English version of the *Système éducatif* (Men.lu)

Adult education

Formation des adultes
Adult education

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Adult education

*Et ass ni ze fréi oder ze spéit fir ze léieren.*

*There is no age limit to learning.*

There is no age limit for education and training. They help us make the transitions between student life and professional life, between family life and professional life, between professional life and retirement. They help us to better understand each other, live in a community and become active citizens. They increase our confidence, make us stronger, bring us together and open new personal and professional perspectives.

Every year the ministry tries to offer a very large choice of quality training programmes for adults. They are available in different languages and different levels (beginner, intermediate, advanced) to make life-long learning available to everybody.

The Department of Adult Education (*Department of adult education*) offers and coordinates three types of training:

- the **back-to-education options** (*2e voie de qualification*) which grants access to official diplomas and training programmes to adult learners and early school-leavers;
- **basic education** to improve writing, reading and numeracy skills;
- **general and citizenship training** for adults.
I. A step-by-step approach to adult education and learning

Assessing existing skills

Before starting with an adult education programme, assess your existing skills and apply for the recognition of the degrees you obtained abroad as well as of the skills you have already acquired.

Recognition of studies, certificates and degrees obtained in another country:
The formal recognition of an education level and a secondary, professional or higher education diploma obtained in another country is subject to a request for recognition or registration in the register of higher education diplomas.

Web: www.men.public.lu/fr/annuaire/index.php?idMin=5444
E-mail: reconnaissance@men.lu
Web: www.cedies.lu
E-mail: info@cedies.public.lu

Validation of non-formal learning (VAE - Validation des acquis de l'expérience):
Validation of non-formal learning allows for the assessment and the recognition of a large variety of skills acquired throughout life in various fields, i.e. education, professional and leisure activities.

Web: www.men.public.lu/fr/professionnel/validation-acquis-experience/
E-mail: reconnaissance@men.lu

Defining your needs

To identify which training is best suited for you, it is necessary to determine your personal and professional needs with the assistance of guidance services.

Adult education project
To get assistance in defining and implementing your adult education project, you can contact the Department of adult education based in Kirchberg, which also works in close cooperation with the Maison de l'orientation.

Maison de l'orientation
The Maison de l'orientation acts as a one-stop shop for citizens looking for information and advice with regard to academic and professional guidance.

Web: www.maison-orientation.lu
Email: maison.orientation@men.lu
Available options

Luxembourg provides a large choice of adult education courses. The aim of the annually published catalogue is to provide an overall view of the various publicly supported training options at the national, regional and local level. It is available directly from the Department of Adult Education (15, rue Léon Hengen, L-1745 Luxembourg-Kirchberg) or from the lycées (high schools), municipalities or adult educators. It can be ordered online from sfa@men.lu or by phone on the free number 8002 4488. It is also viewable online. Details about the training programmes of the catalogue are published on the website www.lifelong-learning.lu.

Access to training programmes

Various assistance options are available to help you start a training programme.

Individual training leave (Congé individuel de formation)
Employees, independent professionals and liberal professionals may request a congé individuel de formation, i.e. special paid leave, which can amount up to 80 days during their professional career.

Language training leave (Congé linguistique)
Employees, independent professionals and liberal professionals may request language training leave, i.e. special paid leave, which can amount up to 200 days during their professional career to learn or improve their Luxembourgish language skills.

web: demander un congé linguistique

Registration in a back-to-education programme (2e voie de qualification) or basic education programme is free.

Reduced registration fees
for courses of general interest from the adult education offer

Registration fees for courses of general interest can be found in the catalogue. A discount of 10 Euro per course, no matter the number of lessons, are granted to the following students:

- Job seekers listed with the National Employment Agency (ADEM - Agence nationale pour le développement de l’emploi) requested to attend a course;
- Beneficiaries of the guaranteed minimum wage requested to attend a course by the Service national d’action sociale (SNAS);
- Individuals recognised as people in need by the Office luxembourgeois de l’accueil et de l’intégration (OLAI);
- Individuals who have signed an integration contract (CAI - Contrat d’accueil et d’intégration) for courses of the official languages of the country (LU, FR, DE);
- Individuals recognised as people in need by the municipal and regional social offices.
A certificate, in form of a voucher is issued by the ADEM, the SNAS, the OLAI and the municipal and regional social offices.

