

# CAREERPRO - FEDERAL LEARNING ACCOUNT

## Online application manual

28/01/2025

A service provided by



## Table of Contents

<b>1. Introduction .....</b>	<b>3</b>
1.1. Purpose of the document.....	3
1.2. Important concept: FLA window.....	3
<b>2. Application log-in.....</b>	<b>4</b>
2.1. Welcome page.....	4
<b>3. The application dashboard.....</b>	<b>6</b>
<b>4. See detail of an employee .....</b>	<b>8</b>
<b>5. How to add a training for a group of people? .....</b>	<b>9</b>
5.1. Step 1: The training data .....	9
5.1.1. How to add a training that is spread over a long period of time? .....	10
5.2. Step 2: Participants.....	11
5.3. Step 3: Certificate .....	11
5.4. Step 4: Confirming.....	12
5.5. What to do if a participant didn't follow the entire training? .....	13
5.6. How to add a training in the future? .....	13
<b>6. How to add a training for a single person? .....</b>	<b>15</b>
<b>7. How to manage the training rights for a group of people? .....</b>	<b>16</b>
7.1. Rights overview .....	16
7.2. Form: Managing rights.....	16
7.2.1. Step 1: Training rights.....	16
7.2.2. Step 2: Confirming .....	18
7.2.3. How to delete training rights?.....	19
<b>8. How to manage the training rights for a particular person? .....</b>	<b>20</b>
<b>9. Let Sigedis manage the legal training rights ("opt-in") .....</b>	<b>21</b>
9.1. Let Sigedis manage the legal rights of all your workers.....	21
9.2. Let Sigedis manage the legal rights of a person or group of people.....	21
9.3. Let Sigedis manage the legal rights in the large enterprise version.....	22
<b>10. Version for the large companies.....</b>	<b>23</b>

## 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.

CSAM

Log on to online public services

Choose your digital key to log in

eID or digital keys of recognised partners

**LOG IN**  
with eID card reader

**LOG IN**  
via itsme  
[Create your itsme account](#)

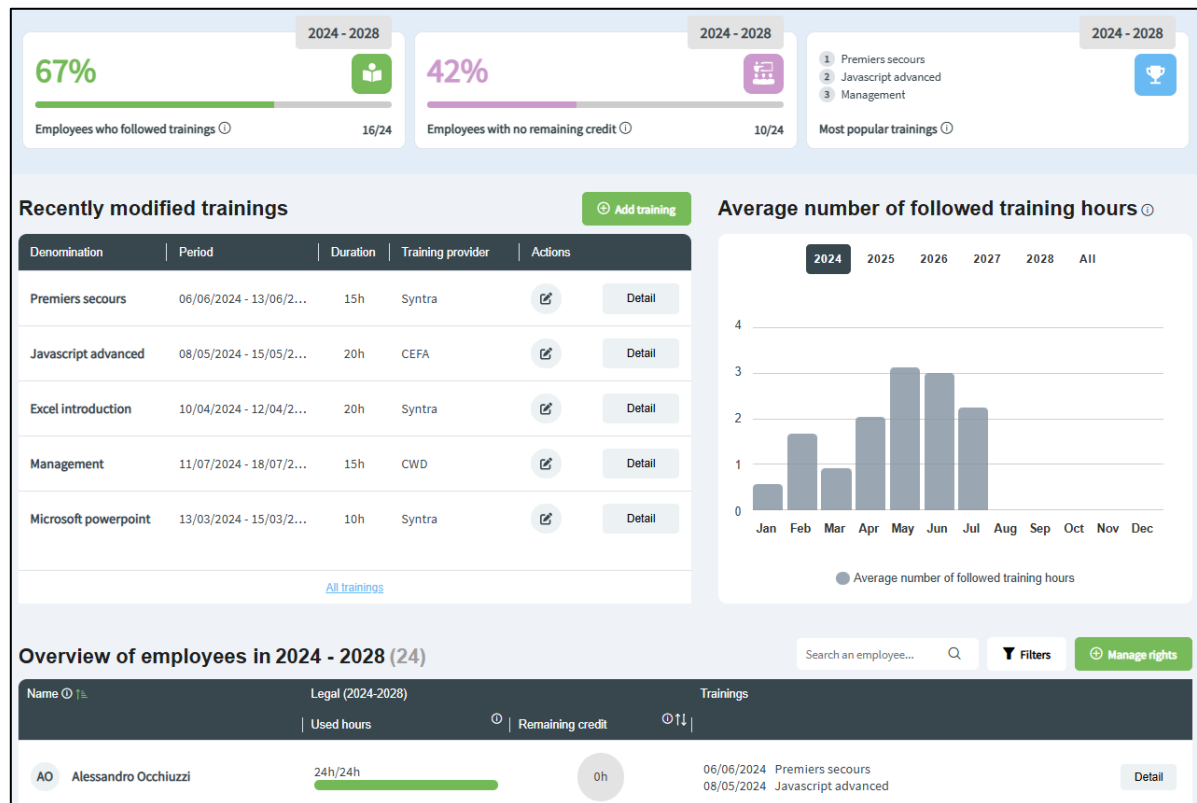
Digital keys with security code and username + password

