

Skaftuki Contact Person's Instructions for Courses 2024

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Introduction

When your association wants to organise a course, you can get help with educational planning and financial support (central government subsidies) for study activities from the Citizens' Forum to cover the course costs.

To be eligible for course support, the association organising the course must have reserved lessons as an annual quota in November of the previous year, and that the course fulfils the conditions set out in these instructions.

Your association should think in advance about what you want to learn and develop. When applying for support, you must have planned:

- Why is the course organised? What is the need to learn?
- What are the needs of the participants and/or what does the organising association want to develop through the course?
- Who is the course for? What kind of target groups are you aiming for?
- Practical arrangements of the course: what kind of course place do I need?
- Timetable and extent of the course?
- What are the financial resources needed to run the course?
- How do you take into account the different dimensions of sustainability in your course activities? Read more from the [Attachment 2: Sustainability in courses](#)

Basics of course support 2024

In 2024, the support is maximum 50% of the costs and the maximum support per lesson is 25 euros/lesson (á 45 min). In practice, when the course costs exceed 50 €/lesson the support starts to decrease below 50%. [See an example of course subsidy calculation.](#)

The conditions of the course, supported by the Citizens' Forum, are:

- The course organiser is a member of the Citizens' Forum's member organisation
- The course must have at least eight (8) participants.
- The course must be organised in Finland.
- The course does not receive overlapping financial support from other public funders, such as STEA or other adult education centres.
- Information materials related to the course's activities must use the Civic Forum's logo "Osaamistamme tukee Opintokeskus Kansalaisfoorumi" and social media publications must mention the #KansalaisfooruminTuella. You can [download the logo from our website.](#)

Skaftuki online service

To apply for lessons and complete the survey at the end of the course, use the Citizens' Forum's Skaftuki online service at skaftuki.fi.

Skaftuki process in a nutshell:

- Filling in the cooperation agreement on the website and username for the responsible person
- Annual quota application in November
- Course plan two weeks before the course starts
- Statistics of students during the course
- Explanation of the course (participant information and financial information, possible supplement to the curriculum) after the course
- Supporting documents on request

The collaboration agreement and user IDs for the Skaftuki web service

Your applying, your association must first register as a Skaftuki-user.

1. The association appoints a person who applies for a user account for the Skaftuki service using the collaboration Agreement. The user ID is personal and includes an authorisation to handle matters related to subsidies on behalf of the association.
2. You can find the collaboration agreement on the Citizens' Forum's website as an online form. The form requires the signature of both the chairman of the association and the person applying for user IDs. Therefore, two signatures are always required for the Cooperation Agreement.
3. After processing the application, we will send the Skaftuki username by email to the person named in the application.
4. After receiving the credentials, the person logs in to the Skaftuki service and changes the password.
5. An association may have more than one contact person. A username is applied for each person using their own separate agreement form. At the same time, remember to notify the user IDs of persons leaving the position of responsibility for deletion.

Applying for the annual quota

Before drawing up the actual course plans, the association must first apply for an annual quota for lessons for the coming year in the Skaftuki service. The application period is open during November of the previous year.

When applying for an annual quota, you will need the following information:

- Estimate of your needs for the number of lessons for the whole year.
- What kind of emphases do your association's course activities have for the coming year?
- Briefly about each course: the name of the course, what the course is intended to learn, when the course will be implemented, the number of lessons and the target group.
- Other information related to the application, e.g. a ready-made training plan or training calendar to append, if they have already been drawn up.

Course plan for Skaftuki

Once you have been informed of the annual quota allocated to your association, you can make a more detailed course-specific plan. **Make a course plan in the Skaftuki online service no later than two weeks before the course.** In the course plan in the Skaftuki service, there is a web link to collect student statistics in the OSTERI database. The web link must be forwarded to the course participants. For more information, see [Course preparation and implementation](#).

A well-designed course is half done. You can use a checklist to help you plan your course:

- Definition of participants: Who is the course for?
- Booking a trainer (contract) and facility reservations
- Defining the objectives of the course and specifying the content
- Drawing up the program:
 - What is the appropriate order of content?
 - What are the most inspiring ways of working that promote learning?
 - What is the appropriate course time and rhythm?
- Creating a course budget and setting an entry fee
- Scheduling preparations: information, registrations, etc.
- Planning and implementation of communications/marketing
- Taking sustainability into account in course arrangements. Read more in the section [Sustainability in course activities](#)

Please note the following in the course plan:

- The duration of the course is calculated in credits. The length of a lesson is 45 minutes. Contact and distance learning hours do not include the time spent preparing or planning the course.
- If it is an online course, see here for more detailed information on [calculating the lessons of online teaching](#)
- The course can be implemented as an evening, day or weekend course, on one or more days
- The course can also be implemented entirely or partly as an online course.
- The course hours are calculated according to the instructor's teaching hours. If group teaching is used in the course, each teaching group must have at least six persons per group.
- Breaks are not counted in the duration of the course
- If support is applied for group teaching carried out on a course, each teaching group must have at least six (6) persons per group.
- When a course is divided into group teaching, parallel groups can be counted as lessons if group teaching takes place in a separate training space so that each group has its own trainer. Therefore, the self-distribution of course participants into group work without a trainer is not enough to form parallel lessons.
- We do not support courses lasting the whole calendar year, the maximum length is semester.

