



GOVERNMENT  
OF MALTA



# MySkills Scheme

## Guidelines for Individuals

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The MySkills Scheme supports the upskilling and reskilling of individuals of working age and beyond. Co-financed by the European Social Fund Plus (ESF+) under the Training for Employment Project (ESF+.01.195), it promotes lifelong learning and workforce adaptability by reimbursing training fees of up to €5,000 per application for eligible participants in both accredited and non-accredited courses, subject to the *de minimis* Regulation (EU) 2023/2831 where applicable.

**e:** [myskills.jobsplus@gov.mt](mailto:myskills.jobsplus@gov.mt)    **t:** (+356) 2220 1610



Co-funded by  
the European Union

# MySkills

## About the Scheme

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### Q What are the main objectives of the MySkills Scheme?

The MySkills Scheme aims to promote lifelong learning and workforce adaptability, support Malta's National Employment Policy and the EU Skills Agenda, and remove financial barriers to training and education.

The Scheme provides financial assistance to individuals undertaking eligible courses, supporting personal and professional development.

### Q Does Jobsplus charge a fee to apply for the MySkills Scheme?

No. There is no fee to apply for the MySkills Scheme, and Jobsplus does not charge any processing or administrative fees at any stage.

## Eligibility

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### Q Who is eligible to apply?

To be eligible, you must meet all of the following at the time of application:

- Be at least 15 years old.
- Be legally residing in Malta.
- Not be primarily self-employed.
- Not be employed by the Training Provider delivering the course.
- Not have already completed the training course you are applying for.

### Q Are persons aged 65 years or over eligible?

Yes, as long as you are in employment at the time of application. Keep in mind that you must remain in employment for the entire Scheme duration to stay eligible (see 'What are the key ongoing requirements I must meet throughout the entire Scheme duration?' below).

### Q What does 'Primary Employment' mean?

Primary employment refers to your main source of income and main employment commitment.

If you have more than one job, Jobsplus will verify which one is considered your Primary Employment using your most recent FS3 or National Insurance Contributions receipt.

### Q Can I apply if I am self-employed?

No. If self-employment is your primary employment, you are not eligible for the Scheme.

If you have multiple employments, including self-employment, eligibility depends on which activity Jobsplus verifies as your Primary Employment.

### **Q Is the Scheme open to non-Maltese nationals?**

Yes, provided they hold the necessary residency or citizenship status.

The table below outlines the documents required based on your residency status. Any status not listed will be assessed on a case-by-case basis. Jobsplus reserves the right to request additional documentation where needed.

| Status                                                                                         | Documents Required                                                             |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| EU/EEA and Swiss Nationals                                                                     | Copy of Maltese Residence Permit or Passport and copy of the rental Agreement. |
| Third Country Nationals (TCNs)                                                                 | Valid Residence Permit covering the entire Scheme duration.                    |
| Long Term Residents                                                                            | Copy of passport with LTR Sticker                                              |
| British Nationals                                                                              | Copy of Residence Permit (Article 18 (1))                                      |
| Refugees, Persons with Temporary Humanitarian Protection, & Persons with Subsidiary Protection | Certificate issued by the Refugee Commission                                   |
| Asylum Seekers & Failed Asylum Seekers                                                         | Asylum Seeker Document or Police Card                                          |
| Beneficiaries of Specific Residence Authorisation                                              | Residence Card issued under SRA by Identità                                    |
| Victims of Trafficking                                                                         | Residence Permit referencing S.L.217/07                                        |

### **Q What exactly is ‘Scheme duration’ and why is it so important?**

The Scheme duration is the period from when you first enter the Scheme (either the training start date or the application submission date, whichever is earlier) until the end date of the training.

All eligibility requirements, including your employment status, are verified against this entire period to ensure compliance with the Scheme's rules before any grant is paid out.

### **Q What are the key ongoing requirements I must meet throughout the entire Scheme duration?**

To maintain your eligibility for the Scheme, you must adhere to the following rules for the entire Scheme duration:

- You must not engage in self-employment as your Primary Employment.
- You must not be employed with the same Training Provider that is delivering your course.

- If you are aged 65 years or over at the time of application, you must remain in employment throughout this period.

Failure to meet any of these ongoing requirements will result in non-eligibility for the Scheme and the forfeiture of your claim.

## Eligible Courses

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### **Q Where can I find the list of eligible training courses?**

You can find the full list of eligible courses in the Course Catalogue available on the [official MySkills Scheme webpage](#). The list is maintained by Jobsplus and regularly updated to include new courses that qualify for funding.