**LOG IN**  
with the security code by e-mail

**LOG IN**  
with security code via mobile app

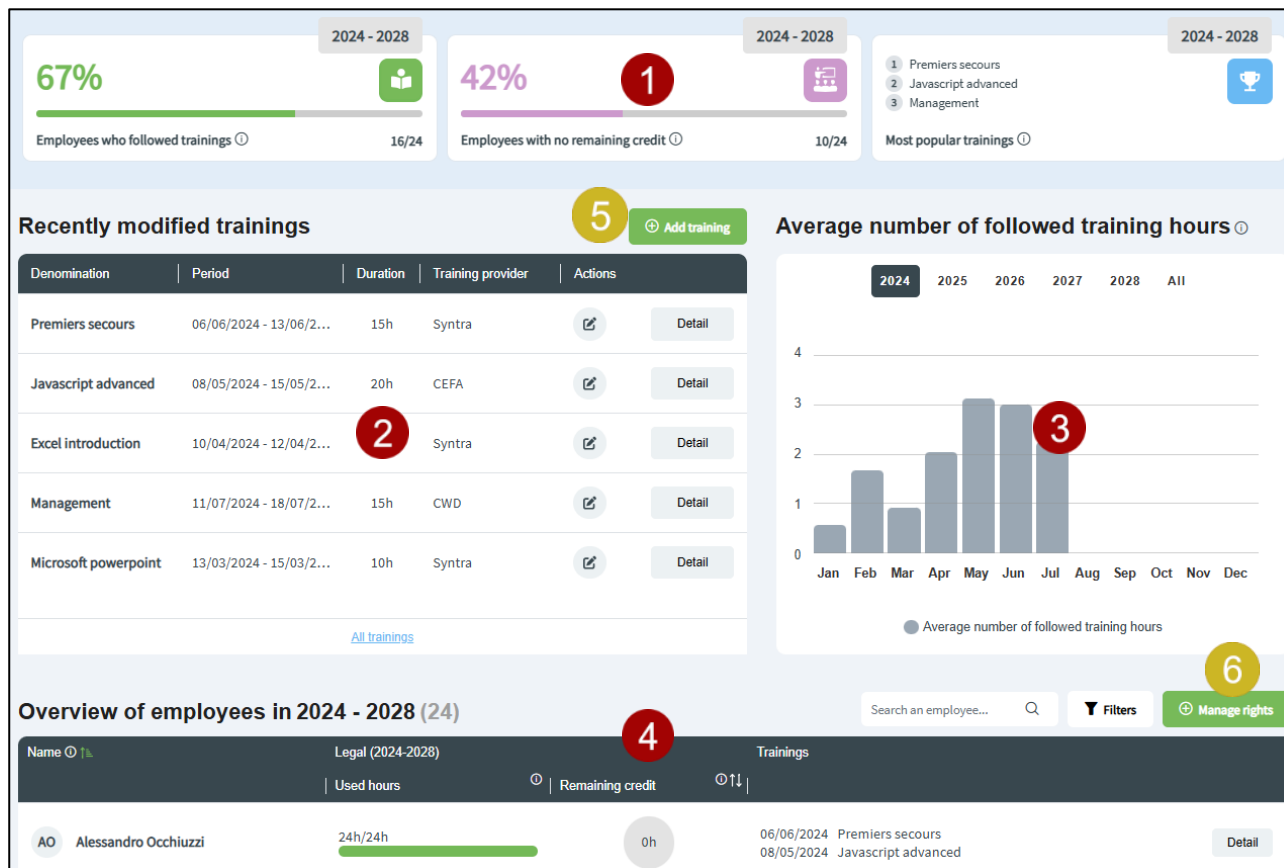
**LOG IN**  
with security code via token

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](#).  
**Note** : the main page for the large companies is different (see [version for the large companies](#) for more details).



