GOVERNMENT OF MALTA

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Traineeship Scheme

Guidelines for Training Service Providers

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The Traineeship Scheme facilitates the transition into employment through a combination of on-the-job work placement and off-the-job training. Participants gain hands-on workplace experience alongside a Jobsplus training course pegged at MQF Level 4 in Career Essentials, developing the skills and competences needed to secure and retain employment. Co-financed by the European Social Fund Plus (ESF+) under the Training for Employment Project (ESF+.01.195), it matches the job preferences of participants with employers' requests, reflecting current labour market needs.

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Co-funded by the European Union

Traineeship SCHEME

About the Scheme

Q What is the Traineeship Scheme?

The scheme is designed to help jobseekers prepare for work through a combination of pre-employment training and practical work experience. Together, these opportunities will help them obtain the knowledge, skills and competences required to find and secure employment, and to assist employers in finding and training potential employees.

Q What is the added value for me as an employer?

Through this scheme you can train potential future employees and evaluate their performance on real tasks. This gives you the opportunity to assess their suitability and consider retaining them as permanent members of staff once the placement ends.

Q How many times can I take part?

The Traineeship Scheme forms part of an EU funded project that will close in 2029. During this period, you may participate an unlimited number of times, subject to Jobsplus' discretion. Jobsplus reserves the right to ensure fair access for all applicants.

Eligibility

Q Who can participate in this scheme?

The scheme is open to two groups:

- Trainees: persons aged between 15 and 65 years who are not in employment
- Employers: all employers including self-employed individuals, registered Voluntary Organisations, and NGOs. Entities within the public sector are not eligible to apply.

Q Can non-Maltese nationals participate as trainees?

Yes. EU, EEA, and Swiss nationals and those with freedom of movement are eligible. Other non-Maltese nationals may also participate, provided they can supply valid documents covering the full duration of the placement. These documents are collected as part of the trainee's application.

Jobsplus reserves the right to request additional documentation where needed, and any status not listed below will be subject to further assessment.

Status	Documents Required
EU/EEA and Swiss Nationals	Copy of Maltese Residence Permit or Passport and copy of the rental Agreement.
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
Long Term Residents	Copy of passport with LTR Sticker
Beneficiaries of Specific Residence Authorisation	Residence Card issued under SRA by Identità
Victims of Trafficking	Residence Permit referencing S.L.217/07
British Nationals	Copy of Residence Permit (Article 18 (1))

Finding a Trainee

Q Can I choose the candidate myself, or does Jobsplus find one for me?

You have both options. If you already have a candidate in mind, you can inform Jobsplus of your choice when applying - they will be subject to an eligibility check following application.

Alternatively, Jobsplus can assist you in identifying suitable candidates from its pool of registered jobseekers.

Q What is the selection process if Jobsplus finds candidates for me?

Once your application is received, Jobsplus will match your request with suitable trainees from its pool. Candidate details will be sent to you by email, and it is entirely up to you how you wish to interview or assess them.

As soon as you have identified your preferred candidate, please communicate your choice to Jobsplus, who will then prepare all the necessary documentation for the placement to begin.

Q Can I place a past employee under the scheme?

Yes, in certain cases. A former employee may be placed with you under the scheme provided they were not made redundant, 24 months have passed since the termination date of the employment, and the role under the scheme is different from their previous position.

Where the job titles are similar or overlapping, the placement occupation must carry a different ISCO code to the past employment.

Q I previously hosted a trainee under the scheme - can I host the same trainee again?

A trainee may be allowed to take part in this scheme for a second time only in those instances when he/she would have dropped out of the off-the-job component (i.e. Jobsplus' course). In addition, the occupation needs to be different from that of the first placement, and with a different Training Service Provider (Employer).

If you are interested in hosting a trainee again, Jobsplus can assist you in finding a new suitable candidate from its pool of registered jobseekers.

Application & Process

Q What happens after I submit my application?

Your application will be reviewed for eligibility, and we will contact you if any clarification is required. If you already have a prospective trainee in mind, you must still wait for Jobsplus' official confirmation before the placement can commence.

Q What kind of placement opportunities can I offer?

Jobsplus' job catalogue includes over 150 occupations to choose from. You are encouraged to review the competences associated with each job title before submitting your application. It is important that the occupations you select are relevant to your economic activity or nature of business.

Q Is there a limit to how many placements I can offer at one time?

The number of placements that can be approved is linked to your existing headcount, to ensure that each trainee receives adequate supervision and mentoring. The final number of placements is at Jobsplus' discretion, and Jobsplus reserves the right to refuse further placements.

Q Do I need to sign a formal agreement?

You cannot enter into any direct agreement with the trainee. Once a placement is confirmed and Jobsplus gives its approval, Jobsplus will issue a formal agreement to be electronically signed by you, the trainee, and a Jobsplus representative.

Duration & Hours

Q How long does the scheme last?