**Commitment to the training**

As participation in adult education is optional and voluntary, it is important that you:

- are present during the lessons on a regular basis;
- use online resources that can help you in your learning process;
- show respect to teachers and other students.
II. Back-to-education options

To increase your level of qualification, you may enrol in a back-to-education programme. 3 options are accessible to adults at secondary education level:

- classes of 5ᵉ which give access to vocational training and general secondary education;
- vocational training programmes for adults in a combined work/training scheme;
- curricula leading to a diploma of classic or general secondary studies.

Classes of 5ᵉ

The 5ᵉ classes give access to further education and vocational training. However, many adults have not reached the required level of 5ᵉ to be able to pursue their professional and personal projects. This also applies to people with an immigration background, lacking a recognised education level or the required language skills to enrol in the Luxembourg training system. The adult education options included in the back-to-education programmes, provide various possibilities to obtain the level of a 5ᵉ of the general secondary education system.

Available courses
Vocational training programmes

**Adult vocational programmes are** designed for people who are of full age and would like to learn a trade or make a career change in their professional life. It is available to adults under an employment contract as well as to job seekers registered with the National Employment Agency (ADEM).

Training programmes may lead to a certificate of professional capacity (**CCP** - **Certificat de capacité professionnelle**), a degree of professional ability (**DAP** - **Diplôme d’aptitude professionnelle**) or to a technician’s diploma (**DT** - **diplôme de technicien**).

Adult apprentices are paid the social minimum wage by the employer during training.


Vocational combined work/training courses (**les formations professionnelles en alternance**) allow employees to attend vocational training programmes in the evening or in the form of “blended-learning”.

**Available courses**

**Curricula leading to a diploma of classic or general secondary studies**

For the classes of 4º to 1º (4 last years of secondary education) of classic and general secondary education, training options are organised in form of “e-campus”, “blended-learning” and evening courses.

**Available courses**

**École nationale pour adultes (ENAD)**

The **École nationale pour adultes** (formerly **École de la 2º chance**) offers qualification curricula to young adults and adults who have dropped out of their initial training or education without obtaining a degree. It helps them obtain a recognised diploma or qualification. These are day classes organised from Monday to Friday as well as combined work/training courses.

Web: [www.enad.lu](http://www.enad.lu)
III. Basic education

Improving writing, reading or numeracy skills

Basic education is available for adults who wish to improve their writing and reading skills in at least one of the official languages of the country - French or German - and to those who want to improve their numeracy skills. These basic skills will provide the foundations for further autonomous and advanced studies.

The Department of Adult Education provides basic education courses and workshops in various regions of the country:

- **basic education courses (cours de formation de base)** are available for adult student groups following the same programme. They are provided on a quarterly basis.

- In the **basic education workshops (ateliers de formation de base)** teaching is done in small groups and admission is possible throughout the year with a personalised programme.

Associations and municipalities also organise courses.

Available courses

Courses for adults with specific needs

Courses provided by the **Centre pour le développement des compétences relatives à la vue (CDV)** (formerly IDV) are available to visually impaired or blind persons, to parents or teachers of visually impaired or blind pupils and students or to the staff of structures offering extra-curriculum activities for visually impaired or blind persons.

Available courses
IV. Integration and nationality

Linguistic integration of newly arrived adults

This training offer includes courses in the languages of the country as well as guidance sessions to facilitate the integration of people who have recently arrived in the country.

Linguistic integration 1&2 (IL)

The linguistic integration programmes are provided by the Department of Adult Education and are available to newly arrived people who have no knowledge in the languages of the country as well as to people requesting or you who were granted international protection taking part in the Parcours d'intégration accompagné (PIA)

Linguistic integration 1 (IL1)

The IL1 programme provides short time education focusing on the language situation in Luxembourg and the national education and training system together with an introduction to Luxembourgish.

In a collective or individual guidance session, a portfolio with a language skills report as well as the educational and professional background is prepared.

Linguistic integration 2 (IL2)

After this guidance session and based on the requirements, 120 hours of introduction to the Latin alphabet or French as a foreign language are available in Luxembourg, Esch-Alzette, Ettelbrück / Warken, Soleuvre, Belvaux and Diekirch. These are daily lessons of 2 hours. The length of these courses will be adjusted individually depending on the learners' progress in their learning.