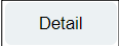
### 3. The application dashboard

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*.



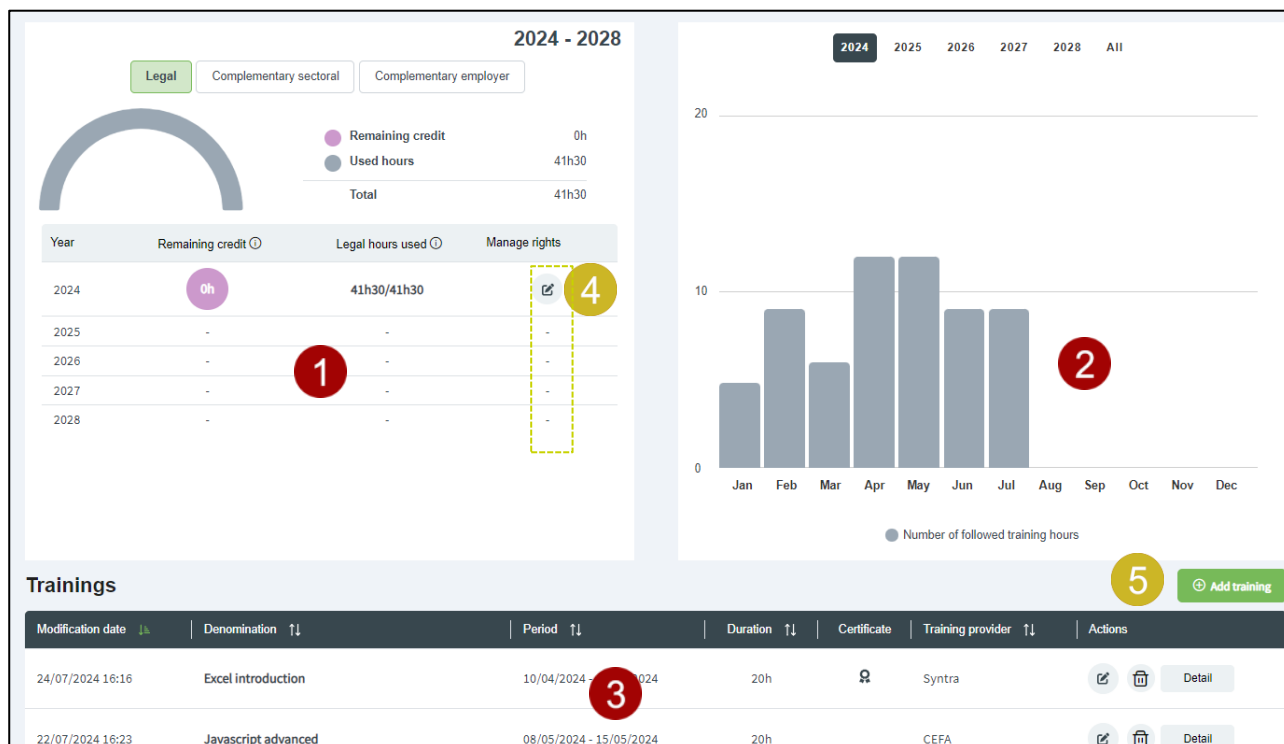
The various zones on the screen are described in the following table.

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.</p> <p>There are several types of tiles:</p> <ul style="list-style-type: none"> <li><b>Progress tiles:</b> These tiles, which have a progress bar that goes from 0% to 100%, illustrate the progress of the situation, the goal for you being to get as close as possible to 100%. 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%.</li> <li><b>Warning tiles:</b> These tiles allow you to display the trainings for which you need to take action now or in the near future. The goal is to help you track trainings that have already been recorded.</li> <li><b>Information tiles:</b> These tiles are purely informative. They do not require any action on your part.</li> </ul>
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 <a href="#">Detail</a> or modify it <a href="#">[Edit]</a>.</p> <p>You can also view the list of all trainings by clicking on the <b>"All trainings"</b> 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</p>

