

# DO YOU WORK AS A TEMP? KEEP TRAINING!



temptraining

[www.temptraining.ch](http://www.temptraining.ch)

# DO YOU WORK AS A TEMP? BENEFIT FROM DOING SO!

Signatories of the Collective Bargaining Agreement (CBA) for Staff Leasing benefit from subsidised further training. Temporary workers receive up to **CHF 4,000 for further training** and up to **CHF 2,000 for loss of wages**.

## WHICH FURTHER TRAINING COURSES ARE SUBSIDISED?

temptraining supports courses that enable career progression and prepare you for the future: language courses, occupational health and safety training or continuing professional development courses. What matters is that the course must take place at a temptraining-approved educational institute.

## WHERE CAN I FIND MORE INFORMATION?

This brochure provides you with all the important information you need to submit an application for further training. Further information can be obtained from your HR consultant or at [www.temptraining.ch](http://www.temptraining.ch).

### \* EXAMPLE:

#### JOSÉ LOPES WORKS AS A TEMP AND WANTS TO UNDERGO FURTHER TRAINING TO BECOME A CONSTRUCTION SITE MANAGER

##### 1.12.2015 – 31.1.2016

José Lopes **has worked 352 hours** as a **temporary** construction worker. He submits his application for further training.

José now has **12 months** to undergo **further training** with temptraining's support.



##### 1.2.2016 – 31.1.2017

The course must start no earlier than 1 February 2016 and no later than 31 January 2017.

José is reimbursed a **maximum of CHF 1,000 for further training within 12 months**.

**Within the first six months**, José is remunerated a **maximum of CHF 750** for his **loss of wages** during the further training course.

##### 1.2.2016 – 1.8.2016

# THE FOLLOWING CONDITIONS MUST BE MET

- You have worked as a temp in the last 12 months for a minimum of **352 hours**: you are entitled to CHF 1,000 for further training and maximum CHF 750 for loss of wages.\*  
**528 hours**: you are entitled to CHF 2,000 for further training and maximum CHF 1,250 for loss of wages.  
**704 hours**: you are entitled to CHF 4,000 for further training and maximum CHF 2,000 for loss of wages.
- You are a signatory of the CBA for Staff Leasing.
- The selected course takes place at a temptraining-approved educational institute in Switzerland.
- The further training prepares you for the labour market or enables your career progression.
- The further training has not yet started.  
If a course has already started, your application will be declined.

**If you meet these conditions, you can submit an application for further training.**

Not sure if you meet all the conditions?

Visit [www.temptraining.ch](http://www.temptraining.ch) for further information.

##### 1.2.2017 – 31.1.2018

#### 12-month exemption period

José **cannot** submit **any new applications for further training**.



##### 1.2.2018

Hours that José accumulates as a temporary worker from 01/02/2018 can be used for a new application for further training.

**He can submit a new application as soon as he has worked at least another 352 hours.**

The limit of 12 months for further training and 6 months for loss of wages restarts.

# HOW TO SUBMIT YOUR APPLICATION

Start by checking whether you meet the necessary conditions. If so, follow the steps below to achieve your goal:

## STEP 1: FIND A COURSE

Consult the training directory at [www.temptraining.ch](http://www.temptraining.ch) to see if the educational institute is approved by temptraining as, if this is not the case, no contribution will be made.



## STEP 2: CREATE AN APPLICATION

You can complete and download the form at [www.temptraining.ch](http://www.temptraining.ch). Please note that your application must be submitted to temptraining **before** the course starts. Send us your application together with a copy of your passport/identity card and pay slips evidencing the necessary number of hours of temporary work by post or email.



## STEP 3: TEMPTRAINING REVIEWS YOUR APPLICATION

temptraining sends you a written decision.



## STEP 4: ATTEND THE COURSE

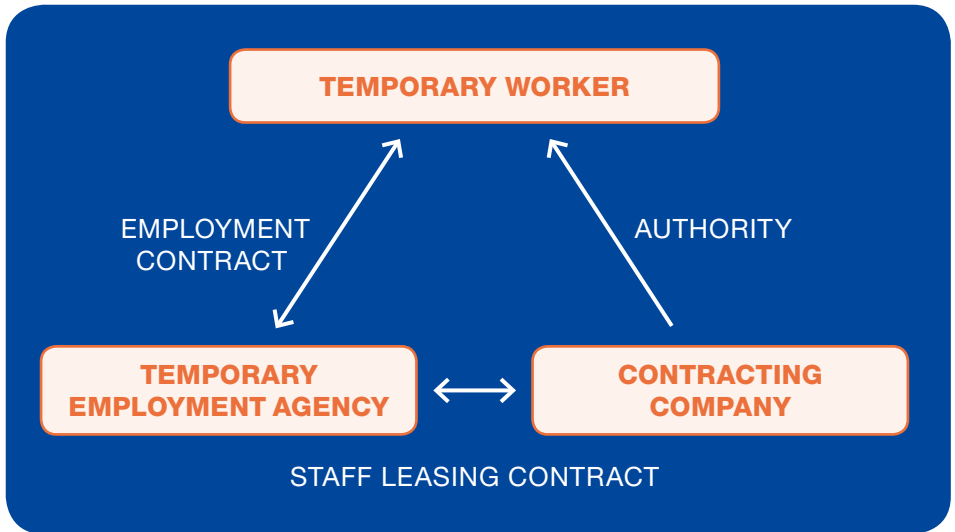
If your application is accepted, make sure that you register for the approved course. You will pay the course costs yourself in advance.



## STEP 5: TEMPTRAINING REIMBURSES THE COSTS

Once the course is complete, send temptraining the following documents: the completed reimbursement request form, the confirmation of course attendance, an invoice copy and proof of payment as well as receipts for expenses and evidence of your loss of wages.

# USEFUL INFORMATION ABOUT TEMPORARY WORK



The Collective Bargaining Agreement for Staff Leasing has been in force since 2012. In addition to a regulated minimum wage, it also offers you the following benefits as a temporary worker:

- You are well protected in the event of an accident or illness
- You benefit from a good pension fund
- You are entitled to subsidised further training (temptraining)

Every year, 300,000 people are employed as temporary workers in Switzerland. Thanks to the further training fund provided by temptraining, they benefit from progressive further training opportunities that enable them to retain and improve their employability.

temp**training**

c/o swissstaffing

Stettbachstrasse 10  
8600 Dübendorf

Tel. 044 388 95 30  
info@temptraining.ch

[www.temptraining.ch](http://www.temptraining.ch)