
Letter of Intent 2020

Dear Employer,

Reference is being made to your request to benefit from the Student Placement Programme 2020 (SPP 2020), and subsequent correspondence with MITA on the subject of temporary employment of students throughout summer.

Your willingness to provide students with industry experience will help them to improve their employment prospects and bridge the gap between the worlds of study and work. Through this initiative students are placed for a maximum of 330 hours, working in the private and public sectors on ICT-related projects or services.

Since you are participating in the SPP 2020, you are kindly requested to fulfill and/or accept the following conditions:

- Student placements that will be co-financed shall be for a maximum of 330 hours (circa 11 weeks), as per our records commencing in July 2020 and terminating in mid-September 2019 (commencement and termination dates can vary due to variations in the completion of the students' selection process, but the term that is reimbursed will not exceed 330 hours (circa 11 weeks));
- Submit "Engagement" and "Termination" forms to JobsPlus;
- Throughout the term, you assign students ICT and ICT-related work; The placement that is being offered is clearly linked to the role description provided by MITA (Job Profile/ Placement Plan) which includes technical competences, soft skills, and development of personality attributes. The placement should be an introduction to working life within an ICT industry environment.
- The student's role within the organisation is to be made clear and the student shall be treated as an active member of staff. The placement is not to be used to fill a vacancy or as a means of job substitution, but to address possible future skills gaps.
- Students are to be provided with an induction and told how they are expected to dress, behave and interact in the workplace or when taking part in organisational activities outside the workplace.

- Pay students an hourly of ~ €6.82/hour. The actual rate will be established by the Student Maintenance Grants Board at a later stage;
- At the end of the term, you will present the Claim Form (a copy of which will be forwarded to you at a later stage) with an invoice to MITA for the reimbursement of the wages paid to the student(s) which invoice shall be accompanied by evidence of payment of wages made to the student;
- Pay National Insurance contributions in addition to statutory bonuses;
- The students are not expected to pay tax since they do not exceed the threshold stipulated by Government;
- Respect the students' entitlement to statutory vacation and sick-leave on a pro-rata basis. This will be the equivalent of 34.25 hours for Vacation Leave and 25 hours for Sick Leave;
- Have a relationship with the students which shall be governed by the Laws of Malta including the Employment and Industrial Relations Act Kindly also be aware of the following:
 - Success is celebrated and the student is to be provided with an enjoyable and positive work experience that encourages them and makes them more confident in their abilities and chances of career success.
 - Open and honest feedback on performance, attitude and technical skills acquisition will be given to the students in a timely, constructive and respectful manner. Areas of improvement will be identified and, if possible, advice on how to achieve this will be given.
 - Expectations are to be managed and the student is to be informed precisely what he/she is expected to contribute towards the objectives of the hosting organisation, whether there may be future job opportunities within the hosting organisation itself and/or the general ICT workforce.
 - The student will be provided with ICT tools, Internet access and other means of communication required for them to carry out their placement role at no cost.
- The hosting organisation shall be responsible for the student under Health and Safety Legislation of Malta. The health and safety of the student is to be given priority at all times. Under no circumstances should the student be exposed to risks for which they are not trained without supervision. Students are to be briefed on all health and safety procedures of the hosting organisation. If the students are under the age of 18, the following specific obligations apply – over and above the general obligations to provide health and safety:

Protection of Young Persons at Work Places Regulations S.L. 424.10	Regulation 3	Carry out a risk assessment prior to engaging person under 18 years of age.
	Regulation 4	Protect, train and supervise employees under the age of 18 years of age.

- The organisation shall comply with the applicable data protection legislation, including without limitation the obligations of maintaining a valid and up to date registration or notification as required under data protection legislation. The organisation acknowledges that the provision of student personal data by MITA is limited for use in connection with the performance of its obligations under the Charter and undertakes not to use such personal data for any other purpose. The hosting organisation shall also ensure that reasonable technical and organisational measures are in place to prevent unauthorised or unlawful processing of personal data and accidental loss or destruction of, or damage to personal data.
- You have not requested/claimed or will be requesting/claiming other funding from Government, EU-funding or any other scheme, or through any other contractual obligation with MITA or the Government to subsidise the cost/s of the student/s placement/s.
- Accept to provide MITA with the necessary data and/or other information to undertake analysis and dissemination of the demand for skills by the industry.
- Provide your consent for MITA to retain the employer contact details and to participate in surveys as may be organised by MITA from time to time.
- If you perform an economic activity you qualify as an undertaking within the meaning of De Minimis Regulation 1407/2013 and need to provide the General De Minimis State Aid Declaration form duly filled in. (Annex A in this document)
- Students engaged pursuant to the scheme may not be assigned to third party entities, unless cleared in writing by the State Aid Monitoring Board in accordance with the De Minimis Regulation 1407/2013.