E-mail: sfa@men.lu or orientations@men.lu

Enrolment Services hours for linguistic integration courses

- **Luxembourg**: Tuesday: 9:00 AM – 11:00 AM (all year round)

Department of Adult Education
15, rue Léon Hengen
L-1745 Luxembourg

- **Esch-sur-Alzette**: Wednesday: 2:30 PM – 4:30 PM (except during school holidays)
Diekirch: Thursday: 3:00 PM – 5:00 PM (except during school holidays)

Nordstad Lycée
6, rue Joseph Merten
L-9257 Diekirch

CAI - integration contract (Contrat d'accueil et d'intégration)

The CAI - integration contract (Contrat d'accueil et d'intégration) is provided by the Office luxembourgeois de l'accueil et de l'intégration (OLAI) to help newly arrived people to integrate in Luxembourg. The CAI is available to everyone aged 16 or more, legally residing in Luxembourg and wishing to stay in the country for a longer period of time. It is optional and open for people originating from member states and non-member states of the European Union who have just arrived in Luxembourg or who have been residing in the country for some years already.

The available options are:

1. **Language training (Formation linguistique)** to reach at least level A.1.1 of the Common European Framework of Reference for Languages, i.e. Luxembourgish, French or German. CAI signatories may enrol in language courses at a reduced rate.

2. **Civil education courses (Cours d'instruction civique)** help people understand integration and the conditions of living in a diverse Luxembourg as a community. They also learn about the history of Luxembourg as well as its political organisation, habits and customs. Courses are organised together with the OLAI and the Department of Adult Education.

Available courses

3. **Journée d'orientation (guidance day)** is organised two times a year together with numerous partners to allow signatories of the CAI to familiarise with official institutions and organisations in Luxembourg.

E-mail: cai@olai.etat.lu
Phone: (+352) 247-85785

Courses and exams to obtain Luxembourg citizenship

Acquisition of Luxembourg citizenship is subject to the participation in the courses and the passing of the exams listed below.
People applying for citizenship must pass the « Sproochentest » (Luxembourgish language test) at the Institut national des langues (INL). The Luxembourgish language courses organised by the INL, the Department of Adult Education and its partners help candidates to prepare for the exam of A2 level for oral expression and B2 level for oral understanding.

Web : [www.inll.lu](http://www.inll.lu)
Phone: (+352) 26 44 30 1

Individuals must also be holder of the certificate « Vivre ensemble au Grand-Duché de Luxembourg » (Living together in the Grand Duchy of Luxembourg). This certificate is issued by the Department of Adult Education after a 24-hours-course or the successful passing of an exam.

The courses and the exam in the languages Luxembourgish/German, French or English cover the following subjects:

- Fundamental rights of citizens (6 hours - 10 questions) ;
- State and municipal institutions in the Grand Duchy of Luxembourg (12 hours - 20 questions) ;
- The history of the Grand Duchy of Luxembourg and European integration (6 hours - 10 questions).

The exam is a test taken on the computer with multiple choice questions and is organised in the City of Luxembourg while courses are available in the City of Luxembourg, Esch-sur-Alzette and Diekirch.

Online registration : [lux.men.lu](http://lux.men.lu)
E-mail : [sfa@men.lu](mailto:sfa@men.lu)

Individuals residing in Luxembourg for more than 20 years are exempted from the « Sproochentest » and of the courses or the exam « Vivre ensemble au Grand-Duché de Luxembourg »

(ARTICLE 28 DE LA LOI DU 8 MARS 2017 SUR LA NATIONALITÉ LUXEMBOURGEOISE/ARTICLE 28 OF THE LAW OF 8 MARCH 2017 ON LUXEMBOURG CITIZENSHIP)

All courses of the INL and all courses published in the catalogue of the Department of Adult Education are officially recognised. Certificates of courses attended before the entry into force of the Law of 8 March 2017 on Luxembourg citizenship can be validated if the curriculum is approved by the Ministry in charge of national education.

Validation procedure for certificates

The following documents must be submitted and sent in the same envelope by the applicant :

- the original certificate of the course ;
• a pre-stamped envelope with the address of the applicant to return the validated certificate;

to the following address:

Service de la formation des adultes

15, rue Léon Hengen, L-1745 Luxembourg-Kirchberg.

The certificate will be returned with a seal certifying the participation in a Luxembourgish language course meeting the conditions of article 28 of the Law of 8 March 2017 on Luxembourg citizenship.
V.  General interest Courses

The Department of Adult Education organises general training courses in the lycées (high schools) and with the assistance of municipalities or approved non-profit organisations.

