

**Guidelines to the application for
Jobs Plus funding through the
INVESTING IN SKILLS (IIS) SCHEME 2021 – 2027
For the
Award in NGO Management Programme**

Note: This guideline document explains how the Investing in Skill Scholarship Scheme can be applied for the Award in NGO Management Programme offered in Advenio eAcademy and the final decision on the selection relies on Jobsplus Team.

Advenio eAcademy

Established in 2013, Advenio eAcademy is a Further & Higher Education Institution (FHI) based in Malta, (MFHEA Licence number: 2013-FHI-006) which caters for an international clientele of discerning educational service providers and learners.

Advenio eAcademy provides the opportunity to embrace a virtual campus which allows for the development and deployment of state-of-the-art educational and training programmes that really add value to the students. These programmes are designed to meet the needs of the adult learner, typically balancing work, study and personal commitments. The online programmes provide the flexibility to facilitate participation.

Award in NGO Management (10 ECTS: EQF/MQF Level 5)

The Award in NGO Management (EQF/MQF Level 5 - 10 ECTS) is an online programme designed to assist Voluntary Organisation officers and staff in meeting the challenges of managing an organisation. It aims at improving their capacity to increase their social impact, achieve their goals, and be sustainable over time. The programme provides details of core concepts and theories that apply and most importantly, it offers a pragmatic perspective for their implementation within the NGO environment. The programme includes five modules of 2 ECTS credits each.

- Fee for full Award programme: Eur 1,200
- Duration of full programme: 14 weeks – 75 contact hours – 250 study hours

Employer Initiating Applications under IIS Scheme

Step 1: Complete AeA Employer Application Form for Programme Registration

From the Advenio eAcademy website, the employer can select the application links for registration of participants to the Award in NGO Management (10 ECTS: EQF/MQF Level 5) programme. Link: <https://forms.office.com/e/2MWdHeJD8H>

The purpose of these forms is to collect basic corporate information such as company name, contact and email address & mob number, and VAT number. We would also require details on the participants to be enrolled in the programme/courses, typically: Name and surname, email address, education level and the programme / course subject modules selected. In one group a maximum of 10 members can be included.

Step 2: AeA Processing of Application

Advenio eAcademy will evaluate the details submitted and will refer back with instructions related to the number of applications that the employer must complete on the JobsPlus IIS scheme. The training programme and relevant training schedule will also be provided by Advenio eAcademy as these documents then need to be uploaded to the Jobs Plus website during the IIS Application stage.

Step 3: Completion of IIS online application form

Employers need to complete the IIS Application form available in the Jobs plus website. <https://jobsplus.gov.mt/iis/iis-open-calls> Form Link: <https://form.jotform.com/232364167952360>

The screenshots on the information requested in the application are included in the Appendix.

Step 4: The programme will commence on 15th April 2024 online in the elearning platform of Advenio eAcademy. Login credentials will be distributed followed by payment of the programme fee.

eLearning platform Link: <https://elearn.aea.academy/>

During the implementation of the programme or individual course module, students are required to provide evidence of their participation by taking minimum of 10 screenshots while on the elearning platform showing the time and date of the system.

After the successful completion of the programme, the Employer may apply for the refund of the relevant costs for those students that completed the programme / individual course modules. To complete the refund application, a number of documents need to be submitted. achieved the certificates can apply for remuneration from the IIS team by submitting the documents listed in IIS Reimbursement Stage 3.

The certificates & the Attendance Sheet will be provided from Advenio eAcademy.

Other documents available are listed in the Official Website of IIS: <https://jobsplus.gov.mt/iis/iis-open-calls>

Appendix

Section 1: Profile of the Applicant Applying for Training Aid

The profile of the Employer need to be included here and you can select the appropriate Entity.



