GOVERNMENT OF MALTA

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Work Exposure Scheme

Guidelines for Prospective Trainees

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The Work Exposure Scheme facilitates the transition into employment by providing jobseekers with initial hands-on training and workplace experience to help them acquire the skills needed to find 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

WEP WORK EXPOSURE SCHEME

About the Scheme

Q What is the Work Exposure Scheme?

The scheme is designed to help jobseekers move into employment by giving them real, hands-on work experience. You will gain practical skills, industry knowledge, and workplace competences that make you more competitive 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
- Develop communication, teamwork, and customer care 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 duration of the scheme will vary depending on the occupation you choose. The applicable duration is as follows:

ISCO Code & Description	Duration
3 - Technicians and Associate Professionals	280 hours to be completed within a maximum period of 14 weeks
4 – Clerical Support Workers	
5 – Service and Sales Workers	
6 – Skilled Agricultural, Forestry and Fishery Workers	200 hours to be completed within a maximum period of 10 weeks
7 – Craft and Related Trades Workers	
8 – Plant and Machine Operators, and Assemblers	
9 – Elementary Occupations	

The required hours can be completed over a shorter period for an earlier completion date, subject to a maximum of 40 hours per week and provided that your employer agrees to the proposed schedule.

Q How many times can I take part?

The Work Exposure 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 maximum of three times, as long as the occupations differ. However, the possibility to repeat this scheme is subject to Jobsplus' discretion. It is Jobsplus' prerogative to make sure that all its applicants are given a fair chance to take part in this scheme.

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
- Not be enrolled in a post-secondary or higher education programme

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 I have already participated in the scheme once – can I apply again?

Yes! If you have already taken part in the scheme, you may be eligible to participate a second time, subject to Jobsplus' discretion.

To qualify for a second placement, both of the following conditions must be met:

- The occupation must be different from the one you trained in previously
- The Work Exposure Provider (Employer) must be different from the one you were placed with before

Jobsplus reserves the right to prioritise applicants who have not yet had the opportunity to participate, to ensure fair access for everyone.

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 complete at least 70% of the placement hours will be awarded a Certificate of Participation.

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