

ETC



EMPLOYMENT & TRAINING CORPORATION

Training Aid Framework

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Executive--Training Aid Framework
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EMPLOYMENT & TRAINING CORPORATION

Training Aid Framework

Operational Programme II
Empowering People for more jobs and better quality of life
Cohesion Policy 2007 -2013

Priority Axis 2 – Investing in the Employability and Adaptability
of the Workforce

Training Services Division at ETC
Training Aid Framework Unit
March 2009



Training Aid Framework

Cohesion Policy 2007 -13 – OP II - ESF



Managed by the Training Services Division - Employment and Training Corporation

Duration: Ends June 30th 2013

State Aid regulation applicable:

- Training Aid Block Exemption

Target group: All Undertakings – employers, including self-employed from all sectors with the exclusion of Agriculture, Fisheries and the Public sector entities

Total budget envisaged: € 10,758,200

Training Aid Framework

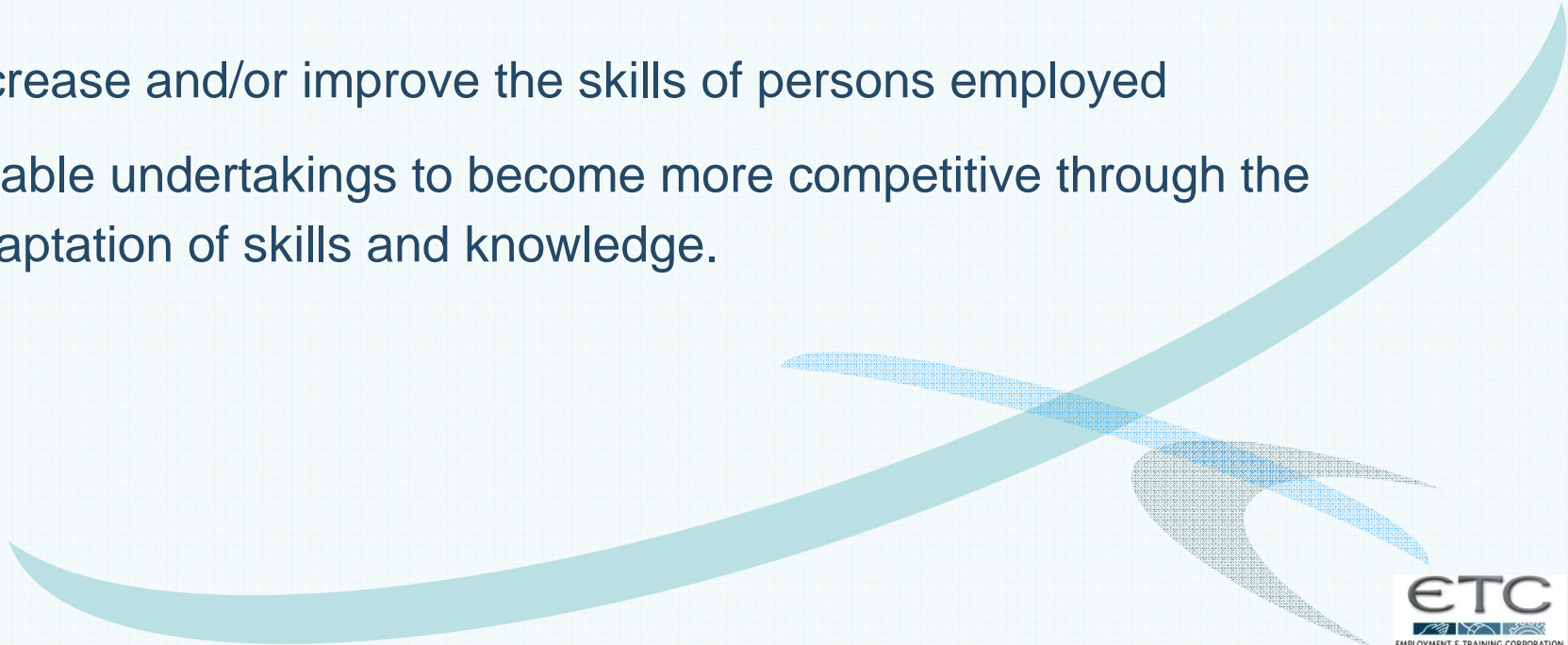
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Scope of the Aid Scheme

The Training Aid Framework is intended to:

- Promote access to training of persons actively participating in the Maltese Labour Market.
- Increase and/or improve the skills of persons employed
- Enable undertakings to become more competitive through the adaptation of skills and knowledge.



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Employer

Employer/undertaking shall mean all private entities with one or more employees; and self employed persons.