	<p>also shown on the basis of the three types of rights (legal, sector, employer).</p> <p>You can view the detail of a specific employee by clicking on the <b>"Detail"</b> button  .</p>
5	<p>You can <b>add a training</b> by clicking on this button. It is also possible to add a training for a single person from the <a href="#">employee's detail</a> page.</p> <p>→ Then the form <a href="#">to add a training for a group of people</a> will be displayed.</p>
6	<p>You can <b>manage the training rights</b> by clicking on this button. It is also possible to manage the training rights for a single person from the <a href="#">employee's detail</a> page.</p> <p>→ Then the overview page of the rights of all employees is displayed where you <a href="#">can manage their rights</a>.</p>

## 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.



N°	Description
1	<p>The arc shows the remaining credit hours as well as the rights used to this day.</p> <p>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.</p>
2	<p>By means of these charts you can follow the evolution of the training hours followed by your employee.</p>
3	<p>This list shows all the trainings of your employee.</p> <p>With respect to each training, you can consult the detail of it <a href="#">Detail</a>, modify it <a href="#">✎</a> or delete it <a href="#">🗑</a> for the employee only.</p>
4	<p>You can <b>manage training rights</b> of your employee for a specific year by clicking the button to modify <a href="#">✎</a>.</p> <p>→ Redirects to the form for <a href="#">managing rights</a></p>
5	<p>You can <b>add a training</b> to your employee by clicking this button.</p> <p>→ Redirects to the form to <a href="#">add a training for a single person</a></p>



## 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.

**1** Training data      **2** Participants      **3** Certificate      **4** Confirm

Denomination of the training ⓘ  
Excel

Internal reference ⓘ (optional)

Training provider ⓘ (optional)  
Syntra

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

**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 be in the same five-year FLA time window (2024-2028, 2029-2033, etc.). For example, a training 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

Start date ⓘ      End date ⓘ  
 03/03/2024      06/03/2024

Status ⓘ

Type ⓘ

Location ⓘ (optional)

Additional information ⓘ (optional)

**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.

#### 5.1.1. How to add a training that is spread over a long period of time?

A training that is spread over a long period of time can be added in two different ways:

##### **1<sup>st</sup> possibility: one single period**

The training can be added in one period by entering

- a start date which corresponds to the first session of the training;
- an end date which corresponds to the last session of the training;
- a number of hours which corresponds to the total duration of the training.

##### **2<sup>nd</sup> possibility : several periods**

The training can be encoded by detailing each period.

Each period will include:

- a start date that corresponds to the start date of the session;
- an end date which corresponds to the end date of the session;
- a number of hours which corresponds to the duration of the session.

### Example

An employee followed a 10-hour language training spread over 5 weeks, 2 hours per week (on Mondays). The first training was given on January 8, 2024 and the last training was given on February 5, 2024.


1. Adding according to the 1st possibility.

The training will consist of a single period encompassing all the sessions and will last 10 hours.

**10h - From 08/01/2024 until 05/02/2024 - Followed - Formal - Internal**

2. Adding according to the 2nd possibility.

The training will consist of 5 periods, each will specify the date of the session and will last 2 hours.

2h - From 08/01/2024 until 08/01/2024 - Followed - Formal - Internal	 
2h - From 15/01/2024 until 15/01/2024 - Followed - Formal - Internal	 
2h - From 22/01/2024 until 22/01/2024 - Followed - Formal - Internal	 
2h - From 29/01/2024 until 29/01/2024 - Followed - Formal - Internal	 
2h - From 05/02/2024 until 05/02/2024 - Followed - Formal - Internal	

## 5.2. Step 2: Participants

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

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

1

2

3

4


Training data








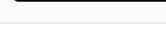
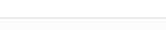

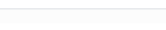
Participants

Certificate

Confirm

Which employees have followed the training?



<input type="checkbox"/>	Name ⓘ	INSS
<input checked="" type="checkbox"/>	Alessandro Puzio	
<input checked="" type="checkbox"/>	Angela Mannu	
<input type="checkbox"/>	Barbara Divona	
<input type="checkbox"/>	Bruce Renson	
<input type="checkbox"/>	Chiara Surian	
<input type="checkbox"/>	Fabio Sambucini	
<input type="checkbox"/>	Federico Rosella	
<input type="checkbox"/>	Francesco Jackson	
<input type="checkbox"/>	Gabriele Tedeschi	
<input type="checkbox"/>	Gaia Carbone	
<input type="checkbox"/>	Gino Calicchia	

Previous

Next

## 5.3. Step 3: Certificate

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.

