

Employer's proposal on joint procurement training

This form allows the employer to submit a proposal for joint procurement training to a representative of the TyöHäme employment area.

Joint procurement training is a form of labour market training in which the training is implemented as planned and acquired jointly by the employer and the employment and economic administration. Joint procurement training consists of three products: recruitment training, targeted training, and change training. The employer pays a share of the total training costs, determined per product. A procurement contract is made for the training.

Further information [Yhteishankintakoulutus - Hämeenlinnan kaupunki - Suomi.fi](#)

A representative of the TyöHäme employment area uses the information provided on the form to process the matter and make a decision. Further information on the processing of personal data submitted on the form: [Privacy policy](#)

1. Employer's contact person

(The authority of the TyöHäme shall forward the decision on the proposal to the employer's contact person.)

Contact person's name	
Contact person's position in the organization	
Telephone	Email

3. Information of the employer

Name of employer	Business ID
Street address	
Postal code	City
Employers' webpage	
Number of employees in the company (group level)	Turnover in the previous financial year (group level)
Balance sheet total for the previous financial year (group level)	
<p>In the 12 months prior to the submission of this form, have you dismissed or laid off employees or reduced their working hours for production or financial reasons?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, from which positions have staff been laid off or work terminated?</p>	
<p>Are there other development projects planned or underway in the company (for. ex. expansion, change in activities)? If so, please describe.</p>	

4. Training need

Which training need the proposal relates to?

- New recruitment
 To develop the professional competence of existing staff
 Staff reduction

If the training need is related to the language training of staff with foreign native language, select a service product

- Finnish language education (Workplace Finnish)
 Swedish language training (Workplace Swedish)

Justification for the need for training. What is the goal of the training and how does it relate to the company's development of activities? The precondition for acquiring Rekrytoiva koulutus is that the employer agrees to employ or appoint on commission at least the majority of those who have successfully accomplished the training. How do you assess the trainee employment relationships after the training (permanent/fixed term, full-time/part-time, on commission...)?

Number of trainees and job title. As an example, "Salesperson (15 persons)"

Does the entrepreneur participate self in the training?

- Yes No

If entrepreneur participates in the training, information on de minimis aid is provided at the end of the form in Appendix 1.

If yes:

Name of the entrepreneur participating in the training

Total amount of de minimis aid received by the company/entrepreneur during the three-year period, EUR.

If the total amount of de minimis aid exceeds the ceiling as referred to in the Commission Regulation, or if the new aid exceeds that limit, no new aid may be granted.

If a possible overrun becomes known afterwards, the last instalment (or all instalments resulting in an overrun) will be recovered in full.

How have the personnel (shop steward, etc.) participated in the planning of the training?

The proposed start date of the training

5. Preliminary training content

Name for the training
Preferred content for the training
Preferred implementation and teaching methods (eg evening, weekend, contact / distance learning)
Suggestions for potential trainers. The organization selling the training service must be a body independent of the company that submitted the proposal.
Also, to be noticed

6. Signature

<p>The representative of the TyöHäme employment area checks the company's financial information, such as an extract of the company's trade register and tax debt certificate, required for processing the matter and making a decision.</p> <p><input type="checkbox"/> I declare that the above information is correct, and we authorize the processing authority to obtain all information and explanations necessary to process the proposal.</p> <p><input type="checkbox"/> I declare that the company is not in difficulty (2 art 18, 1 art 4 c) in accordance with Commission Regulation (EU) No 651/2014) and has no outstanding recovery order (1 art 4 a) where the aid has been declared to be unlawful and incompatible with the internal market.</p> <p><input type="checkbox"/> I have read the document report on sanctions on the City of Hämeenlinna website and I declare that the company is not subject to any sanctions imposed by the European Union, Finnish authorities or the UN.</p> <p><input type="checkbox"/> I certify that I have the right to represent the company (right of signature or authorization).</p> <p>I agree to the electronic processing of the matter and the receipt of messages by e-mail.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Consent to notification and processing means that the TyöHäme's enquiries and requests for supplementary information on matter can be requested and the decision sent electronically.</p>	
Place and date	Signature
	Name clarification

Appendix 1:

General de minimis aid

De minimis aid refers to aid within the meaning of Commission Regulation (EU) 2023/2831 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid. A maximum of EUR 300,000 in de minimis aid may be granted to an employer engaged in business activities over a three-year period. The maximum amount mentioned above shall take into account the financing granted by all the different authorities as de minimis aid for the period concerned. In principle, the aid may be intended for any costs incurred by the company, provided that all de minimis aid received by the company from different sources over a period of three years does not exceed the limit of EUR 300,000.

As an exception to the general rule, de minimis aid may only be granted in a limited manner to the following sectors:

- the maximum amount for the fishing and aquaculture sector is EUR 30,000 (Commission Regulation (EU) No. 717/2014)
- the maximum amount for primary agricultural production is EUR 20,000 (Commission Regulation (EU) No. 2019/316)
- in the sector of road passenger transport, the maximum amount of de minimis aid is EUR 200,000 (Commission Regulation (EU) 2023/2831), but for undertakings engaged in the carriage of goods by road on behalf of others it is EUR 100,000 (Commission Regulation (EU) 2023/2831) over a three-year period

De minimis aid cannot be granted at all for 1) export promotion or export related subsidies, 2) for activities favouring domestic products at the expense of imported products and 3) for the purchase of vehicles for the carriage of goods by road for the benefit of others (Commission Regulation (EU) 2023/2831). The beneficiary is responsible for ensuring that the total amount of de minimis aid granted by various parties (e.g. ministries, the authorities under them, Finnvera Oyj, municipalities, Regional Councils) does not exceed the above-mentioned maximum amounts. The de minimis aid is mentioned in the aid decision.

A person working as an entrepreneur may also participate in labour market training together with their employees. In this case, the share of the purchase price of entrepreneur training paid by the TyöHäme is de minimis aid.

If the entrepreneur participates in labour market training implemented as joint purchase training, the entrepreneur must submit a report before the procurement decision is made, detailing the total amount of de minimis aid received by the company or entrepreneur in question during a period of three years.

The three-year period is continuously evaluated. Each new granting of de minimis aid shall take into account the total amount of de minimis aid granted in the last three years.

