



GOVERNMENT
OF MALTA



MySkills Scheme

Guidelines for Training Providers

Version 1.0 | Released 03 November 2025

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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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.

Who can benefit from the Scheme?

The Scheme supports unemployed, inactive, and employed individuals residing in Malta who are at least 15 years old and have completed compulsory schooling, excluding the self-employed.

Persons aged 65 years or over are also eligible if they are actively employed and maintain employment for the Scheme's duration.

Eligible applicants may receive reimbursement of training fees of up to €5,000 per application. All funding is provided in line with de minimis State aid rules (EU Regulation 2023/2831), where applicable.

What does 'de minimis aid' mean, and how does it apply to the MySkills Scheme?

Funding provided under the MySkills Scheme falls under the de minimis Regulation (EU 2023/2831), which limits the total amount of public aid that a single undertaking can receive to €300,000 over a rolling three-year period.

In this context, a single undertaking refers to the individual applicant together with any organisations they own, control, or are linked to through ownership or management. This means that if an individual has interests in one or more businesses, the total amount of de minimis aid received by all linked entities must be considered together under the same limit.

Learners who are, or were self-employed, business owners, company directors, partners in business, or otherwise linked to a business activity within the last three (3)-years prior to claiming their reimbursement must submit a de minimis declaration to confirm that the total aid received by them and any linked entities does not exceed the permitted threshold.

Training Providers are not responsible for managing or tracking learners' de minimis totals but should be

aware of the regulation so they can properly advise prospective applicants.

Getting Started

How do I apply as a Training Provider under the MySkills Scheme?

You can apply online by completing the registration form available [here](#). The form allows you to provide all the required information and documentation, ensuring a fast and efficient review.

Is there a deadline to register as a Training Provider?

There is no fixed deadline for registration. However, Training Providers are encouraged to register early and submit their courses in advance, to allow sufficient time for review and inclusion in the Course Catalogue before learners start their training. Please note that learners can only apply for funding up to the last day of structured training, which refers to the theoretical component of the course and excludes any form of examinations/assessments, assignments, and placement.

Can foreign Training Providers apply?

Only Training Providers that are duly registered and licensed to operate in Malta, and that meet the relevant MFHEA or sectoral authority requirements, are eligible to participate in the Scheme.

What are the requirements for different types of Training Providers?

- **Educational Institutions** must be registered with the Malta Further and Higher Education Authority (MFHEA) as accredited further and/or higher education institutions.
- **Tuition Centres** offering courses not mapped to the MQF must also be registered with the MFHEA.
- **Maritime Training Providers** must submit a copy of their Maritime Training Centre Approval Certificate and be registered with Transport Malta's Merchant Shipping Directorate.
- **Aviation Training Providers** must provide a copy of their Approved Training Organisation Certificate issued by Transport Malta's Civil Aviation Directorate (TM-CAD).

Will I be notified once my registration has been processed?

Yes. A notification will be sent to the email address provided during application. This email will include a link to submit course registration requests. Please note that approval as a Training Provider does not automatically extend to courses; each course must undergo a separate review process before inclusion in the Course Catalogue.

Can the Head of Institute delegate the responsibility of submitting training courses to other employees?

Yes. The Head of Institute may delegate the submission of training courses to other employees within the organisation. This can be done by sharing the unique link provided in the original notification email of registration approval.

What should I do if I can't find the link to submit courses?

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

Course Registration and Eligibility

Which courses can be submitted after registration?

Training Providers may submit courses they intend to offer for inclusion in the Course Catalogue. All submissions must meet the Scheme's eligibility criteria.

Do I need to provide any documentation when submitting a course?

Yes. A copy of the Training Course Syllabus or Content Outline must be provided when submitting a course for inclusion in the Course Catalogue.

Can I edit or update a course after it has been approved?

Yes. Any substantial changes to a course, such as content, duration or fees must be communicated to Jobsplus. Depending on the modifications required, a new registration request might be necessary. Updated courses will be reviewed to ensure continued compliance with the Scheme's eligibility criteria.

Can Training Providers submit courses that have already started?

Yes. Training Providers can submit such courses for inclusion in the Course Catalogue. It is important that all course details, schedules, and other supporting documentation are accurate and up to date so that learners can submit complete and timely applications for funding.

What are the eligibility criteria for courses?

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 may 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 are not eligible for inclusion in the Course Catalogue?

Courses that are similar to existing Jobsplus training, as well as workshops, seminars, conferences, or training that is compulsory for legal, licensing, or employment reasons, are not eligible.

Funding is also not available for courses related to certain excluded sectors, 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.

Is there a minimum course cost for eligibility?

Yes. Courses must have a total cost of at least €100 (excluding VAT).

Are there any responsibilities for Training Providers when submitting courses?

Yes. Training Providers must ensure that all submitted courses meet eligibility criteria, maintain quality standards, and include accurate information for assessment by Jobsplus. Non-compliant courses will not be accepted for inclusion in the Course Catalogue.

Course Delivery and Documentation

Is there a deadline for completing training courses?

Yes. All training must be completed by 30th June 2029 subject to availability.

What documentation should Training Providers provide to learners applying for funding?

Learners must upload a copy of the course schedule and the receipt/s when submitting their application.

The **course schedule** must clearly indicate the dates of delivery for each session.

The **receipt/s** must include the Training Provider's name and logo (if available), a receipt number or reference, date of issue, the learner's full name, total amount paid, the remaining balance (if applicable) and a description of the service rendered, including the course name.

What if the receipt is missing the required information?

If any information is missing, Training Providers may assist applicants by submitting a declaration using the template provided by Jobsplus.

Is a Certificate required for learners to claim funding?

Yes. Learners must submit a copy of their Certificate of Achievement when applying for reimbursement. The certificate must clearly display the awarding body, course title, participant's full name, and the completion or awarding date.

What happens if a learner withdraws or fails to complete the course?

If a learner withdraws or does not complete the training, they will not be eligible to claim reimbursement under the Scheme.

Are Training Providers responsible for submitting learners' application or claim for reimbursement?

No. Both the application and the claim for reimbursement must be submitted directly by the learners. However, Training Providers should ensure that learners are provided with all required documentation to submit their application.

Compliance and Support

How does Jobsplus maintain the integrity of the MySkills Scheme in relation to Training Providers?

Jobsplus monitors all registered Training Providers to ensure that courses listed in the Course Catalogue meet the eligibility criteria. If a Training Provider submits false or misleading information, holds a suspended, expired, or revoked licence, or fails to assist with verifying documents submitted by learners when requested by Jobsplus, corrective action may include removal of courses from the Course Catalogue and/or suspension from the Scheme.

Where can I find the latest updates or templates (e.g. declarations)?

All official updates, templates, and supporting documents are available on the MySkills Scheme section of the Jobsplus website. Training Providers are encouraged to check this page regularly to ensure they are using the most recent versions of all templates and forms.

Need more information?



We're here to help.

Contact us

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