student
placement
programme

# Fact Sheet

**SPP 2020**

The employer's call for participation was launched on February 20th, 2020 with the specific intent to assist employers with their early stages of planning for the summer period.

Students are placed in public, private and voluntary sector workplaces. The placements can start as early as the employer and the selected candidate/s arrive to by mutual agreement; however, students should be free from any end of year examination obligations. Employers and students are also free to discuss and agree on the expected delivery of working hours per week.

Government has established a maximum threshold of working hours that will be re-imbursed through the scheme, based on **11 weeks**, 30 hours per week and therefore a maximum of **330 hours**. Government co-sponsors **50%** of the salary for students temporarily employed in the private sector and **100%** of the salary for students temporarily employed in the public sector and NGOs.

Employers pay the National Insurance contributions in addition to statutory bonus, whilst no tax to be paid by the student since they do not exceed the threshold stipulated by the Government.

The rate of remuneration for 2020 is an hourly rate in the region of ~ €6.82. The actual rate will be established by the Student Maintenance Grants Board at a later stage. The students will work a 30-hour week and are entitled to pro-rata Vacation Leave and Sick Leave. They are also entitled to the pro-rata Government bonus.

Students eligible to participate need to be studying ICT or related subjects. The minimum entry level is for student that have completed 2nd year 6th Form (and awaiting examination results), as well as those students who have completed their 2nd year Diploma (and awaiting examination results). In both cases, students are requested to obtain written confirmation of this from their respective Educational Institutions. In addition, students studying at the University of Malta, MCAST, and various private institutions are also eligible subject to studying ICT or related subjects.

MITA
MALTA INFORMATION TECHNOLOGY AGENCY

Eligible employers are all those employers who can offer a meaningful ICT work experience to students, whether operating in the ICT industry or any other industry using technology.

**Overview of the Process**

MITA launched the programme on February 20th, 2020 by opening the call for participation for both employers and students. Registrations for both employers and students take place through MITA's website within a pre-determined time-frame.

Employers indicate to MITA their preferences in terms of number of students, course and course year. Employers fill in the e-Form with this information. Employers are also to fill in and sign a document which is to be attached to their e-form application. This document is:

- Letter of Intent;

**Kindly ensure that the correct information is provided in the above document and that it is duly signed in order to avoid complications further along in the process.**

Students register with MITA for the programme, also using an e-Form, submitting their CV and indicating any part-time experience or extra-curricular or voluntary activities.

MITA attempts to match students with employers on the basis of the indicated preferences (preference will be given to employer requirements at all times). MITA sends a list of students' details together with CVs to employers. Employers will review these potential candidates and may invite students to attend for an interview.

Employers decide on any placements, including the start date, duration and type of work on which the student will be employed.

Engagements and terminations are to be duly registered with ETC by the employers. Employers wishing to keep a student on for longer than originally planned must advise the ETC accordingly before the extension becomes effective.

As part of the Programme's evaluation process, both employers and students are to complete an exit interview at the end of the Placement. The Exit Interview is mandatory.

The re-imbursement process is simple and efficient, through the Claim Form provided by MITA. At the end of the placement the employers submit to MITA the relevant pay slip records and the Claim Form duly completed in order for MITA to process the re-imbursement.

## Assistance provided throughout the SPP

A number of components that provide value-add to both employers and students are as follows:

Placement Plans
The students and employers are guided with a plan/document that sets out the competency areas and objectives that will be expected throughout the duration of the placement.

Placements are segregated into three main streams:

1) Networks Practitioner;
2) Software/Applications Development Practitioner; and
3) Business Analyst.

These streams have been determined on the basis of the past placements that were offered by Employers in previous years. A Placement Plan has been created for each stream outlining the main technical competencies and transversal skills. The Plan will provide focus throughout placement for both students and employers.

## Mentoring

Mentoring will be fully assumed by the Workplace Mentor assigned by the employing company. However, should these Mentors feel that at any time it is appropriate to seek further assistance from MITA, MITA will offer further coaching by MITA staff to assist the student in obtaining a fruitful experience through the                                                                                                            programme.