Training fields

Search approved training providers / teachers (m/f)

- Current offers

Arts and creative crafts

Available courses

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Languages

- German
- French
- Dutch
- English
- Greek
- Polish
- Arabic
- Italian
- Portuguese
- Bosnian, Croatian, Serbian
- Japanese
- Russian
- Chinese
- Latin
- Swedish
- Spanish
- Luxembourgish

Learning Luxembourgish online: http://www.quattropole.org/fr/e_learning

The European Council introduced in 2001 and adapted in 2017 a reference framework to identify the level of language courses, define training programmes and assess the language skills of students.

Common European Framework of Reference for Languages

CEFR – Languages

Since several years, the Department of Adult Education and its partners refer to the CEFR for their language courses.
Sciences, economy and environment

Available courses

Accounting  Economy  History
Law  Tax

Socio-educational subjects and well-being

Available courses

Dance  Family learning  T’ai chi ch’uan
Body expression  Meditation  Yoga
Education  Health

Information and communication technologies (ICT)

Available courses

Databases  Multimedia  Spreadsheets
Office automation  Presentations  Word processing
Online collaboration  Programming  Image processing
Technical drawing  Web publication  Windows

Internetführerschäin
(Computer Driving Licence)

In the digital era it is important for all citizens to have basic digital skills. The INTERNET-FÜHRERSCHÄIN training provides the necessary knowledge and skills to use information and communication technologies (ICT) in a responsible way.

The training covers four fields of competences :

1. knowing ICT ;
2. collecting information;
3. communicating ;
4. creating.
Courses with more advanced skills refer to the ECDL (European Computer Driving Licence).

Web: www.illc.lu
E-mail: training@illc.lu

L4S Learn for Success - Personalised workshops

L4S workshops allow to rapidly tackle professional and personal challenges thanks to:

- a tailor-made and flexible training offer for adults;
- a first meeting to identify your needs;
- language workshops (French, German, English) and maths/sciences workshops;
- the possibility to start at any time in the year;
- the possibility to adapt schedules and the frequency of lessons during the training.

Enrolment is possible throughout the year by appointment: l4s@men.lu / (+352) 621267554

Workshops are organised by the Department of Adult Education from Monday to Thursday in their premises:

15, rue Léon Hengen
L-1745 Luxembourg-Kirchberg

As of the start of the academic year 2018-19, the “Service de la formation des adultes” also organises a LÉIERCAFÉ (study spot) within the frame of the e-Campus in Luxembourg / Kirchberg.

Books, exercise sheets as well as online training programmes are available while experts provide support and advice to students.
The objective of family learning is to develop a learning culture in families:

Parents and family play an important role in the education and training of their children. They are considered as partners in education.

Family learning is included in the adult education and learning offer and allows parents to develop their educational and language skills.

Training sessions are organised on Saturday morning, in the evening, or during the afternoons and cover about 15 hours on the following subjects:

- Preparing children for school: languages, numeracy, etc.;
- The school system: structure, organisation and stakes;
- Assist children attending school: homework.

E-mail: sfa@men.lu
VI. Institut national des langues (INL)

The Institut national des langues is:

- a language learning centre for adults;
- a certification centre for language skills.

The INL provides courses for adults in 8 languages: German, English, Chinese, Spanish, French, Italian, Luxembourgish, Portuguese.

It also offers training to obtain the ZLSK (Zertifikat Lëtzebuerger Sprooch a Kultur) - for Luxembourgish language teachers.

It is a public administration under the authority of the Ministry of Education, Children and Youth.

Web: www.inll.lu
Phone: (+352) 26 44 30 1

Luxembourgish tests and exams

The INL is the national certification centre for official diplomas and certificates in Luxembourgish.

It certifies the diploma LaF - Luxembourgish as a foreign language (Lëtzebuergesch als Friemsprooch). Knowledge of Luxembourgish as a foreign language is certified for the various levels of the Common European Framework of Reference for Languages.

It organises the Luxembourgish language assessment (Sproochentest Lëtzebuergesch) assessing the oral skills in Luxembourgish for citizenship applications. The levels to obtain are B1 for oral understanding and A2 for oral expression.

International tests and exams

The INL is the certification centre for international tests and exams in foreign languages. It organises the exams for international diplomas and certificates in cooperation with its partners in German, English, Spanish, French, Portuguese and Italian.