The scheme runs for 320 hours, which comprises of a 270-hour placement and a 50-hour training course (inclusive of both contact and self-study hours). These hours need to be performed over a maximum period of 14 weeks.

Q Is the duration fixed?

Yes, the duration is fixed. However, by agreement with the trainee, the placement can be fast-tracked - allowing the trainee to attend up to 40 hours per week and complete the programme in a shorter timeframe.

Q Can trainees be asked to attend on Sundays or public holidays?

Yes. However, trainees who are under 18 at the time of signing the agreement must work daytime shifts only (between 6 a.m. and 10 p.m.) for the entire duration of the placement. Shifts must not exceed 8 hours per day, excluding breaks.

Please note that the standard hourly rate applies regardless of whether a trainee works on a Sunday or public holiday - no enhanced rates apply.

Payments & Training Allowance

Q Do I have to pay the trainee?

No. The training allowance is paid directly by Jobsplus - there is no cost to you as an employer. The applicable rates will vary depending on the occupation as follows:

ISCO Group	Hourly Rate
Major Group 3 - Technicians and Associate Professionals	€7.75
Major Group 4 - Clerical Support Workers	€7.75
Major Group 5 - Service and Sales Workers	€7.75
Major Group 6 - Skilled Agricultural, Forestry and Fishery Workers	Minimum Wage
Major Group 7 - Craft and Related Trades Workers	Minimum Wage
Major Group 8 - Plant and Machine Operators, and Assemblers	Minimum Wage
Major Group 9 - Elementary Occupations	Minimum Wage

Q Can I pay the trainee bonuses or extra payments?

No. Any additional payments to the trainee, including bonuses or gifts - would constitute employment and will result in the immediate termination of the placement.

Managing the Trainee

Q Do trainees have sick leave or annual leave entitlements?

No. Trainees are not employees, so no engagement form needs to be submitted, and they have no entitlement to sick leave or annual leave. Any hours missed due to illness or absence are simply not counted. Trainees may make up missed hours throughout the scheme, provided they do not exceed 40 hours in any given week (excluding breaks).

Trainees must also be given a break during the working day. The minimum break entitlement depends on the trainee's age at the time of signing the agreement:

a. At least 30 minutes for every 4.5 hours worked, for trainees under 18.

b. At least 15 minutes for every 6 hours worked, for trainees aged 18 and over.

Q Can I allow the trainee to work remotely?

Yes, remote or teleworking arrangements are permitted, but subject to certain conditions. Remote working must not exceed 50% of the total scheme duration.

Regardless of whether the trainee is working on-site or remotely, you remain fully responsible for their supervision throughout all scheduled training hours. The trainee must not be left unattended and must be supervised by one of your employees at all times. Any teleworking arrangement must ensure adequate supervision through daily and frequent contact.

Please note that participation in the scheme requires a physical place of work when the trainee is working on-site. This workplace must be accessible to Jobsplus and/or any other authorised third parties (including MIPE officials, the Managing Authority, etc) for monitoring purposes. Jobsplus will also provide a poster which must be prominently displayed at the workplace.

No visits will be carried out at private residences. Employers who operate solely from a private residence should keep this in mind before applying, as such locations are not considered accessible workplaces for monitoring purposes, even if the trainee would be working from the employer's residence.

Q What equipment or protective clothing must I provide?

Although trainees are not employees, you are still obliged to provide them with the necessary equipment and adequate facilities in line with industry standards - equivalent to what is provided to your employees performing similar duties. All relevant health and safety provisions must be in place to ensure the trainee's safety throughout the placement.

Q Does the trainee need to be covered by insurance?

Yes. You must ensure the trainee is covered by an appropriate form of insurance, such as Third-Party Liability Insurance or Employers' Insurance, for the full duration of the placement.

Q What if the trainee is misbehaving or I need to end the placement early?

If you wish to terminate a placement for any reason, please notify Jobsplus in writing, clearly stating the reason for the early termination.

Administration & Paperwork

Q Is there any paperwork I need to complete for the trainee to be paid?

Yes. You are responsible for maintaining an accurate record of the trainee's attendance and total hours. There are no restrictions on the record-keeping system you use, however Jobsplus reserves the right to request a copy of the attendance record at any point.

Before the placement begins, Jobsplus will send you a link to an online form to be used for submitting the claims for training allowance. Every two weeks, you will need to use this form to tick the days attended and enter the total hours and minutes worked to the nearest 15 minutes. It is your responsibility to submit these claims in a timely manner.

Support

Q What support is available to me as an employer?

If a trainee is vulnerable and requires additional one-to-one support to settle into the working environment, Jobsplus may assign a dedicated job coach. This lightens the supervisory burden on you as the host employer.

For any other queries or ad hoc support during the scheme, please contact Jobsplus directly on 22201610 or trainingschemes.jobsplus@gov.mt.

Need more information?



We’re here to help.

Contact us

Telephone: (+356) 2220 1610
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