INVESTING IN SKILLS (IIS) SCHEME 2021 - 2027

APPLICATION FORM

iis.jobsplus@gov.mt
+356 2220 1300

SECTION 1: PROFILE OF THE APPLICANT APPLYING FOR TRAINING AID

Legal Name of Entity *

Type of Entity *

- | | |
|--|--------------------------------------|
| <input type="radio"/> Company | <input type="radio"/> Self-Employed |
| <input checked="" type="radio"/> Non-Governmental Organisation (NGO) | <input type="radio"/> Social Partner |
| <input type="radio"/> Joint Venture | <input type="radio"/> Association |
| <input type="radio"/> Foundation | <input type="radio"/> Partnership |
| <input type="radio"/> Co-Operative Society | <input type="radio"/> Other |

Non-Governmental Organisation (NGO):

The following documents will be requested in Section 4:

- In case of declared economic activity, the **latest annual accounts** as submitted to the Commissioner for Voluntary Organisations.
- Declaration** signed by the Administrator, which declaration is to list the appointed administrators, at the time of application submission, including their Designation, Title, Name, Surname, and Identity Card/Passport Number. Furthermore, the declaration is to list any investment capital by any other commercial partnerships and investments that the applicant Non-Governmental Organisation might have in any other commercial partnerships.
- The **Compliance Email** from the Office for Voluntary Organisations.



Vat Number *

MT12345678

in case VAT Exemption specify the reason

Voluntary Organisation No. *

PE Number *

Insert N/A if Applicant entity does not have a PE Number e.g. Self-Employed without employees

DETAILS OF CONTACT PERSON

(person signing on behalf of the Entity)

Name & Surname: *

Designation: *

ID Card Number: *

Primary Contact Number *

Secondary Contact Number

Contact Person - Primary Email *

example@example.com

Please confirm your email by typing it again.

Contact Person - Secondary Email

example@example.com

Is the contact person directly employed with the Entity? *

Yes

No



Address of Applicant Entity *

Street Address

Street Address Line 2

City/Town

Island

Post Code

DETAILS OF DELEGATED PERSON 1

(if different from the Contact Person)

Name & Surname:

Designation:

ID Card Number:

Office/Work Mobile Number:

Contact Email:

example@example.com

Is the Entity engaged in an Economic Activity? *

Yes

No

Size of the Entity *

Micro

Small

Medium

Large

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Section 2: Details of Training Programme

The details of the training programme need to be included in the requested format. The programme specific information is included in blue color for your reference. The training Programme Template and the schedule will be provided by the Advenio eAcademy.

SECTION 2: DETAILS OF TRAINING PROGRAMME:

Information must match the Training Programme filled by the training service provider.

The **Training Programme Template** and the **Training Schedule** must be submitted as attachments to the Application Form. These can be accessed via these links or from the **IIS Webpage @ Jobsplus**

Training Programme Title *

Award in NGO Management

Name of Training Service Provider *

Advenio eAcademy

Personal objective/s in sending trainee/s for training *

Insert the reasons why these specific trainees are being sent for this training programme.



Type of training *

- Classroom Style Training
- E-Learning Online Training (Live Sessions)
- E-Learning Online Training (Self-Led)
- Distance Learning

Is the Training Programme Accredited? *

- Yes No

Is training being carried out to comply with National Mandatory Standards on Training? *

- Yes No

Start Date of Training *

15/04/2024

Application must be submitted at least 7 days before the start of the training

End Date of Training *

22/07/2024

End Date of Training can't be prior the Start Date of Training

Duration in hours per trainee (EXCLUDING BREAKS): *

75

The duration of training must be the same for all trainees

Total Number of Groups *

e.g., 2

Multiple groups can be done instead of multiple application

Total Number of Trainees *

e.g., 2

Max 10 participant per group

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The IIS application needs to be completed before 1st April 2024 as the programme commences on 15th April 2024.

Section 3: Cost Estimation

The following is the sample cost estimation of 1 group of 1 employee with 75 contact hours claimed for a **MICRO/SMALL** organisation. You can select the appropriate field applicable in the cost estimate.

SECTION 3: ESTIMATED COST OF TRAINING PROGRAMME:

Category A - Are External Trainers' Costs Being Claimed? *

Yes No

Category B - Are Trainees' Personnel Costs Being Claimed? *

Yes No

Category C - Are Trainers' & Trainees' Flight Expenses Being Claimed? *

Yes No

SAMPLE

Training Programme: Award in NGO Management

Training Service Provider: Advenio eAcademy

Nature of Expense	Total Cost
Category A - External Trainers' Costs:	€2,118.75
Category B - Trainees' Personnel Costs:	€0.00
Category C - Trainers' & Trainees' Flight Expenses:	€0.00
Categories A to C total amount:	€2,118.75
Co-financing rate:	70%
Categories A to C co-financing amount: €1,483.13	

The following is the sample cost estimation of 1 group of 1 employee with 75 contact hours claimed for a **MEDIUM** organisation.

