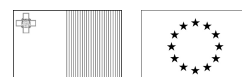




# **Training Aid Framework**

## **APPLICATION GUIDANCE NOTES**

Aid Scheme part-financed by the European Union  
Operational Programme II – Cohesion Policy 2007-2013  
*Empowering People for More Jobs and a Better Quality of Life*  
European Social Fund



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## **Section 1 - Introduction**

### **1.1 Scope of Guidance Notes**

The scope of these Guidance Notes is to provide practical information to employers when applying for grants under the Training Aid Framework (TAF). The TAF is a scheme funded through the European Social Fund (ESF) under Malta's Operational Programme II - *'Empowering People for More Jobs and a Better Quality of Life'* for the 2007-2013 Programming Period. Through this scheme, funds are granted<sup>1</sup> to undertakings to invest in their human capital with the aim to improving and adapting their skills. This will enable undertakings to be better placed to face the challenges of a competitive market.

The Training Aid Framework will be co-financed by the European Social Fund, (Operational Programme II - Cohesion Policy 2007-2013), the Maltese Government and the Employer.

### **1.2 Objectives of TAF**

The TAF is intended 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 persons employed with non-public entities that are engaged in a private economic activity regardless of their legal form.

TAF aims to support undertakings to respond to the continuous needs to remain competitive in the global economy. In view of the difficulties that undertakings often encounter to invest in the training of their workers, the TAF will provide the necessary assistance to instil a lifelong learning culture. Training has positive effects on society as a whole, since it increases the pool of skilled workers in the labour market from which other firms can benefit from. This improves the competitiveness of industry as a whole and plays an important role in the employment strategy.

This Aid will enable undertakings to become more competitive through the adaptation and development of skills and knowledge.

### **1.3 Intended Benefits**

Malta aims to increase the number of persons undergoing continuous vocational education and training as indicated in the Operational Programme II – Cohesion Policy 2007-2013.

Recognising the need for lifelong learning, the TAF is intended to:

- promote access to training of persons actively participating in the Maltese labour market with a view to improve an individual undertaking's performance and Malta's overall competitiveness;
- enable undertakings to become more productive and competitive through the development of qualification and knowledge and/or move into other markets or sectors;
- increase and/or improve the qualifications of persons employed and enable employees to improve their status and/or consolidate their position within a sector.

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<sup>1</sup> Subject to certain terms and conditions

## 1.4 Available Budget

Notwithstanding the eligibility criteria and other terms and conditions as may be in force from time to time, it is to be noted that funds available under the scheme are subject to a financial ceiling. Grants will be provided on a demand driven approach.

## Section 2 – Eligibility of Application

### 2.1 Eligibility

The potential beneficiary must meet all the eligibility criteria to benefit from this scheme. If the eligibility criteria are not all met, the request for funding will not be approved. In this case, the request for funding will be referred back to the applicant together with an explanatory note indicating why the request could not be met. After taking into consideration, the issues raised during the eligibility test applicants will have the opportunity to re-submit the application only once.

#### 2.1.1 Eligible Applicants

The Training Aid Framework (TAF) is intended to support undertakings<sup>2</sup> (including self employed persons where self employment is the primary employment) carrying out an economic activity irrespective of its legal form. They can be operating in all economic activities, including the activities relating to the production, processing and marketing of products listed in Annex I of the Treaty, with the exception of farmers, fishermen and related co-operatives.

Public Sector organisations including Government Ministries, Departments, Entities, Authorities, Public Commissions, Public Sector Foundations and others are **NOT** the target group for this call. **Local Councils** are also **NOT** eligible under this call as they are eligible to apply under other calls issued by the Planning and Priorities Division within the Office of the Prime Minister.

Training in terms of adaptability for farmers, fishermen and co-operatives will be covered by the European Agricultural Fund for Rural Development (EAFRD) and the European Fund for Fisheries (EFF) as appropriate.

#### 2.1.2 Eligible Activities

Eligible activities under the TAF refer to the successful completion of approved training programmes. Undertakings will receive part-reimbursement of their training costs on the successful completion of an approved training programme which has been initiated to provide knowledge, skills and competence to increase the adaptability of the trained employee. Such training can be either **General** or **Specific**.

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<sup>2</sup> All undertakings must be registered with an officially recognised body.