Plan your finances

You can use the [course budget template](#) at the end of this document to help you plan the course's finances.

Acceptable expenses for course activities

The Citizens' Forum supports the costs that arise directly from education. The costs must be paid by the association and the vouchers must show the name of the course. The following may be accepted as course costs for calculating the subsidy:

You will receive course support for expenses paid by the association:

- part-time teacher fees: invoiced or gross salaries + employer's social security expenses
- teachers' travel, accommodation and daily allowances

- costs that are closely linked to teaching, e.g. technical support for online training, drawing course template, dance course accompanist
- costs of training facilities, where the premises are rented only for the purpose of the training in question
- rental of training equipment
- marketing and information costs for training
- training material and material
- travel and accommodation expenses of course participants
- course participants' coffee and meal expenses
- the Citizens' Forum will consider the reasonableness of the costs on a case-by-case basis.

Restrictions related to course support

- Course administration and planning costs are not supported.
- If the course includes an excursion or excursion, the accumulated lessons can only be entered in the program for the duration of the guided tour (not travel time).
- You will receive support for guiding costs available at the location when the excursion is part of a larger course entity and complements other course content.
- Only one guided tour/course is included in the supported hours.
- We do not support company visits.
- Course subsidies cannot be used for training that must also be organised with state support through other means (e.g. course subsidies from other educational associations and study centres, subsidies from ministries, central government transfers to the School of Basic Education in the Arts, STEA grants, Regional State Administrative Agency grants, Arts Promotion Centre Finland grants, Erasmus, ESF and Leader projects, cooperation situations where the folk high school or community college pays part of the costs).
- If your association uses the above-mentioned state subsidies, a cost center for study activities must be used in your accounting, where all costs and income from training supported by the Citizens' Forum are recorded. This ensures that the same expenses and income are not recorded in the reports made for different government grant instalments.
- Courses that are included in the association's business activities are not supported.

Example of calculating course support

Your association has training in the basics of association activities and its duration is 10 lessons. If the Citizens' Forum accepts as the course's expense:

- 500 € - the support is 250 €, i.e. 50% of the course costs and at the same time the maximum number of lessons multiplied by the maximum subsidy for one lesson, i.e. $10 \times 25 \text{ €}$
- 1000 € - the support is 250 €, because the duration of the training is 10 lessons and the maximum support for the course can be a maximum of the number of lessons $\times 25 \text{ €}$
- 100 € - the support is 50 €, because no more than half of the course costs can be covered with the support of the Citizens' Forum

Course preparation and implementation

Book, inform and market

Find the right trainer for your training and make an agreement with them.

Book the necessary training and accommodation facilities well in advance and plan course catering. The facilities should be accessible and accessible to everyone.

Think about how you will reach potential participants, how you will accept registrations, how you will confirm that the course will take place for those who have registered, and how you will collect the course participation fees.

Remember that the "Osaamistamme tukee opintokeskus Kansalaisfoorumi" -logo must be used in the marketing and communication of the course (e.g. newspaper advertisements and on the website) as well as in the course materials. The Citizens' Forum logo can be downloaded on both electronic and printable materials. It is recommended to attach the hashtag #KansalaisfooruminTuella to social media posts.

Make a course plan in Skaftuki two weeks before the course starts. In this case, you will receive a statistical data collection link to be forwarded to students. Together with the trainer, create the necessary course curriculum for the Skaftuki service.

When the Citizens' Forum approves the course plan in the Skaftuki service, you know that there are no obstacles to receiving course support if the course is implemented according to the information presented in the plan.

Implementing the course and OSTERI-database

Implement an inspiring and rewarding course. Inclusion, interactivity and equality are important in the course.

Tell the course participants about the Citizens' Forum. You can make use of the Citizens' Forum's website.

The participants' statistics are recorded in the OSTERI database at the beginning of the course. Each student in the course records their own information. The statistical data are gender, year of birth, main type of activity, educational background and mother tongue.