The Trainee

A Self-employed person (primary employment); or

A Person employed with the undertaking on an indefinite or definite contract as either full-time and or part-time employees

Definite contract

- The contract must be of at least three months for General training
- The contract must be of at least twelve months for Specific training

Part-time employees (primary employment)

- Aggregate number of hours must exceed twenty hours a week.

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The **Trainer** must:

Be either a graduate in a related subject and would have been employed with the undertaking for at least 6 months. Ideally also have a “Train the Trainer’s” Certificates;

or

- Have an aggregate of at least two years’ work experience in the subject/area for which training is being provided, **and** must show evidence of experience together with having successfully completed a “Train the Trainers’ programme or equivalent.

If the Trainer is not a Maltese citizen, the employer is to abide with the conditions and or regulations applicable.

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The Categories of Training (1)

- General Training – training involving tuition which is not applicable only or principally to the employee's present or future position in the undertaking, but which provides qualifications that are largely transferable to other undertakings or fields of work and thereby substantially improve the employability of the employee.

eg:

- Jointly organised by different undertakings or where employees of different undertakings may avail themselves of the training
- 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

EU Commission Regulations Section 8 Article 38 (800/2008)

Note: In cases where

- Public procurement regulations applicable have not been adhered to by the applicant undertaking and where the Specific or General Character of the training Aid project cannot be established the aid intensities applicable to specific training shall apply.

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The Categories of Training (2)

- Specific Training – shall mean training involving tuition directly and principally applicable to the employee's present or future position in the assisted undertaking and providing skills which are not or only to a limited extent transferable to other firms or fields of work.

EU Commission Regulations Section 8 Article 38 (800/2008)

General and or Specific Training can be delivered either on-the-job and or off-the-job, i.e. at a training institution or within other training institutions.

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Eligibility criteria:

Applications will be accepted and processed as and when submitted by Beneficiaries.

Eligible undertaking sends complete documentation

The training Programme

- Objectives are in line with the needs of the undertaking
- Relevant to the training needs of the trainee
- Needs to deliver the desired learning outcomes

Trainers need to be qualified and/or experienced in subject matter to be taught

The Trainee needs to be employed with the undertaking

* General principles of sound financial management are adhered to.

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Aid intensity will depend on the size of the undertaking and category of training

Size	General	Specific
Small	80%	45%
Medium	70%	35%
Large Enterprise	60%	25%

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Maximum Aid Grant **allowable** per Trainee and Enterprise

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 Professional and or Managerial qualification or higher - MQF (EQF) level 5 or higher, in which case the entitlement for any one trainee will be €10,000 per year.

The aid granted to one Undertaking in any one single calendar year is capped at €250,000

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	Eligibility of Training Costs	Eligible Rates
A	Trainer's Fees and/or Costs <u>External Trainer</u> <u>In-House Trainer</u>	100% of rate charged 100% of hourly wage cost
B	Trainer's/Employee's Travel Expenses	100%
C	Cost of Consultancy Services (guidance and Counselling) with regard to the trainee/s participating in the Training Programme	50% of costs incurred to a maximum of €2,500
D	The Personnel Costs Relating to the Employee	100% of hourly wage cost
Personnel costs relating to the employee (D) must not exceed the total cost referred to A to C.		

VAT is not an eligible cost..

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Eligibility of Training Costs (1)

A. The Trainer's personnel costs - wages or fees paid for the delivery of training.

Trainers

- External trainer (not employed by the employer applying for the training aid)
- In-house trainer, (an employee of the employer applying for the training aid.)

Personnel Cost

- The full rate (fee) charged by the trainer.
- The full hourly wage cost.

In both instances costs will be calculated at a pro-rata basis depending on the number of trainees that are being claimed for.

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Eligibility of Training Costs (2)

B. The trainer's and trainee's travel expenses

- If training involve overseas travel to and from Malta or vice versa.

C. Cost of Guidance and Counselling (consultancy) services with regard to the training

- 50% (up to a maximum of €2,500) of the costs incurred for consultancy services related to the training needs analysis, programme design and evaluation of training.
- The consultant shall not be engaged with the employer claiming Aid and must be qualified in the area for which consultancy is being sought.

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Eligibility of Training Costs (3)

D. The personnel costs relating to the employee

Wages paid to the trainees, including National Insurance Contributions paid by the employer.

- Covering the duration of Training
- Not applicable for training not delivered during the employee's normal working hours

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Procedure for Application

Claimants need to submit a signed completed application form together with all the relevant documentation, as indicated in the application form, at least three weeks in advance of date of commencement of training.

Submission of Final Claim for Training Aid:

Payment will be made upon demonstrated successful completion and presentation of relevant original receipts and documentation as specified in the application form, within three months of successful completion of training programme.

For payment purposes, training programmes to be reimbursed must end by no later than 30th June 2013.

Note: The Corporation reserves the right to refuse applications, once funds allocated for aid are exhausted

Thank you



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