



GOVERNMENT  
OF MALTA



# MySkills Scheme

## Guidelines for Individuals

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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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Co-funded by  
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**MySkills**

## General Information

### 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.

## Eligibility

### Who is eligible to apply?

Applicants must satisfy the following criteria at the time of application:

- Be at least 15 years old.
- Be legally residing in Malta.
- Not be primarily self-employed.
- Not be employed by the Training Provider delivering the course.
- Not have already completed the training course for which they are applying.

### Are persons aged 65 years or over eligible?

Yes, provided they are in employment at the time of application. Please note that this age category is subject to the ongoing requirement of remaining in employment throughout the Scheme duration. (Refer to the FAQ on Ongoing Requirements for details on maintaining eligibility.)

### What does 'Primary Employment' mean?

Primary employment refers to your main source of income and main employment commitment. If you have more than one job, Jobsplus will verify which one is considered your Primary Employment using your most recent FS3 or National Insurance Contributions receipt.

### Can I apply if I am self-employed?

No. Individuals whose primary employment is self-employment are not eligible.

If you have multiple employments, including self-employment, eligibility depends on which activity Jobsplus verifies as your Primary Employment.

### Is the Scheme open to non-Maltese nationals?

Yes, provided they hold the necessary residency or citizenship status.

Eligibility categories and required documents include:

- **EU/EEA and Swiss Nationals:** Copy of Maltese Residence Permit or Passport and copy of the rental Agreement.
- **Third Country Nationals (TCNs):** Valid Residence Permit covering the entire Scheme duration (TCNs holding a Study Visa are not eligible)
- **Long Term Residents:** Copy of passport with LTR Sticker
- **British Nationals:** Copy of Residence Permit (Article 18 (1))
- **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
- **Beneficiaries of Specific Residence Authorisation:** Residence Card issued under SRA by Identità
- **Victims of Trafficking:** Residence Permit referencing S.L.217/07

Other statuses not mentioned in the list above will be evaluated on a case-by-case basis.

Jobsplus reserves the right to request additional documentation where necessary.

### Can I apply for multiple courses at the same time?

Yes, but each course requires a separate application with full supporting documentation, and each will be assessed individually.

### What exactly is 'Scheme duration' and why is it so important?

The Scheme duration is the period from when you first enter the Scheme (either the training start date

or the application submission date, whichever is earlier) until the end date of the training.

All eligibility requirements, including your employment status, are verified against this entire period to ensure compliance with the Scheme's rules before any grant is paid out.

### **What are the key ongoing requirements I must meet throughout the entire Scheme duration?**

To maintain your eligibility for the Scheme, you must adhere to the following rules for the entire Scheme duration:

- You must not engage in self-employment as your Primary Employment.
- You must not be employed with the same Training Provider that is delivering your course.
- If you are aged 65 years or over at the time of application, you must remain in employment throughout this period.

Failure to meet any of these ongoing requirements will result in non-eligibility for the Scheme and the forfeiture of your claim.

## **Course Eligibility and Types**

### **Where can I find the list of eligible training courses?**

You can find the full list of eligible courses in the Course Catalogue, which is maintained by Jobsplus and regularly updated to include new courses that qualify for funding under the MySkills Scheme.

### **Are part-time or online courses eligible?**

Yes, provided they are included in the Course Catalogue and meet the minimum cost requirements.

### **What types of courses are eligible?**

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.

### **Are there any restrictions on the level of accredited courses?**

Yes. Eligible accredited courses 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.

### **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.

### **Which courses or types of training are not eligible?**

Funding is not available for courses that are similar to existing training offered by Jobsplus, workshops, seminars, conferences or training that is compulsory for legal, licensing, or employment reasons.

Certain sectors are also excluded, including primary production, processing, or marketing of agricultural products; fisheries and aquaculture (Regulation (EU) No 1379/2013); and export-related activities or aid contingent on the use of domestic goods.

Other ineligible training includes courses required by law, courses necessary to access or continue practicing in a regulated profession, and training undertaken in whole or in part to meet Continuous Professional Development (CPD) obligations.

Training must be voluntary, so courses resulting from direction, referral, or mandate by an employer or any other third party are also not eligible.

### **Is there a minimum cost for the training course?**

Yes. The final cost of the training paid by the applicant must be at least €100, excluding VAT.

### **Can my employer pay for my training partially or in full?**

No. The full, documented cost of the training must be borne and paid by the individual applicant.

If Jobsplus determines that your employer has contributed towards any part of the cost (e.g. via study funds, training allowances, or any direct

financial contribution), your application will be deemed ineligible and rejected.

## Applying for the Scheme

### How do I apply as an Individual under the MySkills Scheme?

Applications are submitted online through the official MySkills application form by clicking [here](#). The form allows you to provide all necessary information and documentation to allow for a preliminary verification by Jobsplus.

Before applying, interested individuals are encouraged to ensure that their employment records as registered with Jobsplus are accurate and up to date, as this is crucial for eligibility verification and avoiding delays. Applicants may download their Employment History document by logging into their Jobsplus account using their eID.

### When must I submit my application?

Applications must be submitted **before or on the final day of structured training**, which refers to the theoretical component of the course and excludes any form of examinations/assessments, assignments, or placements.

Late applications will not be accepted.

### What documentation must I provide?

Applicants must upload:

- The course schedule
- Proof of payment (receipt/s)
- If aged 15 or 16 years, a copy of the School Leaving Certificate.

### Can I submit a bank statement instead of a receipt as proof of payment?

No. Bank statements are not accepted as proof of payment. Applicants must provide the official receipt/s issued by the Training Provider.

