



GOVERNMENT  
OF MALTA



## Empower youth with skills to navigate the labour market

YOUTH  
GUARANTEE 3.0

The **On-the-Job Exposure** under the YOUTH GUARANTEE 3.0 provides young people with a short-term, unpaid opportunity to gain practical work experience in a real workplace. It allows employers to mentor and guide participants while identifying potential talent with the possibility of long-term commitment. It's a win-win initiative aimed at equipping youth with the skills they need to transition into the labour market, while giving employers the chance to contribute to workforce development.

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# EMPLOYERS

## FAQs

### **What to Expect from Participants in the Youth Guarantee Scheme?**

Participants in the Youth Guarantee Scheme come from diverse backgrounds with varying levels of training and experience. We strive to align each participant's on-the-job exposure with their educational background, professional experience, and personal preferences to ensure a seamless and enriching experience that improves their employment prospects. Many participants may have limited work experience, which could lead to some initial challenges during the early stages of their placement. However, with the support of the Youth Guarantee Team and the patience of employers, many participants successfully transition into full-time roles, becoming valuable contributors to their organisations.

### **How Long Do Participants Spend in the On-the-Job Exposure Programme?**

The duration of the on-the-job exposure is calculated based on total hours rather than a fixed number of weeks or months. Participants are required to complete between 222 and 272 hours, depending on the hours of training they undertake. Typically, this equates to an average of 20 hours per week over 12 weeks or roughly 3 months. However, participants may complete the programme sooner if they work additional hours per week or take longer if they miss certain weeks. If you are unsure about the current stage of the participant you are hosting, it is recommended to reach out to the Youth Guarantee Team for clarification.

### **Are Participants Monitored during On-the-Job Exposure?**

Yes, participants are monitored during their on-the-job exposure in compliance with EU funding regulations. At least one monitoring

visit is required to gather feedback from the employer and to ensure that no abuse occurs. Monitoring can be scheduled at a time convenient for the employer, though occasional spontaneous checks may also be necessary.

The Youth Guarantee team makes every effort to conduct these visits with minimal disruption while adhering to EU funding obligations.

### **Is Printing a Poster Required?**

Yes, in accordance with EU funding visibility guidelines, all EU-funded projects must display posters or other visual materials identifying them as EU-funded initiatives. Hosting a participant requires displaying such a poster prominently, where it is easily visible to monitoring staff. If you need a poster or have any questions, feel free to contact the Youth Guarantee team for assistance.

### **What Should I Do if I Want to Retain the Participant After the On-The-Job Exposure?**

If you wish to retain a participant after their on-the-job exposure, inform the monitoring officer as soon as possible. They will provide you with details about the various schemes offered by Jobsplus. To proceed, you can complete an engagement form available on the Jobsplus website at [www.jobsplus.gov.mt](http://www.jobsplus.gov.mt).

### **What Should I Do if I Want to Employ the Participant Full-Time Before the End of the On-The-Job Exposure?**

There are two options available. (a) The participant can choose to complete the remainder of their hours under the Youth Guarantee 3.0 on a full-time basis. At

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the end of this period, the employer can complete an engagement form to transition the participant into full-time employment. This is the preferred option. (b) Alternatively, the employer can notify the Youth Guarantee team of their intention to terminate the participant's contract early. The employer can then complete the engagement form and proceed accordingly. This might make the employer ineligible for other Jobsplus Schemes.

### Can I Host More Than One Participant for the On-The-Job Exposure?

There are no specific regulations preventing employers from hosting more than one participant at the same workplace. However, the purpose of the on-the-job exposure is to serve as a gateway to employment. Employers are encouraged not to request multiple participants unless they have the capacity to offer employment to all participants, provided their performance meets the employer's satisfaction.

### What Should I Do if I Want to Terminate the Participant's On-The-Job Exposure Early?

Terminating an on-the-job exposure early should only be considered in cases of serious issues that have not been resolved through discussions with the Youth Guarantee team. If you wish to proceed with early termination, inform the Youth Guarantee team. However, if there are ongoing concerns with the participant, it is best to discuss the matter with the monitoring officer or a Jobsplus representative, who will guide you on the appropriate course of action.

### When Is the Participant Paid And How Much Are They Paid?

Participants are paid every 4-5 weeks. To

streamline the process, you will receive an email from the Youth Guarantee team, allowing you to submit scanned copies of the completed attendance sheets (signed and filled in blue ink). Participants who join the on-the-job exposure following technical training will receive an allowance based on the selected occupation, as outlined in the table below:

ISCO CODE	Hourly Rate	Participant Distribution	Duration
3 - 5	€7.50	65%	320 hours over a maximum period of 14 weeks
6 - 9	Minimum Wage	35%	

### What Should I Do If I Encounter Issues with Participants During the On-The-Job Exposure?

It is essential to maintain regular communication with the Youth Guarantee team to address any concerns with participants as soon as they arise. Depending on the situation's severity, employers can either reach out to the Youth Guarantee Office directly. We encourage employers to avoid taking rushed actions and to utilize the support offered by the professionals involved in the Youth Guarantee project, who can assist both the participant and the employer.

### What Paperwork Do I Need to Complete?

There are two key documents to complete: the on-the-job exposure contract and the attendance sheets. The on-the-job exposure contract should be signed and initialed at the start of the on-the-job exposure period. This contract outlines the terms and conditions between the Youth Guarantee Project leader, the employer, and the participant. The second document is the weekly



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attendance sheet, which must be signed by both the employer (or an authorised representative) and the participant. The sheet should clearly list the number of hours worked by the participant. Please note that if the participant works more than 6 hours straight, a break of at least 15 minutes must be indicated on the attendance sheet. The Youth Guarantee office will send you an email with further instructions regarding data collection. This email will provide details of the work placement, including the start date and the remaining hours for the participant.

You will be asked to submit digital copies of the signed contract and attendance sheets to ensure documentation is not lost. Please ensure that both documents are signed in blue ink.

### **I Have a Complaint, Who Can I Speak To?**

For complaints, feedback, or any queries, please contact the Youth Guarantee office.

### **How Do I Get in Touch with the Youth Guarantee Office?**

You can reach the Youth Guarantee office by emailing [youthguarantee@gov.mt](mailto:youthguarantee@gov.mt), or by calling 22201215 / 228. Alternatively, you can contact us through our Facebook page, Youth Guarantee Malta. Our office is open Monday to Friday, from 07:30 am to 15:30.



Have **any** other  
**Questions?**



**Contact** us today  
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