Whether or not the training results in a certificate, you must indicate the outcome of the training for all participants.

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.

1 Training data 2 Participants 3 Certificate 4 Confirm

Is there a certificate associated to this training? ⓘ

Valid from ⓘ (optional) until ⓘ (optional)

dd/mm/yyyy dd/mm/yyyy

Detail per employee ⓘ

Name	INSS	Certificate	Result
Alessandro Puzio		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Angela Mannu		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

☒ Successful 
 ☐ Failed 
 ☐ Interrupted

#### 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*.

1 Training data 2 Participants 3 Certificate 4 Confirm

**Training data** ⓘ

Denomination of the training  
**Excel**

Falls under the legal individual training right  
**Yes**

Certificate ⓘ

From 03/03/2024 until 06/06/2024 ⌚ 16h

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

**Participants (2)** ⓘ

Name	INSS	Certificate	Result
AP Alessandro Puzio			<input checked="" type="checkbox"/>
AM Angela Mannu			<input checked="" type="checkbox"/>

☒ Successful 
 ☐ Failed 
 ☐ Interrupted 
 Not yet completed

### 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.

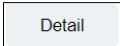

Participants	
Certificate obtained	
GO GUIDO OOMEN	<div>Training followed - Already processed or declared</div> <div>List of training courses completed - Already processed or declared</div>
BB BERT BAUTERS	<div>NISS - No employer is associated with this individual</div>

### 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.

### 5.6. How to add a training in the future?

The application allows you to add a training that is planned in the future. To do this, simply choose the “reserved” status in step 1 of the form for the period(s) concerned.

To modify a planned training over time, you must first click on the button to modify it  in the actions column. You must then modify the period(s) concerned. There are 2 ways to proceed:

#### **1<sup>st</sup> possibility: modify the training after it is completed**

If you wait until the end of the training, you just need to modify its status since it will now be in the past.

#### **2<sup>nd</sup> possibility : modify the training before it is completed**

You can also edit the training before it is completed. You must then divide the training into 2 periods:

- A period in the past that will **no longer** be “reserved”
- A period in the future which will be “reserved”

Example :

An 8-hour formal internal training starting on 07/01/2024 and ending on 07/23/2024 is planned in the future as shown below.

8h - From 01/07/2024 until 23/07/2024 - **Reserved** - Formal - Internal

1. Adding according to the 1st possibility.

On 07/24/2024, the status of the training can be changed to "Followed"

8h - From 01/07/2024 until 23/07/2024 - **Followed** - Formal - Internal

2. Adding according to the 2<sup>nd</sup> possibility.

On 07/15/2024, it is possible to update the training by dividing it into 2 periods:

- A period from 07/01/2024 to 07/15/2024 whose status is "**Followed**"
- A period from 07/16/2024 to 07/23/2024 whose status is "**Reserved**"

6h - From 01/07/2024 until 15/07/2024 - **Followed** - Formal - Internal



2h - From 16/07/2024 until 23/07/2024 - **Reserved** - Formal - Internal

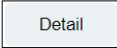


Note: If an employee has not followed one of the planned periods of training because he or she left the company, the period concerned must simply be deleted.

## 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

2

3

Training data

Certificate

Confirm

Denomination of the training ⓘ

Internal reference ⓘ (optional)

Training provider ⓘ (optional)

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

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 be in the same five-year FLA time window (2024-2028, 2029-2033, etc.). For example, a training 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 06/06/2024 - Followed - Formal - Internal

Duration ⓘ  

–

16

+

Hours

–

0

+

Minutes

Days to hours converter

Start date ⓘ End date ⓘ  

03/03/2024

📅

06/06/2024

📅

Status ⓘ

Type ⓘ

Location ⓘ (optional)

Additional information ⓘ (optional)

+ Add another period

Next >

## 7. How to manage the training rights for a group of people?

This paragraph describes the steps to be followed in order to manage the rights of a group of workers yourself. If you want Sigedis to manage the legal rights, please read the section [Let Sigedis manage legal rights](#).

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			
> <input type="checkbox"/> 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.



