

Arbetsplan = Your work plan

The Study Association Vuxenskolan is part of the long-standing Swedish tradition of *folkbildning* (adult education). For activities to be considered as folkbildning and eligible for state funding, certain requirements must be met. These requirements are to be presented in your working plan.

- There must be an ongoing learning process within the activity or study circle, and this learning must be conducted in a planned manner.
- The pedagogy of folkbildning is characterized by the fact that everyone in the group feels involved and has influence over the structure and content of the activity.
- The work plan should describe what the group aims to achieve, i.e., the goal of the activity or circle, how the group plans to achieve these goals, and how participation is fostered.
- The work plan must also include references to study materials or inspirational materials used by the group. These could include literature, websites, art supplies, videos, recipe collections, music playlists, etc. Self-produced materials, such as compendiums, are also acceptable, but a digital copy must be uploaded in E-tjänsten, the electronic report system.

The 7-day rule for reporting activities

The requirements also include the 7-day rule for reporting activities in the e-tjänst.

- **For each meeting**, the attendance list must be completed within 7 days, preferably on the same day as the meeting takes place.
- **After the final meeting**, the work plan must be submitted within 7 days. You must also sign this form with BankId (Swedish digital identity service).

If you don't have access to BankId, electronic identification can be done via SMS. However, this requires some additional administration, so please tell your contact at SV you need this as soon as your group begins.

E-tjänst -The electronic report system

Log in at <https://etjanst.sv.se/> or scan the code.