SECTION 3: ESTIMATED COST OF TRAINING PROGRAMME:

Category A - Are External Trainers' Costs Being Claimed? *

Yes No

Category B - Are Trainees' Personnel Costs Being Claimed? *

Yes No

Category C - Are Trainers' & Trainees' Flight Expenses Being Claimed? *

Yes No

SAMPLE

Training Programme: Award in NGO Management

Training Service Provider: Advenio eAcademy

Nature of Expense	Total Cost
Category A - External Trainers' Costs:	€2,118.75
Category B - Trainees' Personnel Costs:	€0.00
Category C - Trainers' & Trainees' Flight Expenses:	€0.00
Categories A to C total amount:	€2,118.75
Co-financing rate:	60%
Categories A to C co-financing amount: €1,271.25	

The following is the sample cost estimation of 1 group of 1 employee with 75 contact hours claimed for a **LARGE** organisation.

SECTION 3: ESTIMATED COST OF TRAINING PROGRAMME:

Category A - Are External Trainers' Costs Being Claimed? *

Yes No

Category B - Are Trainees' Personnel Costs Being Claimed? *

Yes No

Category C - Are Trainers' & Trainees' Flight Expenses Being Claimed? *

Yes No

SAMPLE

Training Programme: Award in NGO Management

Training Service Provider: Advenio eAcademy

Nature of Expense	Total Cost
Category A - External Trainers' Costs:	€2,118.75
Category B - Trainees' Personnel Costs:	€0.00
Category C - Trainers' & Trainees' Flight Expenses:	€0.00
Categories A to C total amount:	€2,118.75
Co-financing rate:	50%
Categories A to C co-financing amount: €1,059.38	

The calculation of the above are based on the following standards. Our course modules/programmes fall under Category A.



Note:

- Category A - External Trainers' Costs are based on a Standard Scale of Unit Cost of €28.25 per trainee per hour.
 - Category B - Trainees' Personnel Costs are based on a Standard Scale of Unit Cost of €5.55 per trainee per hour.
 - Category C - Trainers' & Trainees' Flight Expenses are calculated as per Erasmus+ Distance Calculator per numbers of Trainees/Trainers travelling.
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Section 4: Uploading required documentation

The training programme and the training schedule need to be uploaded here. These will be sent to the Employer by Advenio eAcademy via email on submitting initial registration.


SECTION 4: REQUIRED DOCUMENTS:

Training Programme *


Browse Files
Drag and drop files here

Only PDF can be uploaded

Training Schedule *


Browse Files
Drag and drop files here


Only PDF or Excel can be uploaded. 1 schedule is required per each group



Non-Governmental Organisation (NGO) *

- In case of declared economic activity, the latest annual accounts as submitted to the Commissioner for Voluntary Organisations.
- Declaration signed by the Administrator, which declaration is to list the appointed administrators, at the time of application submission, including their Designation, Title, Name, Surname, and Identity Card/Passport Number. Furthermore, the declaration is to list any investment capital by any other commercial partnerships and investments that the applicant Non-Governmental Organisation might have in any other commercial partnerships.
- The Compliance Email from the Office for Voluntary Organisations


Non-Governmental Organisation (NGO) *



Browse Files
Drag and drop files here

Only PDF can be uploaded

Others



Browse Files
Drag and drop files here

Only PDF can be uploaded

Comments

Section 5: Declarations

SECTION 5: DECLARATIONS:

