

Information about individual plans for participants in Norwegian language and social studies tuition and participants in introduction programmes

You and the municipality shall jointly prepare an individual plan for your participation in tuition in the Norwegian language and social studies and for those participating in an introduction programme.

The individual plan is a cooperation agreement between you and the municipality concerning your tuition.

Your individual plan has the status of an individual decision and it is a legal document.

Tuition in social studies is intended to give you information about rights, obligations, opportunities and important values in Norwegian society.

The goal is to enable you to find work or take an education as soon as possible, so that you can become financially independent and an active participant in Norwegian society.

About the individual plan

Tuition must be adapted to each individual and be based on a mapping of your prior education, work experience, work-related competence, and on other information that is relevant to your qualification plan.

Your individual plan will be drawn up on the basis of the results of the mapping and your needs. Your learning goals will be decided on the basis of the results of the mapping.

The individual plan will state the concrete goals for your tuition, the time frame for achieving the goals, the number of hours allocated to you, and when and where tuition will take place. You shall participate in the preparation of your individual plan.

If you have any social or health-related challenges that may affect your participation in the tuition, this should also be mapped.

In order for you to achieve the desired level, tuition will be targeted from the start. That way, you can achieve the best possible results. Tuition must be adapted to your life situation and be organised so that you can participate even if you are responsible for caring for small children and/or if you have a job. Your individual plan shall be adapted to your professional and practical needs.

The municipality has a duty to offer tuition up to level B2 if this level can be reached within the mandatory 600 hours, and up to level B1 if this level can be reached within the total framework of 3,000 hours.

During the course of your tuition, the municipality will invite you to conversations about how your individual plan is working. If necessary, the plan will be changed, for example if there are any big changes in your life situation. If big and important changes need to be made to your individual plan, you and the municipality can draw up a completely new plan.

If you do not follow your individual plan, or if you wish to change your plan, you must contact your contact person as soon as possible.

Do you wish to appeal against your individual plan?

You can appeal against both the tuition and the content of your individual plan. If you have later been given a new individual plan, you can also appeal against this plan within three weeks of being notified of the changes. If you wish to appeal, you must:

- Submit the appeal within three weeks of being notified of the content of your individual plan
- Submit an appeal to the municipal agency that made the decision about your individual plan
- Write what your appeal concerns
- Sign the appeal.

An authorised representative can also appeal on your behalf. In order for someone to act as your representative and write an appeal on your behalf, you must have authorised this person to do so in writing. The authorisation must describe what the representative is permitted to do on your behalf. If you have a lawyer, no authorisation is needed.

Are you a participant in an introduction programme?

If you are a participant in an introduction programme, the individual plan for Norwegian language tuition is part of the individual plan for the introduction programme.

You can find more information about tuition in the Norwegian language and social studies and the individual plan in the Introduction Act. The Act and pertaining circulars are available at www.imdi.no and on Skills Norway's website.

Good luck with your tuition!