### 2.1.3 Eligible Training

- a. General Training** - means training involving tuition which is not applicable only or principally to the employee's present or future position in the assisted undertaking, but which provides qualifications that are largely transferable to other undertakings or fields of work.

For example:

- It is jointly organised by different independent undertakings, or where employees of different undertakings may avail themselves of the training; or
  - It is recognised, certified or validated by public authorities or bodies or by other bodies or institutions on which a Member State or the Community has conferred the necessary powers.
- b. Specific Training** - means training involving tuition directly and principally applicable to the employee's present or future position in the undertaking and providing qualifications which are not, or only to a limited extent, transferable to other undertakings or fields of work.

**The TAF cannot finance operations of infrastructural nature.**

## 2.2 Eligibility and Selection of Operation

Training Projects (operations) received will be evaluated by the TAF Selection Committee, according to a set of eligibility criteria which are identified below. These criteria have been approved by the Monitoring Committee in line with Article 65 of Council Regulation 1083/2006.

The undertaking must meet all the eligibility criteria set, in a positive manner to benefit from this scheme. If not all the eligibility criteria are met, the request for funding will not be approved. It will however, be sent back to the applicant, together with an explanatory note indicating where there is a need for clarifications and/or additional details. After taking into consideration, the issues raised during the eligibility test applicants will have the opportunity to re-submit the application only once.

### 2.2.1 Eligibility Criteria

- a) Complete documentation** - The Applicant must submit an application form on the prescribed form (Appendix A) fully completed and filled in with all relevant details, enclosing supporting documentation, including annexes, where applicable. Incomplete applications will not be considered. The Corporation will acknowledge receipt of all applications received either by e-mail or by normal post..as necessary.
- b) Falls within the following definition of undertaking** - For the purpose of this Framework, an undertaking is defined as an entity carrying out an economic activity irrespective of its legal

form excluding public sector entities<sup>3</sup> but inclusive of self employed persons (self employment being the primary employment), non government organisations and professional bodies.

- c) **Eligible economic activities** - All economic activities, including the activities relating to the production, processing and marketing of products listed in Annex I of the Treaty are eligible, except support to farmers, fishermen and related co-operatives.
- d) **Project implemented within / for the direct benefit of the eligible territory** – the Beneficiary (the undertaking) and the trainee must be located on the Maltese Islands and the trainee must have a regular engagement form with the employer.
- e) **The training objectives are in line with the needs of the undertaking** – the training objectives need to be in line and relevant to the needs of the undertaking. In this regard, the applicant must give an explanation of how the proposed training activities are relevant and beneficial for the undertaking. For TAF purposes, **Training Objectives** should describe the set of knowledge, skills and/or competence that an individual should acquire following completion of the training programme.
- f) **Training Programme relevant to the training needs of the trainee** – The training programme needs to have a detailed account of the knowledge and skills that are relevant to the training needs of the trainee that will participate in the programme. It should include the training activities, learning content and/or methods implemented to achieve the training objectives (acquiring knowledge, skills and competences), and the sequence of the training activities over a specified period of time.
- g) **Training programme needs to deliver the desired learning outcomes** – at the application stage, the undertaking must provide the planned detailed learning outcomes of the training programme. The planned outcomes must contribute towards the objectives of the training programme. The applicant must also provide information on how the outcomes will be evaluated. In the case of recognised training programme, outcomes can be in the form of training certificates. Other form of outcomes could include a description of the change in work related performance of trainee that will be brought about by the training programme.
- h) **Trainers need to be qualified and/ or experienced in subject matter to be taught** – a trainer can be an external trainer or an in-house trainer i.e. an employee of the employer applying for the training aid. Trainers must be either:
  - a graduate in the subject area for which training is being provided and ideally have successfully completed the “Train the Trainer’s” programme or equivalent;
  - Or
  - have an aggregate of at least two years’ work experience in the subject/area for which training is being provided, and must have successfully completed a “Train the Trainers” programme or equivalent.
- i) **The trainee needs to be employed with the applicant organisation** – the trainee must be either:

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<sup>3</sup> The wording ‘*Public Sector Entities*’ is understood to mean: Government Ministries, Departments, Entities, Authorities, Public Commissions, Public Sector Foundations, and similar organisations that carry out a public or regulatory function which does not involve the carrying out of an economic activity, whether or not such organisations are established by law. Commercial Partnerships carrying out exclusively an economic activity in direct competition with third parties and in which Government has a controlling interest, should not be included in this definition and should therefore, be eligible under the Training Aid Framework.