### **Q Are part-time or online courses eligible?**

Yes, provided they are included in the Course Catalogue and meet the minimum cost requirements.

### **Q What types of courses are eligible?**

Both accredited and non-accredited courses are eligible. Accredited courses must be recognised by MFHEA as a Qualification, Award or Micro-credential, while non-accredited courses must align with industry standards and fall within the Scheme's priority sectors.

### **Q Are there any restrictions on the level of accredited courses?**

Yes. Eligible accredited courses include full Qualifications or Awards pegged between MQF Levels 1 to 5. For courses at MQF Level 6 and 7, only Awards qualify under the Scheme.

### **Q Which sectors are considered priority for non-accredited courses?**

Only non-accredited courses within the Maritime, Aviation, Digital and Green sectors are recognised as priority areas under the Scheme.

### **Q Which courses or types of training are not eligible?**

The following types of training are not eligible for funding:

- Courses similar to existing training already offered by Jobsplus.
- Workshops, seminars, conferences.
- Training that is compulsory for legal, licensing, or employment reasons.
- Training required by law or needed to access or continue practising in a regulated profession.
- Training taken in whole or in part to meet Continuous Professional Development (CPD) obligations.
- Courses resulting from direction, referral, or mandate by an employer or any other third party - training must always be your own choice (voluntary).

- Courses required to meet a legal or immigration status requirement, such as integration or cultural orientation courses for foreign learners linked to residency status.

### **Q Which sectors are excluded from funding?**

Certain sectors are also excluded from funding, including:

- Primary production, processing, or marketing of agricultural products.
- Fisheries and aquaculture (Regulation (EU) No 1379/2013).
- Export-related activities, or aid contingent on the use of domestic goods over imported goods.

### **Q What counts as a Continuous Professional Development (CPD) for the purposes of this Scheme?**

For the purposes of this Scheme, Continuous Professional Development (CPD) refers specifically to a formal requirement to complete a set number of training hours or activities each year to maintain a licence, registration, warrant, or membership with a professional or regulatory body.

## **Applying for the Scheme**

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### **Q How do I apply as an Individual under the MySkills Scheme?**

Applications are submitted online through the [official MySkills Scheme webpage](#). The form allows you to provide all necessary information and documentation to allow for a preliminary verification by Jobsplus.

Before applying, interested individuals are encouraged to ensure that their employment records as registered with Jobsplus are accurate and up to date, as this is crucial for eligibility verification and avoiding delays. Applicants may download their Employment History document by logging into their Jobsplus account using their eID.

### **Q Can I apply for multiple courses at the same time?**

Yes, but each course requires a separate application with full supporting documentation, and each will be assessed individually.

### **Q When must I submit my application?**

Applications must be submitted before or on the final day of Structured Training, which refers to the theoretical component of the course and excludes any form of examinations/assessments, assignments, or placements.

Late applications will not be accepted.

### **Q What documentation must I provide?**

You must upload:

- The course schedule
- Proof of payment (receipt/s)
- If aged 15 or 16 years, a copy of the School Leaving Certificate

**Q Can I submit a bank statement instead of a receipt as proof of payment?**

No. Bank statements are not accepted as proof of payment. You must provide the official receipt/s issued by the Training Provider.

**Q What details must my receipt/s include?**

Your official receipt/s from the Training Provider must include:

- The Training Provider's name and logo (if available)
- Receipt number or reference
- Date of issue
- Your Name and Surname
- The total amount paid (and any applicable VAT)
- The remaining balance (if applicable)
- A description of the service rendered, including the course name.

If your receipt is missing any of the required information, you must ask the Training Provider to complete a declaration using the template provided by Jobsplus.

## After You Apply

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**Q What happens when I submit my application?**

Jobsplus performs a preliminary verification to ensure all documents, such as the course schedule and receipts, are correct and meet requirements. Your employment status is also checked to confirm eligibility under the Scheme.

This stage does not guarantee approval or reimbursement. Full eligibility and grant calculation are determined at the reimbursement stage after claim submission.

**Q What happens if documents are missing or clarifications are required?**

If Jobsplus identifies missing documents from your application or requires clarifications, you will be notified by email and must provide the requested information within seven (7) calendar days. Failure to respond within this timeframe may result in the application being deemed ineligible and rejected.

**Q Will I be notified once my application is processed?**

Yes. Jobsplus will email you once the preliminary verification is completed.

**Q How long does preliminary verification take?**

Jobsplus aims to complete preliminary verification within 10-15 working days of submission.

