

JobsPlus – Training Pays Scheme

Last revision: 18/11/2020

Scheme Objective

The Training Pays Scheme, forms part of the ESF.01.001 – Training for Employment Project and it aims to assist individuals to develop and/or improve their skills by participating in further off-the-job education and training.

The scheme offers assistance in the form of a training grant to aid participants with costs relating to training. This grant will be awarded to the individual (trainee) after successful completion of their training.

Eligibility

The Scheme is open to applicants who have completed compulsory schooling up to 64 years of age. In the case of persons under 25 years of age, they must not be participating under the Youth Guarantee NEET Activation Scheme II. Individuals whose primary employment is self-employment are not eligible.

Training

Prospective participants may apply for any Training Programme as long as the course is:

- not offered by Jobsplus;
- offered by a licensed Training Institution (provider must be licensed by NCFHE*);
- pegged between MQF level 1 to 5.

*exceptions may apply in accordance to SL. 327.433 – Further & Higher Education (Licensing, Accreditation & Quality Assurance) Regulations

Other General Rules

- Applications must be received at least 2 weeks prior to the course start date.
- Minimum cost of training (excluding VAT) is €100.

Training courses offered by the company employing the applicant would not be eligible. Only full qualifications and awards can be accepted. Claims for a module which forms part of a qualification or award cannot be accepted.

Grant

Grant shall be equivalent to 75% of the direct training cost excluding VAT but will not exceed the maximum amount of €1,000. The minimum threshold for an application to be accepted will be set at €100. Grant will be reimbursed directly to the participant after successful completion of training and upon presentation of an invoice and an official receipt of payment together with a copy of the certificate and/or transcript denoting successful completion issued by the Training Institution.

Training costs shall mean Tuition fees, Training Material, Registration fees and Examination fees paid by the applicant. Non-eligible costs include seminars or conferences, online courses (that are delivered by unlicensed Training Institutions and do not lead to an accredited certification) and SEC / MATSEC examinations. In circumstances such as the CELTA or TEFL Courses, persons who are already employed as teachers or have a related teaching occupation with an English Language School may not apply for funds under the Training Pays Scheme.

Kindly note that payment of registration fees, administration fees, early booking fees or similar costs, invoices and receipts cannot be dated prior to the Training Pays application date.

Applications will remain open until the 30th March 2023 subject to availability of funds. End of course date shall not exceed the 30th June 2023. Applications for Subsidy will be approved on a first come first served basis.

For an individual to claim assistance under this Scheme, s/he must not benefit or claim the same training cost in part or in full from any other source (ESF or national funds). Should an individual be found claiming such funds from other sources, s/he will automatically be ineligible for the Training Pays Scheme grant. Under those circumstances where a payment would have already been effected, Jobsplus reserves the right to seek refund.

Application Forms

Interested applicants are invited to apply using the appropriate application form which is available: online, from the TPS Unit within Jobsplus Training Complex or Jobsplus Job Centres.

The fully filled in and originally signed application form together with all documentation must be presented to Jobsplus at least two weeks prior the course start date.

Applications may be submitted by hand between 08:30hrs and 12:30hrs at Jobsplus TPS Unit, Training Complex Hal Far or at any Jobsplus Job Centre. Applications may also be sent by registered mail along with the following documents:

- Quotation or cost of training
- Training programme (syllabus or outline)
- Training Schedule
- MQRIC letter of recognition (where applicable)

Formal confirmation of the grant to successful applicants will only be issued if the applicant provides all necessary documentation and is confirmed eligible by Jobsplus' Evaluation Committee. When evaluating applications Jobsplus reserves the right to request additional information or documentation. The Corporation may also seek further guidance from the relevant Authorities.

The TPS Scheme is part-financed under the ESF Operational Programme II of 2014-2020. Preferably, funds for eligible applications are to be claimed by the 30th October 2023.

Form

Application form may be found below:

- [Application Form](#) - EN
- [Application Form](#) - MT

Re-imbusement of training grant

Participants who successfully complete their training are requested to send the below listed documents to the Training Pays Scheme Unit within 4 calendar months following course end date:

- Invoice/s issued by the Training Institution
- Original receipt/s issued by the Training Institution confirming full payment of training course
- Copy of Certificate issue by the Training Institution
- Original copy of the Financial Identification Form [[Click here to download](#)]
- The following three questionnaires



- Annex 1 - Data on Participant form [[Click here to download](#)]
- Physical Check Questionnaire [[Click here to download](#)]
- Employment and Training Questionnaire [[Click here to download](#)]

Please be reminded that the grant can only be issued if the training is successfully completed and leads to a Certificate. The invoice/s and original receipt/s of payment for the training provided should be in the participant's name. If at reimbursement stage, it transpires that payment in part or full has been made prior to the application, the request for reimbursement will be considered as not eligible.

Jobsplus reserves the right to seek additional documentation prior to processing any claims for reimbursement.

Original documents should be sent to:

Jobsplus, TPS Unit, Training Complex, Hal Far Road, Hal Far, BBG 3000