### What details must my receipt/s include?

Your official receipt/s from the Training Provider must include:

- The Training Provider's name and logo (if available)
- Receipt number or reference
- Date of issue
- Your Name and Surname
- The total amount paid (and any applicable VAT)
- The remaining balance (if applicable)
- A description of the service rendered, including the course name.

If your receipt is missing any of the required information, you must ask the Training Provider to complete a declaration using the template provided by Jobsplus.

## Preliminary Verification

### What happens when I submit my application?

Jobsplus performs a preliminary verification to ensure all documents, such as the course schedule and receipts, are correct and meet requirements. The applicant's employment status is also checked to confirm eligibility under the Scheme.

This stage **does not guarantee approval or reimbursement**. Full eligibility and grant calculation are determined at the reimbursement stage after claim submission.

### What happens if documents are missing or clarifications are required?

If Jobsplus identifies missing documents from your application or requires clarifications, the applicant will be notified by email and must provide the requested information within seven (7) calendar days. Failure to respond within this timeframe may result in the application being deemed ineligible and rejected.

### Will I be notified once my application is processed?

Yes. Jobsplus will email all applicants once the preliminary verification is completed.

### How long does preliminary verification take?

Jobsplus aims to complete preliminary verification within 10-15 working days of submission.

## **Why is the Scheme structured in two stages?**

The two-stage structure balances efficiency and regulatory compliance. The preliminary stage confirms that documents and employment status meet basic requirements, while the reimbursement stage verifies course completion and compliance with financial rules, including EU de minimis limits, before funds are paid.

## **Reimbursement Process and Deadlines**

### **When can I submit my claim for reimbursement?**

Claims can only be submitted once the Certificate of Achievement has been received.

You will need to use the link found in the email notification sent following successful preliminary verification to submit the Certificate together with the Financial Identification Form, any remaining proof of payment and the De Minimis declaration (if applicable).

Jobsplus then conducts a full eligibility assessment, confirming course completion date, total cost, employment status, and compliance with funding rules.

### **What should I do if I can't find the link to submit my claim for reimbursement?**

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

### **What is the latest date my training course can be completed?**

All training courses must be completed by the 30<sup>th</sup> June 2029 (subject to availability of funds). Certificates with a completion date later than this deadline will lead to the application being deemed ineligible.

### **How long do I have to submit my reimbursement claim after the training has been completed?**

All claims for reimbursement must be submitted within six (6) months from the official course end

date listed on the Certificate. Claims submitted after this deadline will not be considered and any right to claim these funds will be forfeited.

### **Can I change the end date of my training course after submitting my application?**

Yes. You must inform Jobsplus immediately and provide an updated schedule. Any changes cannot extend the course beyond one (1) year from the original end date the Structured Training declared on the Application, or 30<sup>th</sup> June 2029, whichever comes first.

### **How is the training grant calculated, what is the maximum limit, and what happens if my employment status changes?**

The amount of financial aid you receive is based on your overall employment status throughout the Scheme duration.

Unemployed and inactive individuals may receive up to 100% reimbursement, while employed individuals (excluding self-employed) are eligible for 80% reimbursement of the training cost. The maximum training grant is capped at €5,000 per application.

If an Applicant is employed (excluding self-employment) at the time of application, their reimbursement is capped at 80%, even if they later become inactive or unemployed. Likewise, if an Applicant starts unemployed or inactive but enters employment, the reimbursement shall still be capped at 80%. Only Applicants who remain unemployed or inactive for the entire Scheme Duration are eligible for 100% reimbursement.

### **When is my reimbursement officially approved?**

Only after the full eligibility assessment at the reimbursement stage. This ensures that the course was completed, all documentation is correct, and funding rules are met.

### **What happens if I start but do not complete a course?**

Only successfully completed courses with a Certificate of Achievement are eligible for reimbursement. Partial or incomplete courses are not eligible.

**What if I want to retake a course I did not complete, or if the course was cancelled?**

If you wish to retake a course you did not complete, or if the original training was cancelled, you must submit a new application.

**What bank account can I use for reimbursement?**

A bank account registered in the applicant's name is required. Joint and foreign accounts are also accepted.

**Can I receive funding from other sources for the same training?**

No. You may not claim or receive reimbursement for training costs that have already been funded, in part or in full, by any other source (including ESF, national funds, or employer sponsorships).

## **Financial Rules and Grants**

**What is the De Minimis declaration?**

If you are, or have been self-employed (excluding the period of Scheme duration), a business owner, company director, partner in business or otherwise linked to a business activity within the last three (3) years prior to claiming your reimbursement, you must submit a De Minimis declaration. This confirms the total public aid you, together with any linked organisations (through ownership or management), have received under the De Minimis Regulation (EU 2023/2831).

Jobsplus will calculate the final eligible grant based on this total to ensure it does not exceed the €300,000 limit over a rolling three-year period. If you or any linked entity are considered an undertaking in difficulty, the grant may not be processed.

Failure to provide accurate or complete information may result in ineligibility or recovery of funds.

**Can I be requested to provide additional supporting documentation?**

Yes. Jobsplus reserves the right to request additional information at any stage. Any false or misleading information may result in disqualification from the Scheme or denial of reimbursement.

**Can Jobsplus request a refund after I have received the reimbursement?**

Yes. Jobsplus continues to monitor your employment status for the Scheme duration even after processing the final payment. If your eligibility or grant value is affected by the late submission of engagement or termination forms, Jobsplus may request that you refund the full amount of the reimbursement received.

## Need more information?



We're here to help.

### Contact us

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