



## ESF+.01.195 Training for Employment

### Traineeship Scheme

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## FREQUENTLY ASKED QUESTIONS - EMPLOYERS

### 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 for persons who are not in employment and are of working age at the time of application.  
All employers including self-employed; registered Voluntary Organisations and NGOs may apply for the scheme. Entities falling under the public sector and service are eligible too.

### Q. Can I choose the candidate myself or is it Jobsplus that helps me find trainees?

A. You have the option to find the trainee yourself and inform Jobsplus about your choice. Trainee will be subject to an eligibility check. Alternatively, Jobsplus can assist you in finding suitable candidates.

**Q. What is the selection process of trainees?**

**A.** Upon receipt of your application, Jobsplus will match your request with its pool of trainees. Trainees' details will be sent to you via email, and it will be entirely up to you to choose how to interview the trainees. Once a trainee is identified, you need to communicate your choice to Jobsplus, who will in turn prepare all the necessary documentation for the placement to begin.

**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 if they can provide valid documents that cover the entire duration of the placement. Further guidance on the eligible statuses and the corresponding required documents can 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 trainees' 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 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. What kind of placement opportunities can I offer?**

**A.** Our job catalogue provides a list of over 150 occupations for you to choose from. Feel free to check out the competences associated with each job title before submitting your application.

It is important that the occupations you select are related to your economic activity or nature of business.

**Q. Is there a limit to the number of placements I can offer at any point in time?**

**A.** The number of placements will depend on the number of persons you employ. This is done to ensure that trainees are properly supervised and mentored during their placement. The number of placements that will be granted is at Jobsplus' discretion and Jobsplus reserves the right to refuse further placements.

**Q. What is the duration?**

This scheme consists of:

- A.**
- a 50-hour course delivered by Jobsplus, inclusive of both contact and self-study hours,
  - and
  - a 270-hour practical placement.

The total scheme duration is 320 hours. These hours need to be performed over a maximum period of 14 weeks.

**Q. Is the scheme duration fixed?**

**A.** Yes, the duration is fixed; however, by agreement with the trainee, the scheme may be fast-tracked, allowing the trainee to attend for up to 40 hours per week and complete the program in a shorter timeframe. This is applicable even during the period when trainees are following Jobsplus' course.

**Q. Am I to enter into an agreement with trainees?**

**A.** You cannot enter into any form of agreement with the trainee. Once a placement is secured and Jobsplus' gives its approval to initiate the placement, Jobsplus will issue an agreement to be electronically signed by you, the trainee and a Jobsplus' representative.

**Q. Do I have to pay the trainee while on the scheme?**

No. During the scheme, the trainee will receive a training allowance payable by Jobsplus. The training allowance will vary depending on the occupation and is indicated in the following table:

**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	€5.54
7 – Craft and Related Trades Workers	
8 – Plant and Machine Operators, and Assemblers	
9 – Elementary Occupations	

**Q. Do trainees have sick leave or vacation leave?**

**A.** Trainees are not employees; hence no engagement form need to be submitted at the beginning of the placement. Since trainees are not employees, they are not entitled for any sick or leave. When they are sick or need to take time off, these hours would be deemed as not attended. Trainees are to be allowed to make up for the missed hours throughout the scheme. It is important however that trainees do not exceed 40 hours in any given week, excluding break time.

During the scheme, trainees are also to be given a break during the day. The minimum break time entitlement is determined by the age of the participant at the time of signing the agreement and supported through the following sub-articles:

- a. At least 30 minutes for every four and a half hours of work completed by Trainees under the age of 18 years;
- b. At least 15 minutes for every six hours of work completed by Trainees aged 18 years and over.

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

**A.** Trainees can be asked to attend on Sundays or public holidays. However, trainees who at the time of signing the agreement are not 18 years of age, must limit their workday to daytime shifts only, for the entire duration of the scheme. 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 trainees who opt to work on Sundays and public holidays will still be paid at the standard hourly rate indicated in the table above, hence no special rates will apply in such instances.

**Q. Is there any paperwork I need to fill in for trainee to get paid?**

Yes, you are expected to maintain an accurate record of the trainee's attendance and total hours attended. There shall be no restrictions on the record-keeping system utilised, however Jobsplus reserves the right to request a copy of the Trainee's attendance at any point throughout the scheme.

**A.** Moreover, prior to starting the placement, Jobsplus will be sending you the link to the respective Jobsplus' claim for training allowance form that is fillable online. For any given week you need to tick the days the trainee attended and select the total hours and minutes performed to the nearest 15 minutes. It will be your responsibility to submit these claims in a timely manner. At two different time intervals you will also be asked to provide feedback on the trainees' progress.

**Q. Can I pay the trainee any bonuses or extra payments to reward good performance?**

**A.** No, you cannot pay the trainee any bonuses or extra payments to reward good performance. Doing so would signify employment and will result in the termination of the scheme.

**Q. Do I need to provide any equipment or protective clothing to the trainee?**

**A.** Although the trainee is not an employee, you still have an obligation to provide the trainee with the necessary equipment and adequate facilities in accordance with Industry standards and which are made available to your employees performing similar duties. Health and safety provisions need to be taken to ensure the safety of the trainees placed with your company.

**Q. Does the trainee have to be covered by an insurance?**

**A.** Yes, you need to make sure that the trainee is covered by some form of insurance, such as Third-Party Liability Insurance or Employers' Insurance.

**Q. What happens if the trainee is misbehaving, or I would like to terminate his/her placement?**

**A.** In those cases, you are cordially invited to inform Jobsplus in writing, justifying the reason why the trainee is being stopped.

**Q. What is the added value for me as an employer?**

**A.** Through this scheme, you will have the opportunity to train your future employees. During the scheme you will have the opportunity to evaluate the trainees' abilities in performing the tasks assigned, thus having the possibility to retain the trainee in employment at the end of 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 an unlimited number of times. However, this 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.

**Q. Can I place a past employee under the scheme?**

**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. This will lighten the burden on you as an employer offering the placement. For other ad hoc support needed, employers are to reach out to Jobsplus on 22201610 / 35 or [trainingschemes.jobsplus@gov.mt](mailto:trainingschemes.jobsplus@gov.mt).



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