



ESF+.01.195 Training for Employment

Traineeship Scheme

e: trainingschemes.jobsplus@gov.mt

t: 153

FREQUENTLY ASKED QUESTIONS - TRAINEES

Q. What is the objective of the scheme?

A. This EU funded scheme is intended to offer pre-employment training to persons who are not in employment. This pre-employment training is offered by means of a course that is offered by Jobsplus and a work placement through which a person is given on-the-job training. This scheme is designed to mirror contemporary labour market demand, whereby the job preferences of the jobseekers are matched with employers' requests.

Q. Who can benefit from this scheme?

A. This scheme is open to individuals aged between 15 and 65 years who are not in employment.

Q. What does Jobsplus' course focus on?

A. Jobsplus' course will mainly focus on soft skills that are needed across different occupations, hence covering areas related to work ethics, expected behaviour at the workplace, improving one's own leadership skills and so forth. No matter which career path you choose, these skills will enhance your professional growth and effectiveness in any role.

Q. What kind of placement opportunities are available?

A. 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?

A. No, Jobsplus may assist you in finding the placement based on the occupation you choose. Jobsplus reserves the right to suggest alternative occupations in case there is no possible match with your chosen occupation.

Q. Is the scheme open to non-Maltese nationals?

Yes, EU, EEA, Swiss nationals and those enjoying freedom of movement can also participate in the scheme. In addition, other non-Maltese nationals can participate as long as they can provide valid documents that cover the entire duration of the placement. More guidance on what statuses held are eligible and the respective documents required may be found below:

- A.**
- EU/EEA and Swiss Nationals need to provide a copy of their ID or passport
 - Refugees, Persons with Temporary Humanitarian Protection and Persons with Subsidiary Protection: Copy of the Respective Certificate issued by the Refugee Commission
 - Asylum Seekers & Failed Asylum Seekers: Copy of the Asylum Seeker Document or Police Card
 - Long Term Residents: Copy of Passport with the LTR Sticker
 - Beneficiaries of Specific Residence Authorisation: Copy of the Residence Card under SRA issued by Identita'
 - Victims of Trafficking: Copy of the Residence Permit that includes reference to S.L. 217/07
 - British Nationals: Copy of the Residence Permit which makes reference to Article 18 (1)

These documents will be requested as part of the application process and Jobsplus reserves the right to request additional documentation should it deem it necessary. Any other statuses not mentioned in the list above will be subject to further rigorous processing and eligibility will be determined accordingly.

Q. What is the duration?

A. The course has a duration of 50-hours (inclusive of both contact and self-study hours), while the placement is 270 hours. The total scheme duration is 320 hours. These hours need to be performed over a maximum period of 14 weeks.

Q. What happens after I submit my application?

A. Your application will be checked for eligibility purposes, and we will contact you in case any clarifications are required. If a prospective employer is already available, you must still wait for our confirmation before commencing your placement.

Q. Is the scheme duration fixed?

A. Yes, the duration is fixed, however you have the possibility of attending more hours per week and finish the scheme earlier. This is acceptable as long as there is agreement with the employer and 40 hours per week are not exceeded. When it comes to the course, the schedule is communicated by Jobsplus, and attendance is mandatory. Course hours are not considered work performed and should be counted separately from the 40-hour weekly limit.

Q. How many hours can I attend in any given week?

A. The maximum number of hours to be attended at the workplace per week is 40.

Q. Will I be paid while participating under this scheme?

During the scheme, trainee will receive a training allowance payable by Jobsplus. The training allowance will vary depending on the occupation and is indicated in the table below:

A.

ISCO Code & Description	Hourly Rate
3 – Technicians and Associate Professionals	€7.50
4 – Clerical Support Workers	
5 – Service and Sales Workers	
6 – Skilled Agricultural, Forestry and Fishery Workers	Minimum wage
7 – Craft and Related Trades Workers	
8 – Plant and Machine Operators, and Assemblers	
9 – Elementary Occupations	

Trainees will also be reimbursed for all attended off-the-job training hours, excluding self-study hours.

Q. Do I need a bank account to receive payment?

A. Yes, all payments are issued via bank transfer to the Trainee's local bank account or Revolut account.

Q. Will I continue receiving social benefits while participating?

A. Persons who are in receipt of social benefits will continue receiving the said benefit over and above the training allowance that is received throughout the scheme.

Q. Can I be asked to attend on a Sunday or public holidays? Is there any set time when I need to carry out the on-the-job training?

A. Yes, you may be asked to attend on Sundays or public holidays. However, if at the time of signing the agreement you are not 18 years of age, then for the entire duration of the scheme, you must limit your workday to daytime shifts only. These shifts must not exceed a maximum of 8 hours per day, excluding break time. Daytime shifts are defined as any work done between 6 a.m. and 10 p.m.

It is important to note that if you opt to work on Sundays and public holidays, then you will still be paid at the standard hourly rate indicated in the table above, hence no special rates will apply in such instances.

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

A. 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 happens if I decide to quit halfway through the scheme?

A. While dropping out of the scheme is not encouraged, should you find a job while participating in the scheme, you can stop with no repercussions. The training allowance that you would have received until then will remain yours. Jobsplus reserves the right to seek refund only in those cases where eligibility conditions have been breached. Jobsplus may seek refund even after you have completed your scheme.

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

A. Through this scheme, you will have the opportunity to attain an accredited certificate that is pegged at MQF level 4. Moreover, during the hands-on training, you will have the opportunity to enhance your communication skills, the ability to work in a team, your customer care skills, and other essential skills needed for any occupation. During the scheme, you will have the opportunity to be evaluated by the employer and increase the possibility of finding employment after the scheme.

Q. How many times can I benefit from this scheme?

A. 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.

Q. Can I be placed with a former employer?

A. Trainees can only be placed with former employers if they were not made redundant, 24 months have passed since the termination date of the employment, and the job title under the scheme is different from the past employment. In cases of similar/overlapping job titles, the occupation under the scheme needs to be of a different ISCO code than that of the past employment.

Q. What type of support can I receive?

A. Trainees who are vulnerable and require more one-to-one support to adjust to the working environment may be assigned a job coach. For other ad hoc support needed, trainees are to reach out to Jobsplus on 22201610 / 35 or trainingschemes.jobsplus@gov.mt.



**Co-funded by
the European Union**