- employed with the undertaking on an indefinite contract;  
Or
- employed with the undertaking for a definite contract of employment, in which case the following criteria shall apply:
  - in cases of **General** Training: a definite contract of employment must be for a period exceeding three months'.
  - in cases of training of a **Specific** nature: a definite contract of employment must be of at least twelve months' duration.

Or

- employed with the applicant organisation as an employee with a part-time contract as primary employment and working for at least for twenty hours a week.

**j) Maximum Aid grant allowable in any one year** – The maximum public aid (EU and Malta) paid to an undertaking in any one calendar year should not exceed EUR 250,000.

**k) Maximum Aid grant allowable in a year per trainee** - the maximum public aid (EU and Malta) paid on behalf of an employee in any one year is capped at a maximum of €4,000 per trainee per annum. The only exception is in the case of employees pursuing a training programme leading to a qualification that is equivalent of MQF (EQF) level 5 or higher - in which case the entitlement for any one trainee will be €10,000 per year.

The **Eligibility Checklist** in Annex II shall be utilised to assess applicants against the eligibility criteria.

### 2.2.2 Selection Criteria

In order to give the widest possibility to potential beneficiaries to access funds, the framework will be managed on a demand driven basis meaning employers can apply whenever they identify a training need within their organisation. All requests for funding (applications) will be assessed against the eligibility criteria indicated in section 2.2.1 and will proceed for funding subject to availability of funds and subject that the training activity is implemented within the eligibility period.

### 2.2.3 Eligibility Period

For training programmes to be eligible, they must be implemented after the launch of the scheme and must be completed by 30<sup>th</sup> June 2013. Training Programmes which go beyond the eligibility period cannot be considered for funding.

## Section 3 Application for Training Aid Framework

### 3.1 Application Process

Applicants wishing to apply for the TAF must follow the steps listed below. All applications must be made on the TAF application form which can be downloaded from the ETC website <http://www.etc.gov.mt> or obtained from TAF unit at ETC head office Hal – Far. Requests for TAF application forms can be sent by email to [taf.etc@gov.mt](mailto:taf.etc@gov.mt)

One application must be submitted for every training programme.

All applications must be completed in full, signed in blue ink and dated by the person submitting the application on behalf of the undertaking and or submitted on-line. The on-line option is only available to those in possession of an e-ID obtainable from the Passport Office (Evans building), Valletta. Information can be obtained from the following link:

[https://mygov.mt/portal/\(ulbpne55xk52lk45gffqst45\)/webforms/howdoigetaccesstomygov.aspx](https://mygov.mt/portal/(ulbpne55xk52lk45gffqst45)/webforms/howdoigetaccesstomygov.aspx)

Applicants should submit **one copy** of the Application Form and its annexes.

A checklist of attachments is attached to the Application Form. For the application to be considered complete and eligible, all attachments applicable must be submitted with the Application Form;

All applications must be submitted **at least three weeks before commencement date** of the training programme for which aid is being requested; and

All duly filled applications are to be sent by any of the following means:

- 1) By post
- 2) Through TAF website when it becomes available
- 3) Delivered by hand

Date of application starts when application arrives at TAF Section as shown below:-

The mailing Address for TAF is:

The Project Leader  
Training Aid Framework Section  
Training Services Division  
Employment & Training Corporation  
Head Office,  
Hal-Far  
BBG 3000  
Email [taf.etc@gov.mt](mailto:taf.etc@gov.mt)  
Tel 22201312  
Fax 22201821

On receipt of the application form together with the relevant documents, the Corporation will issue a letter of acknowledgement to the applicant.

### 3.2 Selection Process

The Employment and Training Corporation will seek to inform all Applicants of the outcome of the selection process within two weeks of the date of the acknowledgment note sent to the Applicant.

### 3.2.1 Outcome of Selection

The successful applicants will be informed in writing that their application has been accepted. A Grant Agreement with details of the maximum amount and conditions of the subsidy will be issued by the Corporation.

