have entered the data for a period, you can, if you wish, add another by clicking on the "Add another period" button.

Important:
Each training period must begin and end within the same period of the five-year FLA time window (2024-2028, 2029-2033, etc.). For example, a training course that starts on 01/12/2023 and ends on 24/05/2024 must be indicated in two periods: one period 01/12/2023 - 31/12/2023 and one period 01/01/2024 - 24/05/2024.

16h - From 03/03/2024 until 06/03/2024 - Followed - Formal - Internal ▾

Duration ⓘ

-

16

+

Hours

-

0

+

Minutes

*

Days to hours converter

Start date ⓘ End date ⓘ

03/03/2024

06/03/2024

Status ⓘ

Followed

Not followed

Reserved

Not suitable for the employee

Type ⓘ

Formal

Informal

Location ⓘ (optional)

Internal

External

Online

Abroad

➕ Add another period

Next >

7. How to manage the training rights?

This paragraph describes the steps to be followed in order to manage the rights of your employees.

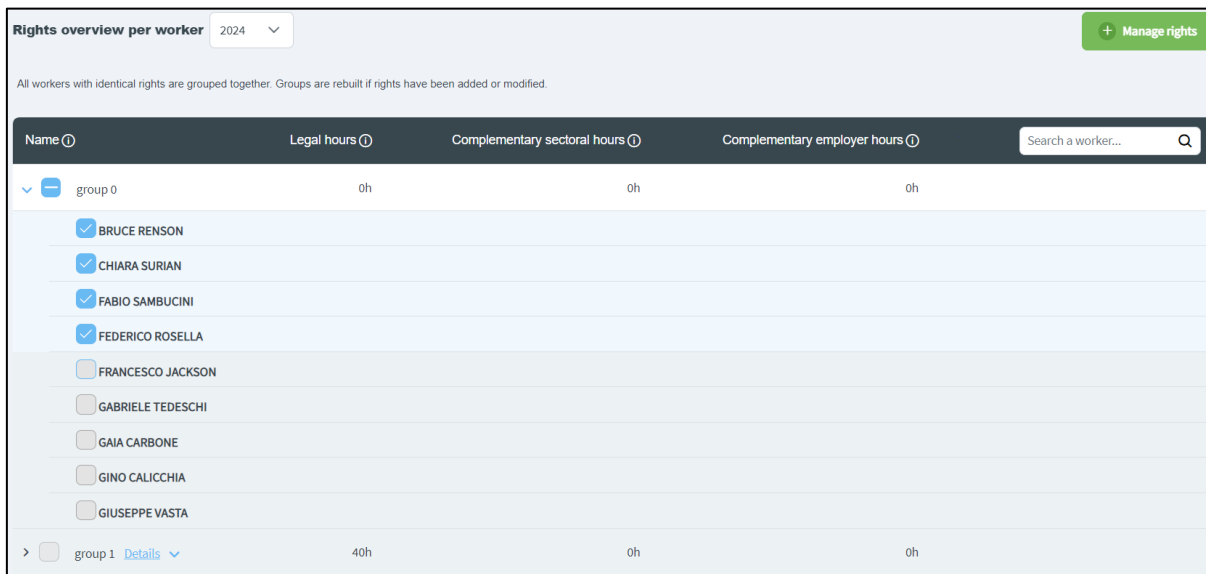
In order to manage the rights, you need to click on the **“Manage rights”** button on the [dashboard](#) or the menu. Then the [Rights overview per employee](#) page will be displayed, where you can manage the rights of one or more of your participants.

It is also possible to manage rights for a single person from an [employee's detail](#) page.

7.1. Rights overview

Through the [Rights overview per employee](#) page you can consult the rights of your employees which have already been entered.

You can also view the rights of the previous years of the *FLA window* by means of the list that you can unfold (on top of the page).



Name	Legal hours	Complementary sectoral hours	Complementary employer hours
group 0	0h	0h	0h
<input checked="" type="checkbox"/> BRUCE RENSON			
<input checked="" type="checkbox"/> CHIARA SURIAN			
<input checked="" type="checkbox"/> FABIO SAMBUCINI			
<input checked="" type="checkbox"/> FEDERICO ROSELLA			
<input type="checkbox"/> FRANCESCO JACKSON			
<input type="checkbox"/> GABRIELE TEDESCHI			
<input type="checkbox"/> GAIA CARBONE			
<input type="checkbox"/> GINO CALICCHIA			
<input type="checkbox"/> GIUSEPPE VASTA			
group 1 Details	40h	0h	0h

In order to manage the rights,

- you select the year for which you want to manage the rights.
- you select the employees concerned.
- you click on the **“Manage rights”** button.

Then a [form](#) containing two steps is displayed.

7.2. Form: Managing rights

This paragraph describes the steps of the form to enter training rights.

N.B. The detailed description of the various fields to be completed can be found in the glossary (see annexed document entitled [Glossary](#))

7.2.1. Step 1: Training rights

In the first step of the form, you need to fill in the characteristics of the rights that you want to enter. When you have entered all required fields and there are no more errors, you need to click on **“Next”** in order to go to step 2.

In order to enter optional complementary sectoral rights or employer rights, you first need to tick “Complementary sectoral hours” or “Complementary employer hours”. Once you have ticked that, a field to fill in will be displayed.

With respect to these two types of rights you can add up to 10 if you wish. Once the different fields are encoded without errors, simply click on the “**Add**” button to add an additional right.

Conversion of days into hours

Here a tool is at your disposal to convert days into hours very easily.

If for example you want to enter an “Excel” training of 2 days the steps to be followed are:

1. Click on the “**Days to hours converter**” button
 - The following form will be displayed on the screen.

Days to hours converter Close

How many days do you want to encode? ⓘ

Days:

Number of working hours per day? ⓘ

Hours: Minutes:

Calculation result:
16 hours

Take over ⓘ

2. Enter the number of days (2 days) and the duration of a working day within your company (8 hours in case of 40 hours/week).
 - The result of the conversion will be displayed (16 hours)
3. Click on the **“Take over”** button to confirm the conversion.

7.2.2. Step 2: Confirming

In the second and final step a summary is displayed of the data that you have filled in.

If these data are correct, you can confirm the modification of the rights by clicking on the **“Confirm”** button. When doing this, you actually modify the rights in the data of the *Federal Learning Account*.

As long as you will not have clicked on **“Confirm”**, the rights will not be modified in the data of the *Federal Learning Account*.

1 Training rights **2** Confirm

You are going to modify the training rights for 2024

Training rights ⓘ

New rights

- Legal hours**
Joint committee(s): 202
40h
- Complementary sectoral hours**
Joint committee: 202
NACE code: 111
8h
- Complementary employer hours**
Joint committee: 202
8h

Participants ⓘ

- BR BRUCE RENSON
- CS CHIARA SURIAN
- FS FABIO SAMBUCINI
- FR FEDERICO ROSELLA

< Previous **Confirm** ⓘ

Detail of the errors and anomalies

It is possible that modifying rights in the data of the *Federal Learning Account* fails for one or more participants. This occurs if the quality control reveals blocking anomalies for certain participants or if a technical problem has occurred. In that case a message is displayed on the screen and the participants concerned are indicated. However, you should take into account that the rights will indeed have been modified for the participants for whom no errors/anomalies were established.

Anomalies of the “warning” type are displayed on the screen, but they will not block the modifying of the rights.

The list of anomalies can be found in the annexed document entitled [Description of the anomalies](#).