**Q Why is the Scheme structured in two stages?**

The two-stage structure balances efficiency and regulatory compliance. The preliminary stage confirms that documents and employment status meet basic requirements, while the reimbursement stage verifies course completion and compliance with financial rules, including *de minimis* limits (where applicable), before funds are paid.

## **Reimbursement Process & Deadlines**

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**Q When can I submit my claim for reimbursement?**

Claims can only be submitted once the Certificate of Achievement has been received.

You will need to use the link found in the email notification sent following successful preliminary verification to submit the Certificate together with the Financial Identification Form, any remaining proof of payment and the *de minimis* declaration (if applicable).

Jobsplus then conducts a full eligibility assessment, confirming course completion date, total cost, employment status, and compliance with funding rules.

**Q What should I do if I can't find the link to submit my claim for reimbursement?**

If the original email or link has been misplaced, please contact our team on (+356) 2220 1610 or [myskills.jobsplus@gov.mt](mailto:myskills.jobsplus@gov.mt) for assistance. A new link will be sent to your registered email address once your details are verified.

**Q What is the latest date my training course can be completed?**

All training courses must be completed by the 30th June 2029 (subject to availability of funds). Certificates with a completion date later than this deadline will lead to the application being deemed ineligible.

**Q How long do I have to submit my reimbursement claim after the training has been completed?**

All claims for reimbursement must be submitted within six (6) months from the official course end date listed on the Certificate. Claims submitted after this deadline will not be considered and any right to claim these funds will be forfeited.

**Q Can I change the end date of my training course after submitting my application?**

Yes. You must inform Jobsplus immediately and provide an updated schedule. Any changes cannot extend the course beyond one (1) year from the original end date of the Structured Training declared on the application, or 30th June 2029, whichever comes first.

**Q When is my reimbursement officially approved?**

Only after the full eligibility assessment at the reimbursement stage. This ensures that the course was completed, all documentation is correct, and funding rules are met.

**Q What happens if I start but do not complete a course?**

Only successfully completed courses with a Certificate of Achievement are eligible for reimbursement. Partial or incomplete courses are not eligible.

**Q What if I want to retake a course I did not complete, or if the course was cancelled?**

If you wish to retake a course you did not complete, or if the original training was cancelled, you must submit a new application.

## **Financial Rules & Grants**

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**Q Is there a minimum cost for the training course?**

Yes. The final cost of the training you pay must be at least €100, excluding VAT.

**Q Can my employer pay for my training partially or in full?**

No. You must bear and pay the full, documented cost of the training yourself.

If Jobsplus determines that your employer has contributed towards any part of the cost (e.g. via study funds, training allowances, or any direct financial contribution), your application will be deemed ineligible and rejected.

**Q How is the training grant calculated, what is the maximum limit, and what happens if my employment status changes?**

The amount of financial aid you receive is based on your overall employment status throughout the Scheme duration.

Unemployed and inactive individuals may receive up to 100% reimbursement, while employed individuals (excluding self-employed) are eligible for 80% reimbursement of the training cost. The maximum training grant is capped at €5,000 per application.

If you are employed at the time of application, your reimbursement is capped at 80%, even if you later become inactive or unemployed. Likewise, if you start out unemployed or inactive but later enter employment, your reimbursement will still be capped at 80%. Only applicants who remain unemployed or inactive for the entire Scheme duration are eligible for 100% reimbursement.

**Q What bank account can I use for reimbursement?**

A bank account registered in your name is required. Joint and foreign accounts are also accepted.

**Q Can I receive funding from other sources for the same training?**

No. You may not claim or receive reimbursement for training costs that have already been funded, in part or in full, by any other source (including ESF, national funds, or employer sponsorships).

**Q What is the *de minimis* declaration?**

If you are or have been self-employed, a business owner, company director, partner in business or otherwise linked to a business activity within the last three (3) years prior to claiming your reimbursement, you must submit a *de minimis* declaration. The declaration provides information on the total *de minimis* aid received by you and, where applicable, by any linked organisations that form part of the same “single undertaking”, in accordance with Regulation (EU) 2023/2831.

Jobsplus will assess the relevant aid declared and calculate the final eligible grant to ensure that the total *de minimis* aid does not exceed the €300,000 limit over any period of three years. If you or any linked entity is considered an undertaking in difficulty, the grant may not be processed.

Failure to provide accurate or complete information may result in ineligibility or recovery of funds.

