GOVERNMENT OF MALTA

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Traineeship Scheme

Guidelines for Prospective Trainees

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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. You will attend a Jobsplus training course that develops the knowledge, skills and workplace behaviours needed to succeed in today's workplace, while an on-the-job work placement provides valuable hands-on experience. Together, these opportunities help build confidence, strengthen leadership and communication skills, support personal and professional development, and enhance your competitiveness in the job market.

Q What is the added value for me as a trainee?

Through this scheme you will get the chance to:

- Train in a real working environment
- Gain an accredited certificate pegged at MQF Level 4
- Develop communication, teamwork, customer care and other essential workplace skills
- Receive a formal evaluation from your employer
- Improve your chances of being offered a job after the scheme

Q How long is the scheme?

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. You can attend at the workplace up to 40 hours per week.

Q When will the off-the-job training start, and is attendance compulsory?

The off-the-job training will take place concurrently with your on-the-job work placement. On scheduled training days, the employer is required to release you from your work placement to attend the training.

The training schedule will be communicated by Jobsplus once your placement has been confirmed. Attendance is compulsory, and repeated absences may result in termination from the Scheme.

Q How many times can I take part?

The Traineeship Scheme forms part of an EU funded project that will close in 2029. Until then, you may be allowed to take part in this scheme for a second time only in those instances when you 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.

Eligibility

Q Who is eligible to apply?

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

- Be aged between 15 and 65 years old
- Not be currently in employment

Q Is the Scheme open to non-Maltese nationals?

Yes, EU, EEA, Swiss nationals and those with freedom of movement can participate in the scheme. Other non-Maltese nationals may also participate, provided they can supply valid documents covering the full duration of the placement.

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.
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))

Placements

Q What type of placement are available?

Our job catalogue provides a list of over 150 occupations that one may undertake a placement in. Feel free to check out the competences associated with each job title before submitting your application.

Q Do I have to find the placement myself?

No, Jobsplus can help match you with a suitable employer based on your chosen occupation. If an exact match is not available, Jobsplus may suggest an alternative occupation.

Q Can I be placed with a past employer?

Yes, in certain cases. You can be placed with a past employer as long as you were not made redundant, 24 months have passed since the termination date of the employment, and the role under the scheme is different from your previous position. If the job titles are similar, the new role must carry a different ISCO code to your past employment.

Q What if I already have a prospective employer in mind?

If you already have an employer willing to take you on as a trainee, the process is slightly different. The employer must first submit an application and nominate you as their preferred trainee. You will then receive a personalised email invitation to apply for the scheme. You should not submit your own application until you have received this invitation.

Training Allowance & Payments

Q Will I be paid while participating under this scheme?

Yes! You will receive a training allowance paid directly by Jobsplus. The rate depends on your occupation group:

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

Please note that if you work on Sundays or public holidays, the standard hourly rate above applies. No enhanced rates are paid for weekend or holiday attendance.

Q Do I need a bank account to receive payment?

Yes. All payments are made via bank transfer to your local Maltese bank account or Revolut account.

Q Will I keep my social benefits while on the scheme?

Yes. If you are currently receiving social benefits, you will continue to receive them in full alongside your training allowance.

Hours & Working Conditions

Q Can I be asked to work on Sundays or public holidays?

Yes, this is possible. However, if you are under 18 at the time of signing the agreement, the following rules apply for the full duration of your placement:

- You may only work daytime shifts (between 6 a.m. and 10 p.m.)
- Shifts must not exceed 8 hours per day, excluding breaks

Q What is the maximum I can work in a week?

You can work a maximum of 40 hours per week.

During & After the Scheme

Q What happens after I submit my application?

Your application will be checked for eligibility, and we will contact you in case any clarifications are required. Even if a prospective employer is already available, please wait for official confirmation from Jobsplus before starting your placement.

Q Will I receive a certificate at the end of the scheme?

Yes! Trainees who attend at least 70% of the on-the-job hours and at least 80% of the off-the-job component will be awarded with a Certificate of Achievement in Award in Career Essentials, accredited at MQF Level 4 and issued by Jobsplus.

Q What if I find a job while on the scheme?

That's great news! If you secure employment, you are required to inform Jobsplus so that your placement can be terminated, as you cannot continue participating in the scheme while in employment. There are no penalties for exiting early, and you will keep all the training allowance you have already received. Jobsplus may only seek a refund if eligibility conditions were found to have been breached.

Q What happens if I am employed while participating in the scheme?

To remain eligible for the scheme, you must not be in active employment during your placement, even if you would only be working a few hours. If you take up employment while participating in the scheme, you will become ineligible and may be required to refund any training allowance received.

Q What support is available if I'm struggling?

If you are a vulnerable trainee who needs more one-to-one support to settle into the working environment, you may be assigned a dedicated job coach.

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

Need more information?



We’re here to help.

Contact us

Telephone: (+356) 2220 1610
Email: trainingschemes.jobsplus@gov.mt
Website: jobsplus.gov.mt