Declarations *

- I confirm and accept that for all intents and purposes, I am the legal and authorised person appointed by the entity to act on behalf of the Applicant for the purpose of this scheme and will be held fully and personally responsible both towards Jobsplus and the Applicant for ascertaining such authority.
- The undersigned and any delegated persons confirm that they have read and agree to abide with the terms and conditions defined in the Investing in Skills Guidance Notes, as per applicable (current) versions as at date of submission of the Investing in Skills application form and that the Applicant is not subject to any recovery of funds in Malta and also in any other Member State.
- I hereby declare that no funds invested in the Project by the Undertaking, NGO or Social Partner are of illicit origin, including products of money laundering or linked to the financing of terrorism and declare that the applicant entity is not considered an 'Undertaking in Difficulty' as per Commission Regulation (EU) No 651/2014 of 17 June 2014.
- I understand that reimbursement will be calculated on the hours listed on certified attendance sheets, when using the IIS Standard Scale of Unit Costs. The final grant payable shall never exceed the amount agreed to in the grant agreement, per cost component and will be reimbursed only if all conditions outlined in the Guidance Notes have been observed.
- I confirm that the application was submitted in full, together with supporting documentation are correct and if found to be incorrect, the application may be rejected. I also agree that by submitting this application, I am hereby giving my consent for the publication of information related to our participation in the Investing in Skills (IIS) Scheme.
- Personal information provided in this form will be processed in accordance with the Data Protection Act, Cap 586 of the Laws of Malta and the General Data Protection Regulation (EU/679/2016) and shall be treated in confidence. I also understand that Jobsplus Monitoring Officers will conduct unannounced monitoring visits on a sample basis to ensure that training is ongoing as per application submitted. Monitoring officers could conduct telephone recorded monitoring checks to have the necessary assurance that the training depicted in the respective Application Form has been affected in relation to the Grant Agreement.
- I understand that under no circumstances can the IB reimburse more than 10 trainees per group for the same training under IIS, irrespective if these claims derive from separate and unrelated Beneficiaries as indicated in Section 2.5 of the IIS Implementation and Guidance Notes.
- I understand that in the case of online learning, periodical screen shots of the on going training session/s where trainees, dates and timings are clearly identifiable are to be presented at reimbursement stage.
- Through this declaration the undertaking confirms that it has not benefited and will not seek aid directly or indirectly from any Scheme/Project for the same training programme provided to the same employees and for any other cost component being claimed including from IIS. The Applicant is fully aware that costs claimed under Investing in Skills cannot be claimed from any other source.
- I also authorise Jobsplus to make enquiries with the Malta Association of Credit Management to verify any information submitted in connection with this application and make enquires with competent Authorities local or foreign to verify any information submitted in connection with this application.
- I also declare that training is not being delivered by entities where subcontracted trainees are deployed.

Confirmation *

- Applicant is not in an exclusion situation in accordance with Article 136(1) and Article 141(1) of 2018/1046 of the Financial Regulation and CPR Article 73(2).
- Eligibility criteria for Selected Operation is implemented in line with: a) The Charter of Fundamental Rights of the European Union. b) The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).

Consent *

- By ticking this box, you acknowledge and give consent to Jobsplus to transfer your personal data to Jotform Inc as outlined in this clause 5 of our Data Processing Policy Note and this, strictly and solely for the purpose set out in clause 2 of this Note.

Consent *

- By ticking this box, you acknowledge and give consent to Jobsplus to transfer your personal data to Jotform Inc as outlined in this clause 5 of our Data Processing Policy Note and this, strictly and solely for the purpose set out in clause 2 of this Note.

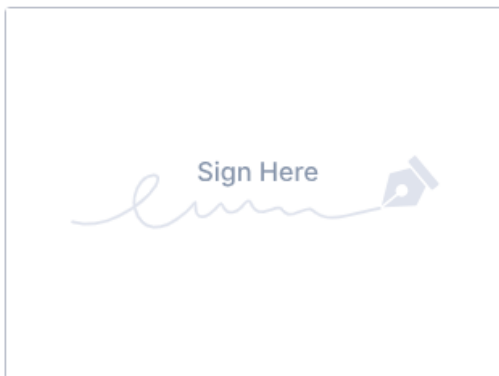
Contact Person's Details (person signing on behalf of the Entity):

Name & Surname:

Designation:

ID Card Number:

Contact Person's Signature *



Clear



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Submit

After Submitting the above Application, a copy of this will be shared with the Jobsplus Team.