Non-successful applicants will also be informed accordingly, explaining why their application was not accepted.

### 3.2.2 Basic Terms and Conditions

EU funds will be offered on stringent terms and conditions which will be stipulated in the Grant Agreement. In accepting the offer of EU funds the applicant will take the responsibility for compliance with these terms and conditions. These include the requirements to demonstrate satisfactory progress in delivering what the application has set out to achieve.

All projects are subject to audit by both Malta and European Commission auditors and programme evaluators. Officials from the Managing Authority<sup>4</sup>, the Intermediate Body<sup>5</sup> and other horizontal stakeholders will also have the rights of access to the project and the organisation implementing the project (known as the Beneficiary) and will carry out spot checks to establish that sufficient progress is made in line with the Grant Agreement and that the Beneficiary is adhering to the relevant regulations.

It is important to note that Structural Funds are public funds. In this regard, if the training programme is selected for funding, the applicant will be bound by the principles of good governance, sound financial management and the relevant national regulations pertaining to public funds. Guidelines to facilitate the implementation of accepted applications will establish procedures in this regard.

Funding/reimbursement of training costs for the same training programme for the same employees from any other sources is strictly prohibited. Accordingly should the employer, in any way, benefit financially from any national scheme or EU funded Aid scheme for the same action, funding for such employment will **not** be eligible under the Training Aid Framework.

Reimbursement is only paid if training is completed successfully in accordance with the agreement signed. Payment is worked pro-rata in accordance with the number of trainees completing the training programme

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<sup>4</sup> The Planning and Priorities Co-ordination Division (PPCD) within the Office of the Prime Minister.

<sup>5</sup> The Employment and Training Corporation

### 3.3. Level of Assistance

If the applicant meets all the eligibility criteria, the level of assistance will be provided as follows:

#### 3.3.1. Classification of Undertaking:

The size of an undertaking is an important element in determining the level of assistance that may be availed of under the Training Aid Framework. The category of an undertaking is determined by staff headcount and financial thresholds.

- **Large Undertakings** consist of entities employing more than 250 employees
- **Small and Medium Sized Undertakings (SMEs)** are undertakings which employ fewer than 250 employees and have an annual turnover not exceeding EUR 50 million and/or an annual Balance Sheet total not exceeding EUR 43 million.
- **Small** undertaking is defined as an entity which employs fewer than 50 persons and whose annual turnover and/or annual Balance Sheet total does not exceed EUR 10 million

#### 3.3.2. Training Aid Intensity:

Training Aid Intensity refers to the aid amount expressed as a percentage of the training programme's eligible costs. The proportion will vary according to:

- a) the category of training (**General/Specific**) vide section 2.1.3 and
- b) the size of the undertaking (**Large/Medium/Small**) vide section 3.3.1

If the applicant meets all the eligibility criteria, the level of assistance will be provided as follows:

<b>Classification of Undertakings and Relative Aid Intensity of the eligible costs</b>		
<b>Undertaking Size</b>	<b>Training</b>	
	<b>Specific</b>	<b>General</b>
<b>Large</b> No of workers exceeds 250	<b>25%</b>	<b>60%</b>
<b>Medium</b> No of workers not exceeding 250 persons and Annual Turnover not exceeding EUR 50m and / or Annual balance Sheet Total not exceeding EUR 43m	<b>35%</b>	<b>70%</b>
<b>Small</b> No of Workers fewer than 50 persons and Annual Turnover and/or Annual balance sheet total not exceeding EUR 10m	<b>45%</b>	<b>80%</b>

*If a distinction in classification of training (**General / Specific**) cannot be clearly defined, the extent of assistance at 'Specific' level will be applied by the Corporation.*

## **Annex I – Step-by step guidelines to the Application Form**

### **Section 1 – Profile of Employer Applying for Training Aid**

#### **1.1 Particulars of Employer**

This section should show the full name of the undertaking submitting the application for training subsidy as per TAF guidelines. An application is to be filled in for each operation ie: a Training Programme. This undertaking is known as **The Beneficiary** once the operation is selected.

