

**ESF 3.234 - LEAP! Project**  
**Building the Future Together: Promoting Social Mobility**

**Traineeship Scheme Information Sheet**

One of the specific objectives of the LEAP! Project is to create occupational opportunities for vulnerable individuals, enabling their (re)adaptation to life in society, so as to manage more effectively their personal life through measures that will empower them. This document provides information relating to the LEAP! Project traineeship scheme, the eligibility criteria of host organisations, as well as the eligibility criteria for the project beneficiaries.

**Traineeship Scheme Details**

1. A minimum of 200 placements will be offered through this project;
2. Each trainee will be remunerated either a maximum of:
  - 2.1. €300 monthly, for a period of eight months, on a 40 hours per week basis; or
  - 2.2. €300 monthly, for a period of four months, on a 40 hours per week basis; or
  - 2.3. €150 monthly, for a period of eight months, on a 20 hours per week basis;
3. Each host organisation will be remunerated either a maximum of:
  - 3.1. €270 monthly, for a period of eight months, on a 40 hours per week basis; or
  - 3.2. €270 monthly, for a period of four months, on a 40 hours per week basis; or
  - 3.3. €135 monthly, for a period of eight months, on a 20 hours per week basis;
4. The traineeship schedule is to be monitored by the hosting organisation according to its needs and based on the framework set out in paragraph 2 and 3;
5. Placements will be allocated on a first-come-first-served basis in line with the eligibility criteria outlined below;
6. In the eventuality that particular skills are sought by potential host organisations, the latter are requested to contact the project administration team via e-mail outlining such skills. The project senior management, together with their respective teams, will be conducting a matching process in order to ensure that the host organisation is assigned an appropriate trainee with the skills requested;
7. Host organisations are to provide a mentor monitoring the trainee / trainees for the duration of the scheme;
8. The host organisation's mentor will be liaising with social mentors that will be appointed through the project so as to assess the beneficiary's progress;
9. The project's social mentor will assist the trainee in developing a skills passport that will be considered as an asset enabling the project beneficiary to enter the labour market;



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10. A trial period of one month will be allocated both to the trainees and the host organisations;
11. Each organisation interested in hosting a trainee through this project is requested to either:
  - 11.1 Option 1 - Register its interest to host a trainee / trainees that will be assigned through the project. In this case, the prospective host organisation is to inform the project administration by compiling the related "Application for Traineeship Beneficiaries Form – Option 1", or
  - 11.2 Option 2 - Identify an individual / individuals according to one of the criteria mentioned below. The prospective host organisation is to inform the project administration by compiling the related "Application for Traineeship Beneficiaries Form & Eligibility Criteria - Option 2". In such cases, a copy of the identity card of the potential traineeship beneficiary is to be attached to the application form;
12. There is a possibility that the trainee's use of public transport (to the host organisation / training venues) will be reimbursed through the project;
13. Certificates will be provided at the end of the traineeship scheme to all the successful project beneficiaries who complete the traineeship;
14. Training will be provided as required.

#### **Host Organisations - Eligibility Criteria**

1. Eligible host organisations include Government entities and local councils. Religious organisations and non-government organisations enrolled with the Commission for Voluntary Organisations as well as those falling under the exemption of the Ministry for the Family and Social Solidarity are also eligible to apply for this scheme;
2. Such organisations should not to be engaged in economic activity as defined in Article 107 TFEU – Notion of State Aid and Derogations.

#### **Traineeship Beneficiaries - Eligibility Criteria**

1. Early School Leavers and are registered unemployed (i.e. new labour market entrants) or inactive - Verification will be sought through the ETC as well through education institution who can confirm that the participant has not completed his/her studies at secondary level;
2. Teenage parents who are currently unemployed or inactive or are early school leavers. Verification will be sought through the ETC and the Social Security Department as a confirmation of parenthood;
3. Individuals older than 50 years of age, who are currently unemployed or inactive. Verification will be sought through the ETC and a copy of the ID card;



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4. Individuals recognised to be or to have been an addict in accordance with national law and are registered as unemployed or are inactive or are early school leavers. Verification will be sought through a recognized referring agency, copy of which needs to be in file;
5. Individuals who have not obtained their first regular paid employment since beginning a period of imprisonment or other penal measure. Verification will be sought through the ETC and the Corradino Correctional Facility;
6. Women who are inactive or have been unemployed. Verification will be sought through the ETC;
7. Individuals who are registered with any recognized entity as disabled individuals and who have a recognized physical, mental or psychological impairment and are inactive or registered as unemployed. Verification will be sought through the KNPD, Support Agency and ETC;
8. Individuals who have not attained an upper secondary educational qualification or its equivalent and who are inactive or registered as unemployed or risking long-term unemployment. Verification will be sought through the ETC and educational institutions who can prove that the applicant has not obtained a school leaving certificate;
9. Third country nationals who have obtained Maltese citizenship and are inactive or registered unemployed. Verification will be sought through the ETC. Additionally, proof that the migrants have the right permits to work in Malta needs to be in file;
10. Widowed individuals who are registered as unemployed. Verification will be sought through the ETC and the Social Security Department;
11. Migrant Women or Men who are currently inactive or registered as unemployed. Verification will be sought through the ETC. Additionally, proof that the migrants have the right permits to work in Malta needs to be filed.



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