1 Training rights
2 Confirm

Name	INSS	
BR Bruce Renson		
CS Chiara Surian		
FS Fabio Sambucini		
FR Federico Rosella		

**These employees have the following training rights for 2024 :**

☒ Legal hours ⓘ

☐ Let Sigedis manage legal rights ⓘ

- 40 +

Hours

- 0 +

Minutes

Days to hours converter

Joint committee(s) ⓘ  

202
✕
▼

Registration number of the CLA ⓘ (optional)

☐ Complementary sectoral hours ⓘ

☐ Complementary employer hours ⓘ

Next >

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.

☒ Complementary sectoral hours ⓘ

8h - NACE code: 111 - Joint committee: 202

- 8 +

Hours

- 0 +

Minutes

Days to hours converter

Joint committee ⓘ  

202
✕

NACE code ⓘ  

111
✕

Registration number of the CLA ⓘ (optional)

Add

☒ Complementary employer hours ⓘ

8h - Joint committee: 202

- 8 +

Hours

- 0 +

Minutes

Days to hours converter

Joint committee ⓘ (optional)  

202
✕

Registration number of the CLA ⓘ (optional)

Add

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.

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
2

Training rights
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.

#### *7.2.3. How to delete training rights?*

To delete training rights, you must follow the same steps as to add rights. The only difference is that you must uncheck the rights you want to remove before going to the final step of the form and clicking on the « **Confirm** » button.

In the following example, all rights are unchecked, so they will all be deleted after confirming the form.

1
2

Training rights
Confirm

AP

Alessandro Puzio

These employees have the following training rights for 2024 :

☐ Legal hours ⓘ

☐ Complementary sectoral hours ⓘ

☐ Complementary employer hours ⓘ

Next >

## 8. How to manage the training rights for a particular person?

This paragraph describes the steps to follow to manage the training rights for a single person yourself. If you want Sigedis to manage the legal rights, please read the section [Let Sigedis manage legal rights](#).

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

1. Go to the [dashboard](#) of the application.
2. Search the employee overview (at the bottom of the page) for the employee concerned.
3. Click on the employee's « **Details** » button Détail.

You must then, in the table detailing the credit, click on the modify button ✎ in the “Manage rights” column for the desired year. You will then be redirected to a 2-step encoding form. This is identical to the form to [manage training rights for a group of people](#).

1
2

Training rights
Confirm

Name	INSS
AP Alessandro Puzio	63.09.16-581.34

These employees have the following training rights for 2024 :

☒ Legal hours ⓘ

☐ Let Sigedis manage legal rights ⓘ

-

40

+

Hours

-

0

+

Minutes

⚙️
Days to hours converter

Joint committee(s) ⓘ

337 ⓘ

Registration number of the CLA ⓘ (optional)

☐ Complementary sectoral hours ⓘ

☐ Complementary employer hours ⓘ

Next >

## 9. Let Sigedis manage the legal training rights (“opt-in”)

This paragraph describes how to let Sigedis manage your workers' legal rights.

**Important:** By default, at the beginning of each year, Sigedis automatically calculates the individual training rights of your workers based on DmfA and/or Dimona data (“**opt-in**” by default). These rights are kept up to date throughout the year as long as you do not take back control by modifying them yourself (“**opt-out**”).

In the rest of this paragraph it is assumed that you have regained control by [modifying the rights yourself](#) for one or more workers (“**opt-out**”) and that you want to let Sigedis manage their legal rights again (“**opt-in**”).

**N.B.** Once the request to let Sigedis manage the legal rights is registered, the current legal rights of the worker(s) in question are deleted and will be updated in the future by Sigedis. The calculation of the rights by Sigedis is not immediate, a waiting period of 24 hours is necessary for the rights to be updated.

### 9.1. Let Sigedis manage the legal rights of all your workers

It is possible to let Sigedis manage the rights of all your workers with a single action. This is done via a button that appears on the [rights overview page](#) as shown below.

**Rights overview per employee** 2024 + Manage rights

All employees with identical rights are grouped together. Groups are rebuilt if rights have been added or modified.

Let Sigedis manage legal rights Search an employee...

Name	Legal hours	Complementary sectoral hours	Complementary employer hours
> <input type="checkbox"/> group 0	0h	0h	0h

This button only appears if at least one worker has legal rights that are managed by the employer for the current year. If the button does not appear, it means that Sigedis already manages the legal rights of all workers, so there is no action to be taken.