#### **PE Number / ID Number**

When the beneficiary is a registered undertaking, the beneficiary is identified through a PE number which is unique to that undertaking. When the beneficiary is not a registered undertaking but a self employed person without employees, he/she will not have a PE number. In that instance he/she is identified by his/her ID number, as this relates directly to his/her tax status with the IRD and thus also specific to that person as an individual self employed person.

#### **Classification of economic sector**

The Economic Sector classification that an undertaking has, is given by the NACE code. This is listed in the Business Register. This can be obtained by contacting the National Statistics Office. An typical example of a NACE code number is 64.20 - Telecommunications

#### **Number of Persons Employed**

The number of persons employed corresponds to the number of **Annual Working Units (AWU)**. i.e. the number of persons who worked full-time within the undertaking in question or on its behalf during the entire reference year under consideration. The work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and the work of seasonal workers are counted as fractions of AWU. One (1) AWU is equal to 40 basic hours of work for a full time employee. For a part timer employee working 20 hours a week for a full year would represent - half ( $\frac{1}{2}$ ) AWU.

i.e. (20 part time hours per week for 1 year/40 basic hours per week for 1 year = (half)  $\frac{1}{2}$  of one (1) AWU.

The reference year to be considered will be the last approved accounting period. In the case of new companies the AWU will be calculated on the number of employees currently in employment with the undertaking.

#### **Classification of Undertaking Size in respect of AWU's**

A declaration regarding the size of an undertaking must be completed when an undertaking is not clearly completely independent. This Undertaking Size declaration form can be downloaded at [www.etc.gov.mt](http://www.etc.gov.mt) and selecting Training Aid Framework.

#### **1.2 Employer's contact person responsible for the application form for the operation**

The appointed contact person will act for and on behalf of the undertaking in terms of this application. The contact person will be the person responsible for the implementation of the project (training programme). There shall be only one contact person for each application even if

the application is composed of different components. In such cases, internal arrangements should be made in order to co-ordinate the different components.

**The nominated contact person will sign the application, therefore it is important that the person has the relevant authority to carry out this transaction on behalf of the applicant organisation.**

### **1.3 Financial details of Undertaking applying for Aid**

The annual turnover and Balance Sheet totals thresholds are based on the last approved accounting period. In the case of newly established undertakings, whose accounts have not yet been approved, the thresholds shall be derived from a reliable estimate made in the course of the financial year.

## **Section 2 – Training Programme**

### **2.1 Details of the Training Programme**

#### **A. Training Provider**

**Internal trainer** refers to a trainer whose primary employment is with the applicant organisation.

**External Trainer** - An external trainer is an independent training provider totally separate from the applicant. He/she may be either self employed or an employee of a training provider.

**Foreign Trainers** - In the case of foreign trainers, the following may serve as a guideline as to what may be necessary for non Maltese External trainers:

- A Self Employed EU citizen who will be delivering training in Malta will not need an employment licence and would not need to notify the Department of Industrial and Employment Relations (DIER);
- A Self Employed Third Country National who will be delivering training in Malta, would need an Employment Licence (apply through ETC );
- An EU citizen employed with an undertaking based in an EU member state, and who will be delivering training in Malta, would need to notify the DIER;
- An EU citizen employed with an undertaking based outside the EU, and who will be delivering training in Malta, does not need a work permit but would need to notify the DIER;
- A Third Country national employed with an undertaking based in an EU member state, and who will be delivering training in Malta, would need to notify the DIER; and
- A Third Country national employed with an undertaking based outside the EU, and who will be delivering training in Malta, would need an Employment Licence.

#### **B. Training Arrangement**

For the purpose of this Training Aid Programme, Training is to be provided in a format that is most suitable both for the undertaking and for the employee/s. The following types of training are acceptable under the Training Aid Framework.

##### **1. Internal**

- a) One-to-one
- b) On the Job
- c) Classroom (one trainer and a number of trainees)

d) E-Learning

## **2.External**

a) One-to-one

b) Classroom (one trainer and a number of trainees)

c) Distance Learning (including Correspondence)

d) E-Learning

## **B. Training Location**

Furthermore an undertaking may opt for either **in-house** training or **external** training.

**In-house training** means that the undertaking can use one of its trainers or engage an external trainer to deliver training within own organisation. This form of training can either be on-the-job (actually training the individual/s at their work station) or in a class-room setting.