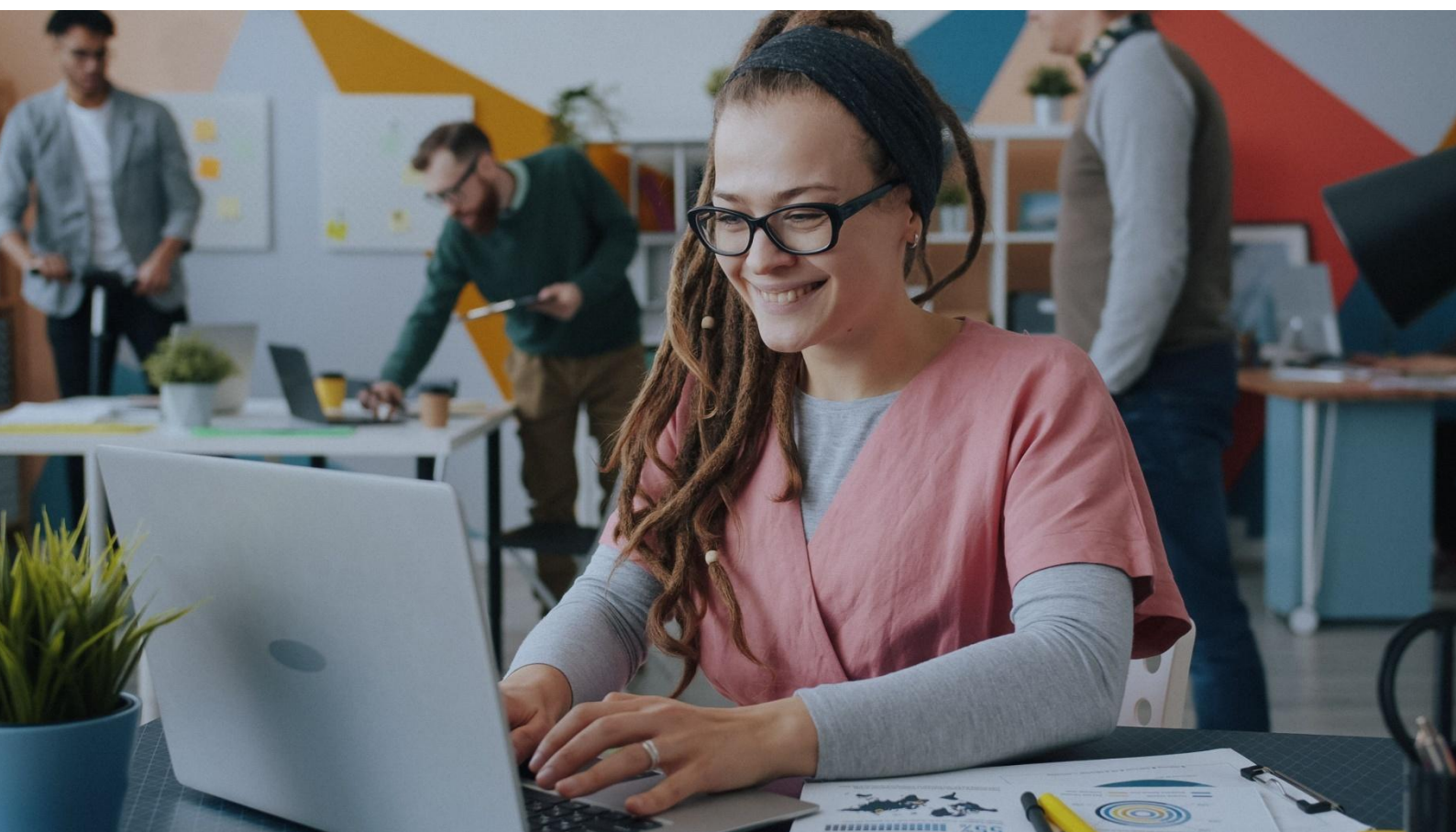
**Q Can I be requested to provide additional supporting documentation?**

Yes. Jobsplus reserves the right to request additional information at any stage. Any false or misleading information may result in disqualification from the Scheme or denial of reimbursement.

**Q Can Jobsplus request a refund after I have received the reimbursement?**

Yes. Jobsplus continues to monitor your employment status for the Scheme duration even after processing the final payment. If your eligibility or grant value is affected by the late submission of engagement or termination forms, Jobsplus may request that you refund the full amount of the reimbursement received.

# Need more information?



We're here to help.

## Contact us

**Telephone:** (+356) 2220 1610

**Email:** [myskills.jobsplus@gov.mt](mailto:myskills.jobsplus@gov.mt)

**Website:** [jobsplus.gov.mt](http://jobsplus.gov.mt)

