

# Access to Employment / Investing in Skills

## Recommended Change Request Form

**Version 1**  
**1<sup>st</sup> June 2020**

**Jobsplus**  
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Operational Programme II – European Structural and Investment Funds 2014-2020  
*“Investing in human capital to create more opportunities and promote the well-being of society”*  
Aid Scheme part-financed by the European Social Fund  
Co-financing rate: 80% European Union; 20% National Funds



## Scope

According to Article 13 of the Grant Agreement no amendment of or variation to the terms of the Grant Agreement will be effective unless agreed to in writing by the IB.

If due to unforeseen circumstances a **major**<sup>1</sup> modification of the grant is required, the Employer must immediately inform the IB, in writing, of the reason/s for the delay/modification. Should the reason/s for the modification be unacceptable to the IB, and/or should the Employer fail to comply with this requirement, the IB reserves the right to refuse payment of the grant amount to the Employer and to recover any and all funds already paid to the Employer by virtue of this Agreement.

Beneficiaries of Investing in Skills and Access to Employment Aid Schemes under the European Social Fund are requested to use this form to submit a request for major changes to their project as approved by the Intermediate Body. Any expenditure incurred by the beneficiary without the formal approval will not be reimbursed.

## Instructions

Beneficiaries should ensure that they fill in the latest version of the Change Request Form available for download from our website.

**Please fill in this document in electronic format, before printing it.** A scanned copy of the completed form, signed by the authorised signatory, along with any supporting documentation should be sent via email on: [a2e.jobsplus@gov.mt](mailto:a2e.jobsplus@gov.mt) or [iis.jobsplus@gov.mt](mailto:iis.jobsplus@gov.mt).

For further information regarding the Aid Schemes visit Jobsplus website at <https://jobsplus.gov.mt/schemes-jobseekers>.

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<sup>1</sup> Refer to Annex 1

# Section 1: Change Request Form

Q1 Grant Agreement number

Q2 Is this your first change request for the above-mention Grant Agreement?

Yes                      No

If no, please indicate the date(s) of your previous change requests.

Q3 Please briefly describe the requested change

Q4 Please provide the reason for this change (*in case classroom style training is changed to online please provide the link to the training platform*).

Q5 What are the risks, if any, associated with the requested change?  
*Please describe also how these risks will be mitigated.*

Q6 Please describe how the changes would impact the project's outcome

## Section 2: Signatures

The applicant allows the Intermediate Body to make available and use all data provided through this form for the purposes of managing and evaluating the European Social Fund. All personal data collected for the purpose of this project shall be processed in accordance with Regulation (EU) N<sup>o</sup>. 2016/679.

Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data to the Intermediate Body. Data subjects may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

### Authorised signatory of the applicant organisation:

Name and surname of Project Leader <sup>2</sup> :		Signature: (stamp of the applicant if available)	
<i>IN BLOCK LETTERS</i>			
Designation:			

Name of Entity or Organisation (where applicable)	
Beneficiary e-mail address:	
Date of Change Request:	

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<sup>2</sup> Or the delegated person as per application

## Section 3: For office use only

### Decision

Approved

Rejected

Additional information needed

Notes related to decision where applicable

Name (for Intermediate Body)	
Signature:	
Date of Approval:	
Sent to Executive	Name of Executive:

## Documents to be attached with the change request<sup>3</sup>:

### Generic changes applicable to both Aid Schemes:

<b>Changes:</b>	<b>Documents Requested from the Beneficiary:</b>
<b>1. Changes in company name</b>	1.1 New Financial Identification Form 1.2 Statement by Employer
<b>2. Merger/Demerger of a company</b>	2.1 New Financial Identification Form 2.2 Declaration from employer
<b>3. Change in company/entity ownership</b>	3.1 New Financial Identification Form 3.2 Declaration from both employers
<b>4. Change in Company Address</b>	4.1 Email from Employer with the new Company Address
<b>5. Transfer of Business / Transfer of Self Employment Business</b>	5.1 New Financial Identification Form 5.2 Declaration from both employers
<b>6. Change from self-employed to company.</b>	6.1 New Financial Identification Form 6.2 Declaration from employer
<b>7. Change in Delegated Person and / or Project Leader</b>	7.1 Delegation of Authority Form / Change in Project Leader Form
<b>8. Changes in Financial Identification Form content (bank account or signatory)</b>	8.1 New Financial Identification Form
<b>9. Change of beneficiary's Premises/address</b>	9.1 Email from Employer including the new details

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<sup>3</sup> The list is not exhaustive. New type of change requests may be submitted. Jobsplus will guide the beneficiaries which supporting documents should be provided.

## Changes applicable to Access to Employment:

<b>A2E Changes:</b>	<b>Documents Requested from Beneficiary:</b>
<b>1. Changes from part-time to full-time employment of the participant and vice-versa;</b>	1.1 Letter from employee requesting to change hours of work 1.2 Letter from employer accepting such request 1.3 Addendum to the employment contract 1.4 Updated Employee's Employment Records - Termination & Engagement Forms
<b>2. Change in working schedule</b>	2.1 Email from Employer with the new working schedule
<b>3. Change in employee's place of work</b>	3.1 Email with the new place of work
<b>4. Changes in the employee's designation</b>	4.1 Email from Employer with the new designation
<b>5. Changes in employee's details (i.e. Surname)</b>	5.1 Email from Employer with the new employee's details

## Changes applicable to Investing in Skills:

<b>IIS Changes</b>	<b>Documents Requested from Beneficiary:</b>
<b>1. Changes in training time schedule</b>	1.1 Email and justification or updated training schedule and justification.
<b>2. Changes in training dates</b>	2.1 Email and justification or updated training schedule and justification.
<b>3. Changes in training venues</b>	3.1 Email and justification or updated training schedule and justification
<b>4. Changes in number of groups</b>	4.1 Email and justification or updated training schedule and justification
<b>5. Changes in travel destination / airport</b>	5.1 Justification Note
<b>6. Change in the total number of trainees attending for training. Sometimes less sometimes more</b>	6.1 Justification Note
<b>7. Change in classroom to online (or vice versa)</b>	7.1 Justification from Training Provider explaining new set up and indicating that training outcomes will not be compromised. 7.2 Adequate assurance from the Beneficiary indicating that there are sufficient resources.

# **Annex 1 – Major possible changes**

**Access to Employment possible changes which require an official change request. Other changes may be notified through email.**

- I. Changes from part-time to full-time employment of the participant and vice-versa;
- II. Transfer of Business;
- III. Change from self-employed to company;
- IV. Merger or demerger of companies;
- V. Change in company/entity name;
- VI. Change in company/entity ownership.

**Investing in Skills possible changes which require an official change request. Other changes may be notified through email.**

- I. Change in classroom training to online training (or vice versa);
- II. Transfer of Business;
- III. Change from self-employed to company;
- IV. Mergers or demergers of companies;
- V. Change in company/entity name;
- VI. Change in company/entity ownership.