Another option is **external training**. This kind of training is **outsourced** and means that one can choose a training programme that is available from an authorised training provider either locally or abroad. The outsourced training programme can either be readily available on the market or else one can discuss with the authorised training provider to provide and develop a suitable training programme specifically for the organisation and the human resources to be trained. Terms and conditions apply for outsourced training.

### **2.2 Description of the Training Programme**

Please answer the questions provided in this section. These questions will help the assessors to understand better the nature of the training programme that the Applicant would like to fund under the TAF.

### **2.3 Training Programme Schedule**

Applicants are to indicate the training programme schedule and the training period.

### **2.4 Programme Scope and Training Objective/s**

This is a detailed account of the knowledge and skills that are relevant to the training needs of the trainee that will participate in the programme. It should include the training activities, learning content and/or methods implemented to achieve the training objectives (acquiring knowledge, skills and competences following completion of the training programme), and the sequence of the training activities over a specified period of time.

**Training Objectives** describe the set of knowledge, skills and/or competence that an individual should acquire following completion of the training programme.

The Benefits describe the return on the training investment for both the undertaking and the employee/Trainee.

### **2.5 Training Evaluation & Certification**

The training evaluation method refers to the methodology adopted by the trainer/training organisation to determine whether the training objectives are achieved. With respect to training certification, either the certificate of attendance or the certificate of achievement/competence needs to be submitted by the training provider. Certified true

copies of original certificates must be submitted to the TAF unit for payment of training grants.

## **2.6 Timetable of training programme**

This is to include the start and end time of the training programme, the duration allocated for breaks, the total training hours (exclusive of break times) for each of the Topics/Modules making up a training programme. Information is also to be provided on the trainers name for each particular module and the venue for training.

## **Section 3 - Trainers' Particulars**

This section describes the details pertaining to the Trainer/s delivering the training programme for which the application is being submitted. If more than one Trainer/Instructor is involved in the training programme, please provide details for each trainer, using separate sheets.

The "Train the Trainers" training programme is provided free of charge by the Corporation. However, undertakings may opt to use other service providers, provided that the training programme is approved by the Corporation in respect of both content and duration.

In the case of in-house trainers, all trainers would need to have been employed with the undertaking for at least the probation period, and where there is no probation period for at least six months before the start date of training. In the case of non-graduates, documented evidence/declaration needs to be shown that he/she has the relevant experience, together with Train the Trainer qualification or equivalent. Vide 2.2.1. Eligibility Criteria (para. h)

## **Section 4 – Consultancy services in the form of Training Needs Analysis**

In order to obtain maximum benefit from a training programme, it is recommended to determine what is most essential and beneficial to the undertaking and the staff. To this end the undertaking may make use of a consultant to assess who should be trained in what and how. The services related to the analysis of training needs should establish:

- Who should be trained? – identification of staff needing to be trained;
- Which training is needed? – the training objectives that need to be satisfied through the training intervention;
- Why is training needed?;
- What are the benefits for the undertaking and the employee; and
- How the training should be delivered?

The analysis should determine the most suitable training programme to meet the identified needs and also to evaluate training on completion. The consultant shall not be an employee of the employer claiming the aid and is to be qualified in the area for which consultancy is being sought (in training).

Consultants must hold a relevant qualification related to the area of Training being considered. Following the successful completion of the training programme the applicant organisation is to present the original invoice and receipt or equivalent (i.e. receipted invoices where applicable) and copy of the report prepared by the Consultant or the Consulting organisation.

## **Section 5 – Details of Participants**

Within this section, applicants need to provide details of employees participating in the training programme that is covered by this application.

For the purpose of this application form a migrant is defined as a person who moves to a country other than that of his/her usual residence for a period of at least a year (12 months), so that the country of destination effectively becomes his or her new country of usual residence.

## **Section 6 - Travel Arrangements and Expenses**

Details of Travel arrangements applicable when the trainer is not resident in Malta or a training programme is being conducted outside Malta, in which case the Trainees would need to travel for training.