The web link in the OSTERI database is different for each training course and can be found in the Skaftuki service in the tab Participant information. From there, the course's Skaftuki contact person delivers it either directly to the course participants or through the teacher to the students. During the course, the teacher ensures that the participants' data is collected in the OSTERI database. No student names or other identifying information are recorded in OSTERI. Without participant statistics, we cannot pay course support.

Watch an informational video about the subject: <https://youtu.be/bkW2VvNMSF4>

If the course is cancelled or postponed, notify the Citizens' Forum as soon as possible. You can delete the course plan yourself in the Skaftuki service, but you must send an email to info@skaftuki.fi when the date has been postponed.

Collect feedback from course participants. Evaluate the effects of the course from the perspective of the participants and the association. Evaluation information is important from the perspective of the trainer, course organiser and the Citizens' Forum.

After the course

Checklist after the course:

- Thank the instructors and participants
- Collect course feedback, impact assessment, if not done on the course
- Take care of the costs
- Report the course implementation to the Skaftuki service
- Evaluate the success of the course and utilise development ideas

Course report to Skaftuki

The components of the course description are participant information and financial information. The description can also be supplemented with programme information if it has changed or become more specific during the course. Complete the course report within one month of the end of the course in the Skaftuki service. A delay in the investigation may result in the refusal or reduction of the support reserved for the course. Once the course report has been approved, the Citizens' Forum will pay the course subsidy to your association's account.

Participant information

The statistics of the participants are retrieved to the Skaftuki service from the OSTERI database as part of the course implementation report. The function for this can be found on the Participant Information tab. The names of the course participants do not need to be included in the course statement. The Citizens' Forum asks for the list of names and contact details of the participants when checking the cost documents by random sampling, so keep it safe.

Cost breakdown

Break down the course costs according to the cost items requested by Skaftuki:

- Paid tuition fees including social security expenses (either the paid training fee invoice or gross wages and salaries + employer's social security expenses are recorded here)
- Trainers' travel and daily allowances
- Accommodation for trainers
- Training material costs
- Training facility costs
- Marketing and information
- Travel, accommodation expenses of participants
- Coffee/food service
- Other training costs, for which a breakdown is recorded in the explanation field

Only enter expenses for which there is a valid receipt, not cost estimates or your own calculations.

It is important that you report all costs of the course to the Citizens' Forum. In this way, we can see all the costs of the training activities, which in turn will affect the funding granted by the state in the future.

The following can be attached to the course report:

- List of course participants
- Course programme (if the programme has changed or been supplemented after the planning phase)
- Proof of course expenses
- Course impact assessment or summary

To facilitate the collection and storage of attachments, the Citizens' Forum provides the course organiser with form templates. You can find them in the Skaftuki online service under "Instructions and forms".

Voucher requests

Keep expense documents and attendee information safe. If we ask for them, you must submit them to the Citizens' Forum. We check this information randomly when we pay subsidies.

After you have received the voucher requests, provide receipts for all expenses entered in the Skaftuki service in the financial information of the course.

A registered association always attaches receipts of expenses and income to the association's accounts.

If you do not provide the requested information or if there are incomplete content, we may reject the grant application or reduce the amount of the support.

Forms for your convenience

Course programme: The length of the lesson is 45 minutes. The course syllabus should include dates, start and end times of lessons, teaching breaks (e.g. meals), teaching topics, forms of work, trainer(s) and number of instructor hours.

[You can download the form template here](#). The corresponding information can be entered in any form if it is impractical to fill in the ready-made form template.

Trainer contract template: Make an employment contract with the trainer. For example, you can use as a basis (in Finnish)

<https://tyosopimus.fi/wpcontent/uploads/2013/09/tyosopimus pohja.pdf>

The Citizens' Forum recommends applying the collective agreement for the private education sector to trainers' contracts (in Finnish): https://www.sivista.fi/wp-content/uploads/2022/09/Yksityinen-opetusala-TES2022_2024-FINAL.pdf

Trainer's fee and travel invoice: the form template can be found in the Instructions and forms section of the Skaftuki service

When paying travel and daily allowances, the trainer must fill in the start, end dates and times of the trip at the bottom of the form. Travel and daily allowances must be reimbursed in accordance with the Tax Administration's travel regulations (see vero.fi).

Payroll can be handled on the site <https://www.palkka.fi/>

The Palkkaus service <https://www.palkkaus.fi/> contains both information and the possibility to use the payroll service.

Contact Details

If you need help, please contact us! Questions are primarily asked by e-mail info@skaftuki.fi.

In the Citizens' Forum's Skaftuki team, course organisers are guided by

Tuula Hyystinmäki: 045 657 7358

Minna Lepistö: 044 298 1708.

