



GOVERNMENT
OF MALTA



MySkills Scheme

Guidelines for Training Providers

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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.

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About the Scheme

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 Who can benefit from the Scheme?

The Scheme supports unemployed, inactive, and employed individuals residing in Malta who are at least 15 years old, excluding those primarily self-employed. Persons aged 65 years or over are also eligible provided they are actively employed for the entire Scheme duration.

Eligible applicants may receive reimbursement of training fees of up to €5,000 per application. Where applicable, funding will be provided in accordance with the *de minimis* Regulation (EU) 2023/2831.

Q What does 'de minimis aid' mean, and how does it apply to the MySkills Scheme?

Where the *de minimis* rules apply, funding provided under the MySkills Scheme is subject to Regulation (EU) 2023/2831. Under this Regulation, a "single undertaking" may receive up to €300,000 in *de minimis* aid over any period of three years.

For the purposes of the Regulation, undertakings that have the specified ownership or control relationships are treated as a single undertaking. Therefore, where an applicant is linked to one or more businesses or undertakings in a manner covered by the Regulation, *de minimis* aid received by those linked undertakings may need to be taken into account when determining whether the €300,000 threshold has been reached.

Learners who are, or were self-employed, business owners, company directors, partners in business, or otherwise linked to a business activity within the three (3)-years prior to claiming their reimbursement must submit a *de minimis* declaration. The declaration sets out the relevant *de minimis* aid received by the learner and, where applicable, any linked undertakings, for the purpose of assessing compliance with the applicable threshold.

Training Providers are not responsible for managing or tracking learners' *de minimis* aid totals but should be aware of the relevant requirements so that they can properly inform prospective applicants.

Getting Started

Q How do I apply as a Training Provider under the MySkills Scheme?

You can apply online by completing the registration form available on the [official MySkills Scheme webpage](#). The form allows you to provide all the required information and documentation, ensuring a fast and efficient review.

Q Is there a deadline to register as a Training Provider?

No. There is no fixed deadline for registration, though you are encouraged to register early and submit your courses in advance, to allow enough time for review and inclusion in the Course Catalogue before learners start their training.

Keep in mind that learners can only apply for funding up to the last day of Structured Training, which refers to the theoretical component of the course and excludes any form of examinations/assessments, assignments, and placement.

Q Can foreign Training Providers apply?

Only Training Providers that are duly registered and licensed to operate in Malta, and that meet the relevant MFHEA or sectoral authority requirements, are eligible to participate in the Scheme.

Q What are the requirements for different types of Training Providers?

- **Educational Institutions** must be registered with the Malta Further and Higher Education Authority (MFHEA) as accredited further and/or higher education institutions.
- **Tuition Centres** offering courses that are not mapped to the Malta Qualifications Framework (MQF) must also be registered with the MFHEA.
- **Maritime Training Providers** must submit a copy of their Maritime Training Centre Approval Certificate and be registered with Transport Malta's Merchant Shipping Directorate.
- **Aviation Training Providers** must provide a copy of their Approved Training Organisation Certificate issued by Transport Malta's Civil Aviation Directorate (TM-CAD).
- **Exempt/Non-Formal Providers** are eligible to register and may submit courses for non-accredited training in the priority sectors, as defined later in this document.

Q Will I be notified once my registration has been processed?

Yes. A notification will be sent to the email address you provided during application, including a link to submit course registration requests. Please note that approval as a Training Provider does not automatically extend to your courses; each course must go through a separate review process before it is included in the Course Catalogue.

Q Can the Head of Institute delegate the responsibility of submitting training courses to other employees?

Yes. The Head of Institute may delegate this to other employees within the organisation by sharing the unique link provided in the original registration approval email.

Q What should I do if I can't find the link to submit courses?

If the original email or link has been misplaced, please contact our team for assistance. A new link will be sent to your registered email address once your details are verified.

Course Registration and Eligibility

Q Which courses can be submitted after registration?

You may submit any courses you intend to offer for inclusion in the Course Catalogue, provided they meet the Scheme's eligibility criteria.

Q Do I need to provide any documentation when submitting a course?

Yes. You must provide a copy of the Training Course Syllabus or Content Outline when submitting a course for inclusion in the Course Catalogue.

Q Can I edit or update a course after it has been approved?

Yes. You must communicate any substantial changes to a course, such as content, duration, or fees, to Jobsplus. Depending on the modifications required, you may need to submit a new registration request. Updated courses will be reviewed to ensure continued compliance with the Scheme's eligibility criteria.

Q Can Training Providers submit courses that have already started?

Yes. You can submit such courses for inclusion in the Course Catalogue. You must ensure that all course details, schedules, and other supporting documentation are accurate and up to date, so that learners can submit complete and timely applications for funding.

Q What are the eligibility criteria for courses?

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 may 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.
- 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 training related to:

- 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 Is there a minimum course cost for eligibility?

Yes. The total cost of the course must be at least €100, excluding VAT.

Q Are there any responsibilities for Training Providers when submitting courses?

Yes. You must ensure that all submitted courses meet the eligibility criteria, maintain quality standards, and include accurate information for assessment by Jobsplus. Non-compliant courses will not be accepted into the Course Catalogue.

Course Delivery and Documentation

Q Is there a deadline for completing training courses?

Yes. All training must be completed by 30th June 2029, subject to availability of funds.

Q What documentation should Training Providers provide to learners applying for funding?

You should make sure learners have a copy of the course schedule and receipt/s so they can upload these when submitting their application.

- The **course schedule** must clearly indicate the dates of delivery for each session.
- The **receipt/s** must include the Training Provider's name and logo (if available), a receipt number or reference, date of issue, the learner's full name, total amount paid, the remaining balance (if applicable) and a description of the service rendered, including the course name.

Q What if the receipt is missing the required information?

If any information is missing, you can assist applicants by completing a declaration using the template available on the [official MySkills Scheme webpage](#).

Q Is a Certificate required for learners to claim funding?

Yes. Learners must submit a copy of their Certificate of Achievement when applying for reimbursement. The certificate must clearly display the awarding body, course title, participant's full name, and the completion or awarding date.

Q What happens if a learner withdraws or fails to complete the course?

If a learner withdraws or does not complete the training, they will not be eligible to claim reimbursement under the Scheme.

Q Are Training Providers responsible for submitting learners' application or claim for reimbursement?

No. Learners must submit both the application and the claim for reimbursement themselves. However, you must ensure they have all the documentation they need to do so.

Compliance and Support

Q How does Jobsplus maintain the integrity of the MySkills Scheme in relation to Training Providers?

Jobsplus monitors all registered Training Providers to ensure that courses listed in the Course Catalogue continue to meet the eligibility criteria. If you submit false or misleading information, hold a suspended, expired, or revoked licence, or fail to assist with verifying documents submitted by learners when requested by Jobsplus, your courses may be removed from the Course Catalogue and/or you may be suspended from the Scheme.

Q Where can I find the latest updates or templates (e.g. declarations)?

All official updates, templates, and supporting documents are available on the [official MySkills Scheme webpage](#). Training Providers are encouraged to check this page regularly to ensure they are using the most recent versions of all templates and forms.

Need more information?



We're here to help.

Contact us

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