## **Section 7 - Estimated cost of Training Programme: Eligible costs**

The eligible costs that are reimbursable under a training aid project shall be:

- (a) trainers' personnel costs;
- (b) trainers' and trainees' travel expenses,
- (c) consultancy services in the form of Training Needs Analysis with regard to the training project
- (d) trainees' personnel costs

### **a) Trainers' Personnel Costs**

The costs and/or fees of the external trainer will be based on the full rate charged by the trainer, while the cost of the in-house trainer will be based on the full hourly wage cost multiplied by the duration in hours of the training programme. Trainer costs will be calculated at a pro-rata basis depending on the number of trainees that attend the training programme in proportion to the total number of trainees for which an application has been submitted.

Hourly wage costs = (Annual Salary+ Employer's NI Contribution) / Number of Annual Basic Hours.

### **b) Trainers' & Trainees' Travel Expenses**

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The expenses involved are those connected to travel relating to trainer or trainee/s. This is applicable when the Trainer is required to come over to Malta to deliver training and / or when the Trainees need to go abroad to participate in training.

#### Eligible Travel Expenses

1. The shortest and most economical routes and means of transport are to be used;
2. Only **economy** class travel is allowable;
3. Costs covered limited to travel from port/airport to place of accommodation/training venue and vice versa. In this case, only public transport costs are reimbursable (i.e. train, tram, buses, etc.);
4. Cost of seat reservations and transport of necessary luggage as well as supplements for special fast trains will be reimbursed on production of the relevant tickets and/or vouchers.

In order to obtain reimbursement of travel expenses, original boarding passes for which reimbursement is being claimed shall be sent to the ETC, together with the original invoice and receipt or equivalent (including receipted invoices where applicable). Documentation is to show cost and proof of expenditure. The applicant must ensure that the fare is shown on the tickets, or else provide the relevant invoice/receipts.

If travel arrangements are not finalised at time of application please indicate approximate costs. However, it is important to note that the grant will be accurately calculated on real incurred expenditure that is supported by original invoices and receipts and documentation specified in the TAF documentation. The final grant payable shall never exceed the amount agreed to in the Grant Agreement.

**All expenses expressed in a currency other than Euro shall be converted at the reference rate as published by the Central Bank of Malta on the date of application for Training Aid.** This can be checked at: [http://www.centralbankmalta.org/site/rates\\_other.asp](http://www.centralbankmalta.org/site/rates_other.asp)

An “**Application for Reimbursement of Travel Expenses**” form is to be submitted upon successful completion of Training Programme on the pre-scribed form.

**Ineligible Travel expenses for which claims will not be accepted**

1. Commuting from place of accommodation to training venue and vice versa;
2. Taxi fares;
3. Accommodation;
4. Subsistence or other allowances.

**c) Consultancy services**

Consultancy services are only considered eligible if these costs are incurred for Training Needs Analysis services related to the analysis of training needs, programme design and evaluation of training. Where the cost of consultancy is being claimed for, a copy of the report is to be submitted to the ETC together with the original invoice and receipts or equivalent (including receipted invoices where applicable).

The service provider shall not be an employee of the employer claiming Aid and is to be qualified in the area for which Training Needs Analysis services are being sought.

The eligible cost for Training Needs Analysis services fees cannot exceed 50% (up to a limit of €2,500) of the costs incurred. In this instance the aid intensity will be calculated on this amount (i.e. on the 50% of the eligible costs). VAT is not an eligible cost.

**d) Personnel costs relating to the employee**

These are the wages paid to the employee participating in the training for the duration of the training programme, including Social Security contributions. Only those hours during which the trainees actually participate in the training, after deduction of any productive hours, may be taken into account. The amount claimed for personnel costs cannot exceed the amount of the other eligible costs i.e. in all instances the total of personnel costs cannot exceed the **total amount of the other eligible costs referred to in points (a) to (c)**. In this context, it is not possible for an application to cover only personnel costs relating to the employee.

**Note: -**

- (1) 'Wage cost' means the total amount actually payable by the applicant of the aid in respect of the employment concerned, comprising:
  - (a) the gross wage, before tax;
  - (b) the compulsory contributions, such as social security charges;
  
- (2) Budget to be supported by quotations/workings as necessary at application stage

(3) Hourly Wage costs are calculated as follows:-

**Eligible staff costs = hourly rate \* number of hours worked on the Training operation**

Where, **hourly rate** = 
$$\frac{\text{Annual Salary}^{[1][1]}}{\text{Total number of hours worked in a year}^{[1][2]}}$$

Where, **Number of hours worked on project** must be supported by time sheets and attendance sheets and regular reports by the trainers on the progress achieved. If the staff members work part-time, or leave during the year, the reduced number of hours should be worked out.