Payment transactions: Elli Kekäläinen, 045 6577 359, elli.kekalainen@kansalaisfoorumi.fi

Attachment 1: Course budget template

Course budget	Expenditure	Income
Citizens' Forum course support		
Entry fees		
Other revenue		
Course trainers' fees		
Holiday compensation for trainer fees (9%)		
Non-wage labour costs (employer's contributions, about 20%)		
Travel and daily allowances for trainers		
Accommodation costs for trainers		
Training material and material costs		
Costs of training facilities and rental of teaching equipment		
Accommodation costs for course participants		
Travel expenses of course participants		
Marketing and communication		
Total expenditure		
Total revenue		
Result		

Attachment 2: Sustainability in course activities

These instructions explain how to take into account the different aspects of sustainability when organising a course with the support of the Citizens' Forum. The activities of the Citizens' Forum take into account ecological, economic, social and cultural sustainability. It is important that the courses supported by the Citizens' Forum also operate sustainably. When you are a trainer or group leader, you play an important role. You also promote sustainable practices in your own association.

If you have questions about the guidelines or want to know more about their implementation, you can ask for support from the training planners of the Citizens' Forum.

Ecological sustainability

Ecological sustainability means saving natural resources. In course activities, you save natural resources by, for example, sorting waste and reducing paper use. Saving natural resources also saves money.

Do at least the following:

- Choose a location for the course that participants can easily reach and, if possible, also by public transport.
- If possible, offer locally produced foods.
- Find out if you can use existing materials before buying new ones.
- Avoid unnecessary waste.
- Make sure that participants can easily sort waste themselves.
- Print and copy on paper only when there is a justified reason to do so.
- Share and store teaching materials in digital format, for example by email.
- Avoid unnecessary use of electricity and water.

We also encourage you to prefer vegetarian food if the course is served with food. If you buy new materials and supplies, give preference to products with an eco-label and/or sustainability certificate.

Economic sustainability

Economic sustainability means planning the use of money in advance so that organising a course does not cause too many or unexpected costs for the course organiser, such as an association. A realistic and sensible plan of course income and expenses ensures sustainable course operations. Economic sustainability often also means saving natural resources.

Do at least the following:

- Sufficient money has been set aside for the implementation of training.
- All costs of training have been taken into account.
- Prefer moderately priced training facilities that are well suited to the needs of the training.

- Find out if you could use recycled materials in your course materials.
- Monitor the realization of expenses and react to unexpected additional costs as soon as you become aware of them.

Social sustainability

Social sustainability means that all participants have equal opportunities to participate in and influence activities. Social sustainability also includes accessibility and accessibility, which in practice mean enabling different ways of participating. The well-being of the trainer is also an important part of a well-organized course.

Do at least the following:

- The training facility is accessible and accessible by wheelchair, for example.
- Accessible toilets are available in connection with or near the training facility.
- The training room is safe and has suitable temperature and ventilation.
- The atmosphere of the training is safe.
- The training methods are such that people can, if they wish, influence the course and content of the training and give feedback.
- Take the wishes and needs of the participants into account already when planning the training.
- Consider, for example, the language of instruction, the possibility of meals and breaks, and whether the teaching methods are suitable for everyone.
- Make sure that the material used in teaching is clear and accessible.
- Make sure that the learning environment for online education is accessible and easy to use.
- In online training, also make sure that participants can participate in different ways

Cultural sustainability

Cultural sustainability means taking cultural issues into account. These include, for example, language, customs and traditions. During the course, it is important that participants feel that they can represent their own cultural background freely.

Do at least the following:

- Think about what kind of words and images you use in the communication and marketing of the course, and how you can use word choices and illustrations to express that everyone is welcome.
- Please note that participants may understand the images, words, and topics spoken in the course in different ways.
- Think about how you could make it easier for different kinds of people to participate in the course.
- Think about how the communication and marketing of the course could be targeted at target groups with different cultural backgrounds.

We also encourage you to plan training together with people belonging to cultural minorities. In addition, we encourage course organisers to participate in training that supports their competence in encountering cultural diversity.

Attachment 3: Calculation of study hours in online teaching

Teaching hours in distance learning include teaching hours for which the teacher has been compensated. Distance learning lessons do not include the time spent preparing or planning the course.

Teaching hours may include, for example:

- Assignments for students
- Teaching online
- Student guidance
- Giving feedback and evaluating responses

The course plan of the online course must indicate:

- Things that are recorded in the course programme even in contact teaching: teaching topics, teachers and schedules for joint work, i.e. dates and times
- The composition of distance learning lessons from the teacher's different stages of work and the study hours reserved for each of them
- Channels used for online teaching and possible other communication