A sample of the Claim Form that will be forwarded to you electronically at the end of the placement term can be viewed on the MITA website. This Claim Form (duly filled) is to be filed as part of your reimbursement process and printed on your organisation's letter head. All claims are to reach MITA by **Friday, October 30th, 2020**. No claims received after this date will be processed for reimbursement.

student placement programme

✉ spp.mita@gov.mt

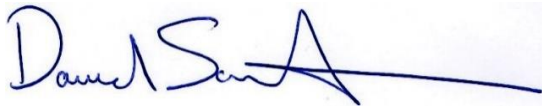
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Kindly sign this document in confirmation of your intention to participate. This will need to be uploaded together with your application of participation through the MITA website. By signing this letter, you are affirming your acceptance of the terms set out herein and affirming your commitment to providing an enriching experience for the student.

The provisions of this Letter of Intent shall be effective on acceptance by the employer of the student placement/s recommended by MITA under this Programme and shall remain in full force and effect until such time as the student is engaged under the terms of the Programme.

We thank you for your participation and support of our programme, and look forward to further collaboration with your organizations in the future.

Sincerely,



David Sant

Manager, Digital Outreach Team, Strategy & Business Dept – MITA

Employer Declaration

I hereby confirm acceptance of the Terms and Conditions in this document.

I further declare that (tick as applicable):

- As **public service/ Public sector**, I will be entitled to 100% of the pure salary costs of the student wages incurred. We do not qualify as an undertaking within the meaning of the De Minimis Regulation 1407/2013 and hereby declare this provision as not applicable.
- As an **NGO**, I will be entitled to 100% of the pure salary costs of the student wages incurred. We do not qualify as an undertaking within the meaning of the De Minimis Regulation 1407/2013 and hereby declare this provision as not applicable.
- As a **private company**, I will be entitled to 50% of the pure salary costs of the student wages incurred. We qualify as an undertaking within the meaning of the De Minimis Regulation 1407/2013 and the duly filled-in General De Minimis State Aid Declaration form is being attached.

Hosting Organisation	
Address	
Name of Legally Authorised Person	
Designation	
Telephone/Mobile	
Email	
Signature/Stamp	

State Aid Declaration (De Minimis)

Student Placement Programme 2020

If the submitted application is approved, the project will benefit from de minimis State aid in line with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.

Commission Regulation (EU) No 1407/2013 allows a 'single undertaking' to receive an aggregate maximum amount of de minimis aid of EUR 200,000 under all de minimis aid measures, over a period of three 'fiscal years'. This aggregate maximum threshold applies in principle to all economic sectors with the exception of a 'single undertaking' performing road freight transport for hire or reward for which a lower de minimis threshold of EUR 100,000 over any period of three 'fiscal years' applies. The agriculture and fisheries sectors are subject to different thresholds and criteria. For the purpose of this declaration the term 'single undertaking' shall have the meaning as established in Commission Regulation (EU) No 1407/2013. Moreover 'fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.

This maximum threshold would include all State aid granted under this scheme and any other State aid measure granted under the de minimis rule. Any de minimis aid received in excess of the established threshold will have to be recovered, with interest, from the undertaking receiving the aid.

The following is an indicative list of the possible forms of State aid:

- Grants from public bodies
- Loans or loan guarantees at favourable rates
- Tax benefits
- Waiving or deferral of fees or interest normally due
- Marketing and advertising assistance
- Consultancy, training and other support provided either free or at a reduced rate
- Aid for investment in environmental projects or research and development assistance
- Purchase, rent or lease of immovable property at less than market rate.

Potentially any assistance from a public body may constitute State aid. Should you have any doubts whether any public assistance received is de minimis aid, you should contact the agency or department from which the assistance was received in order to ascertain this.

Declaration

I declare that a comprehensive amount of de minimis aid received to date during the current fiscal year and the previous two fiscal years is:

Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	TOTAL
€	€	€	€

A breakdown of the source, type and amount of all de minimis aid received as well as that applied for from any State aid grantor, is presented overleaf.

Business Undertaking (Full Legal Name)

VAT Registration Number

Name and Surname (BLOCK CAPITALS)

Position in Establishment

Signature

Date

Detailed information concerning applicable State aid under the de minimis rule

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(Note: Information should include both State aid received as well as applications for de minimis State aid still pending approval by potential grantors)

Date	Source/Grantor	Type of State Aid	Amount in €
Eg: 12/01/2018	Central Government	Soft Loan Scheme	10,000

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