<sup>[1][1]</sup> Annual Salary can include the employer's national insurance and statutory bonuses

<sup>[1][2]</sup> Number of weeks in a year \* number of working days in a week – (vacation leave + public and national holidays not falling either on Saturday or Sunday) \* number of hours worked each day, e.g. (52 weeks \* 5 days) – (24 days leave + xx days public holidays) \* 8 hours = xxxx hours worked in a year.

**Section 8 - Declaration**

The applicant signing the declaration must have the relevant authority to carry out this transaction on behalf of the applicant Beneficiary.

If the information given in the application is found to be false or deliberately misleading, any EU funds awarded may be withdrawn and any funds paid may be recovered from the applicant who completes this Declaration.

**Section 9 - Checklist of attachments**

**The applicant must ensure to include as annexes all the necessary documents mentioned throughout these guidance notes. For ease of reference, please refer to list provided hereunder.**

- Size Declaration (As applicable. Form may be downloaded from [www.etc.gov.mt](http://www.etc.gov.mt))
  - Justification Notes related to Quotations
  - Copy of 'Train the Trainer' Certificate or equivalent (consult TAF Unit as to what qualifications are acceptable)
  - Copy of Qualifications pertaining to Trainer/s or signed declaration (C.V.) of Trainer's experience
  - Declaration of Trainer/s' Experience
  - Consultancy – Training Needs Analysis
  - Quotations for consultancy (Training Needs Analysis) Services
  - Employment license related to Trainers/consultants where applicable)
  - Financial Identification Form (See Annex 1)
- Any additional sheets attached by applicant.

## Annex II – Eligibility of applications

<b>ELIGIBILITY CHECK</b>	<b>Is application eligible?</b>	
	<b>Yes</b>	<b>No</b>
<b>Verification of Eligibility of Application</b>		
<p><b>a. Complete application?</b></p> <ol style="list-style-type: none"> <li>1. Particulars of employer</li> <li>2. Contact person provided</li> <li>3. Training programme</li> <li>4. Type of Training</li> <li>5. Trainer's particulars</li> <li>6. Trainee's details</li> <li>7. Budget (supported by quotations/workings)</li> <li>8. Declaration</li> </ol>		
<p><b>b. Beneficiary</b> Does the applicant fall within the definition of undertaking?</p>		
<p><b>c. Eligible economic activities</b> Is the work of the applicant related to the eligible economic activities?</p>		
<p><b>d. Eligibility of territory</b></p> <ol style="list-style-type: none"> <li>1. Is the employer and employee located in the Maltese Islands?</li> <li>2. Does the trainee have a regular engagement form with the employer?</li> </ol>		
<p><b>e. Training Objectives</b> Training Objectives are in line and relevant to Company</p>		
<p><b>f. Training Programme</b></p> <ol style="list-style-type: none"> <li>1. Detailed content</li> </ol>		

2. Relevance of contents to objectives
3. Sequence of training

**g. Training Outcomes**

1. Detailed Learning outcomes for trainees
2. Evaluation method

**h. Trainer**

- 1
  - . Details of trainer/s
- 2
  - . Trainer's requirements as per guidelines for employers

**i. Trainee status**

- 1 The trainee is employed with the applicant organisation on an indefinite contract;
  - .
- 2 The trainee is employed with the applicant organisation on a definite contract of :
  - .
    - At least three months' duration if the trainee is to pursue general training
    - At least twelve months' duration if the trainee is to pursue specific training
- 3 If trainee is a part-timer (as primary employment), the trainee is employed for at least twenty hours per week.
  - .

**j. Maximum Aid grant allowable in any one year to any one undertaking**

The maximum public aid per undertaking in any one year is set at €250,000.

**Maximum Aid per trainee**

- k.** The maximum public aid per trainee in one year is set at €4,000. This amount can be increased to €10,000 in cases of training programmes of MQF level 5 or higher.

**Annex III – Application form**



Aid Schemes part-financed by the European Union  
European Social Fund (ESF)  
Co-financing: EU Funds, National Funds, and Private Funds



***Investing in your future***