

Investing in Skills – updated 07.02.2022

An aid scheme part-financed by the European Union Operational Programme II – Cohesion Policy 2014-2020 and managed by JobsPlus. Call has been extended to 2023.

SCOPE

To promote access to the training of persons actively participating in the Maltese Labour Market, with a view to increasing productivity and enhancing adaptability. It seeks to increase and/or improve the knowledge and skills of employed persons through funds granted by this scheme.

ELIGIBILITY

Eligible applicants cover all Employers having an economic activity irrespective of their legal form. These include partnerships, companies, family businesses, associations, individual self-employed or other body of persons, NGOs and Social Partners.

NGOs and Social Partners not having an economic activity are also eligible to benefit from the scheme.

ELIGIBLE COSTS

1. Trainer/s personnel costs, for the hours during which the trainers participate in the training;
2. Trainers' and trainees' operating costs directly related to the training project such as travel expenses; and
3. Trainees' personnel costs for the hours during which the trainees participate in the training.

The proportion will vary according to the size of the undertaking (50% for large, 60% for medium and 70% for small or micro). The Co-financing rate is applied on the total eligible cost.

Any training provided by a linked company (over 50% shareholding) and internal training are considered ineligible costs.

(1) EXTERNAL TRAINERS' COSTS (updated as from 7th February 2022)

The Standard Scale of Unit Costs to be applied is **€26.60 per trainee per hour**, subject to the capping indicated below.

For **Classroom Style Training and E-learning Online Training (Live Sessions)**, Jobsplus will reimburse the unit cost based on the training hours attended by each trainee up to a maximum of 25 hours per trainee for non-accredited training. If training is accredited by MFHEA, ITS, UOM and MCAST, the capping of 25 hours will not be applied in cases where the contact hours exceed 25 hours. Therefore, each trainee will get the maximum of contact hours.

In the case of **E-Learning Online Training (Self-led) or Distance Learning**, only training accredited/recognised by the MFHEA, UOM or MCAST will be accepted. Reimbursement will also be based on the maximum contact hours approved by the MFHEA, ITS, UOM or MCAST.

In the case of accredited training, **MQF/EQF Levels 1-5** will be accepted under Investing in Skills.

The maximum number of hours that can be claimed in the form of training fees cannot exceed 8 hours per day and 40 hours per week.

Maximum number of trainees for the same training is **capped at 15 trainees**.

(2) TRAINEES' PERSONNEL COSTS

Personnel Costs refer to the hours during which the trainees participate in the training.

A Standard Scale of Unit Cost of **€5.25 per trainee per hour** will be applied for external training that occurs during the normal working hours of the trainees. Attendance sheets will also determine the final amount of personnel costs to be reimbursed.

The subsidy for wage costs is eligible for training that is held as Classroom Style Training and E-Learning Online Training (Live Sessions). Personnel costs will NOT be eligible for E-Learning Online Training (Self-led) or Distance Learning.

(3) SUBSIDY ON TRAVEL COSTS

If the training provider resides abroad, travel costs pertaining to air travel can be claimed by the trainer/s coming to Malta or the trainee/s going abroad. Applicable Rates according to distance per round trip can be found in the [Implementation Guidelines](#).

SUBMISSION OF APPLICATIONS

Applicants should submit an **original and complete Investing in Skills Application Form** together with the below documentation that can be found in the [Forms Section](#).

- Complete Application Form;
- Training Schedule Template duly filled in by the Course Provider;
- Training Programme Template with detailed course content which is to be filled in by the training service provider, duly filled in by the Course Provider;
- In the case of Accredited Training, evidence of Accreditation/Recognition from MFHEA, ITS, UOM or MCAST must be presented; and
- Other documents if applicant is NGO or Social Partner.

Guidance Notes and Templates can be found here:

[Implementation and Guidance Notes V6](#)

[Application Form 2nd Call - EN](#)

[Application Form 2nd Call - MT](#)

[Training Programme Template](#)

[Training Schedule Template 2nd Call](#)

[IIS Delegation of Authority - EN](#)

[IIS Delegation of Authority - MT](#)

Other documentation may be required at any time for additional verification purposes.

Original Applications must be received at the Investing in Skills Unit **at least 7 calendar days before the start date of training.**

Prospective applicants and beneficiaries claiming funds are to note that given the evolving nature of the COVID-19 outbreak, **only soft copies sent via email to iis.jobsplus@gov.mt will be accepted**; no hard copy of applications or claims for reimbursement, whether submitted by mail, by hand or any other means, will be accepted until further notice.

FURTHER INFORMATION

Further information can be obtained from the:

IIS Unit at INVESTING in SKILLS Unit,

EU Funded Schemes Division

Jobsplus, Hal Far BBG 3000

Tel: 2220 1300

Email: iis.jobsplus@gov.mt

URL: <https://jobsplus.gov.mt/iis>