In order to let Sigedis manage the rights of all your workers, you must first click on this button and then click on the « **Confirm** » button in the pop-up window that opens. A waiting period of 24 hours is necessary for the rights to be updated.

### 9.2. Let Sigedis manage the legal rights of a person or group of people

You can also choose to manage the legal rights of a certain part of your workers yourself and let Sigedis manage the legal rights of the other workers.

If you want Sigedis to manage the legal rights of a **group of people**, the steps are the same as in the case where the employer wants to [manage the rights of a group of people](#) except that you must check a specific box in step 1 of the form as shown below.

If you wish to let Sigedis manage the rights of a **single person**, the steps to follow are the same as in the case where the employer wants to [manage the rights of a single person](#), except that you must check a specific box in step 1 of the form as shown below.

1 Training rights
 2 Confirm

Name	INSS	
BR Bruce Renson		
CS Chiara Surian		
FS Fabio Sambucini		
FR Federico Rosella		

These employees have the following training rights for 2024 :

☒ Legal hours ⓘ

☒ Sigedis updates rights ⓘ

☐ Complementary sectoral hours ⓘ

☐ Complementary employer hours ⓘ

Next >

### 9.3. Let Sigedis manage the legal rights in the large enterprise version

In the [version for large companies](#), you can also let Sigedis manage the rights of all your workers for the current year with a single action. This is done via a link that appears on the home page as shown below.

The online application is specially designed for companies that want to file their FLA declarations without having to invest in a new tool. You are currently using a simplified version of the application. This version allows enterprises with a large number of employees to manage the learning account of one employee at a time. Support for several employees at the same time will follow at a later stage.

For (large) companies with their own IT systems, a link via BATCH or API can be set up with the 'Federal Learning Account'. More information can be found at [Federal Learning Account.be](#) under 'Other channels'.

**SEARCH AN EMPLOYEE**

Search
Reset

INSS	First name	Last name
Please perform a search		

You can use this button to add a training for a group of workers.

Add training

By clicking this button, you give Sigedis permission to update the legal rights for all employees in your company. Sectoral and employer rights are always managed by you.

Let Sigedis manage legal rights

This link only appears if at least one worker has legal rights that are managed by the employer for the current year. If the link does not appear, it means that Sigedis already manages the legal rights of all workers, so there is no action to be taken.

In order to let Sigedis manage the rights of all your workers for the current year, you must first click on this link and then click on the « **Confirm** » link in the pop-up window that opens. A waiting period of 24 hours is necessary for the rights to be updated.


You can also let Sigedis Manage the rights of one person at a time. To do this, you must go to the [detail page of the worker](#) in question by searching for them on the home page and use the form to manage rights as explained in the [previous subsection](#).

## 10. Version for the large companies

The online application is specially designed for companies that want to submit their FLA declarations without having to invest in a new tool. A simplified version of the application has also been planned for the large companies.

In this version, you can search for one of your employees via the form shown below. After having performed a search, you need to click on the employee in the table on the right of the screen. You will then be redirected to the [employee detail page](#). On this page you can register rights and/or trainings for the employee concerned.

Via the buttons at the bottom of the page (see the image below), you can [add a training to a group of people](#) but also [let Sigedis manage the legal rights](#) of all your workers. The block to let Sigedis manage legal rights does not appear if the rights of all workers are already managed by Sigedis (which is the case by default).



The online application is specially designed for companies that want to file their FLA declarations without having to invest in a new tool. You are currently using a simplified version of the application. This version allows enterprises with a large number of employees to manage the learning account of one employee at a time. Support for several employees at the same time will follow at a later stage.

For (large) companies with their own IT systems, a link via BATCH or API can be set up with the 'Federal Learning Account'. More information can be found at [FederalLearningAccount.be](#) under 'Other channels'.


### SEARCH AN EMPLOYEE

First name


Last name

INSS

INSS	First name	Last name
Please perform a search		



You can use this button to add a training for a group of workers.



By clicking this button, you give Sigedis permission to update the legal rights for all employees in your company. Sectoral and employer rights are always managed by you.

For the (large) companies with their own IT system, an interconnection via BATCH or API can be established with the « Federal Learning Account ». More information can be found at [FederalLearningAccount.be](#).