

FAQs – TAF 2

Q. What type of training is eligible?

A. *Any type of training that is designed to enhance the skills of any employee is eligible. Training carried out to comply with National Mandatory Standards on training is considered mandatory (obliged by the law) and is NOT eligible.*

Q. What is Mandatory training?

A. *National Mandatory training is training that is legally enforced as per below example:*

Security Officers need a license issued by the Police Department to be able to perform security work. The respective legislation states that every year, the individual has to undergo training to be able to renew this license. Therefore, this training is legally enforced (it is not voluntary) and is NOT eligible under TAF2.

Q. Is Health and Safety training eligible?

A. *Health and Safety training is NOT eligible.*

Q. What do you mean by accredited course?

A. *Accredited training is training that has been screened, validated, level rated and accredited by the NCFHE (National Commission for further and Higher Education) or ITS (Institute of Tourism Studies) or UOM (University of Malta) or MCAST (Malta College of Arts, Science and Technology).*

Q. If a course is NOT accredited how much do I get at reimbursement?

A. *If a course is NOT an already accredited course, reimbursement is capped at the applicable flat rate (according to the category of training), for a maximum of 25 hours (duration of training excl. breaks), for a maximum of 15 trainees per group.*

Q. If a course is accredited how much do I get at reimbursement?

A. *If a course is an already accredited course, reimbursement is capped at the applicable flat rate (according to the category of training), for a maximum of 15 trainees per group will apply for the whole duration of the training (even if the training exceed 25 hours).*

Q. If the accreditation is pending at NCFHE, how will the grant be issued?

A. *The grant agreement will be issued as 'not accredited', however, if accreditation is obtained before the start date of training, and if funds are still available, an addendum to the grant agreement will be issued.*

Q. How will on-line/e-learning, distance learning be reimbursed?

A. *This training will be treated in exactly the same way as accredited and not accredited training. However, in such case, whilst the cost of the training as explained above will be eligible, the wages of the trainees WILL NOT be subsidised.*

For both accredited and not accredited training reimbursement will be calculated on the lower of the actual cost incurred (as per invoice and proof of payment) or the calculation when using the applicable flat rate.

Q. Can training start in March 2015 and end in August 2015?

A. *No. Training must commence and be completed between 1st January and 30th June 2015.*

Q. Can training dates change and trainees substituted?

A. *Training dates can be changed subject to prior notification in writing (which must be supported by a justification), and subsequent approval by ETC. This also applies to substitution of trainees. However, trainers (in the case of internal training) and training providers CANNOT be changed.*

Q. Which application forms does one have to submit?

A. *Applicants should submit a complete original TAF2 application form together with:*

- *A detailed training time schedule*
- *An Undertaking Size Declaration (not required for those admitting to be a large enterprise)*
- *A Training Programme with detailed course content*
- *A Trainers TAF2 Form that includes the computation of trainers' wage (For INTERNAL training only)*
- *A Trainees TAF2 Form that includes the computation of trainees' wage costs (For BOTH internal and external training)*
- *A Supplementary Financial information*

Q. If the training is internal, does one still need to present a detailed training programme?

A. *Yes, a training programme is required for every type of training.*

Q. Can applicants apply for trainees' wages?

A. *Trainees' wages will be reimbursed for training hours which take place during the normal working hours of the trainees, for not more than 8 hours a day/40 hours per week.*

Q. In the case of employees working on reduced or part-time basis, what basic weekly wage should be inputted for in the Basic Wage Column of Trainer/Trainee TAF2 Form?

A. The calculator (Trainee/r TAF2 Form) is based on a 40 hours per week therefore the weekly basic wage must be calculated on 40 hours. Example:

Basic weekly wage for 30 hours = €210

Hourly rate = €7

Amount to be inserted in calculator = €7 x 40Hours = €280

Q. When the training is carried out after normal working hours and wages cannot be claimed, does the Trainee TAF2 form still need to be filled in?

A. Yes the TAF 2 Trainee Form still need to be filled in with the trainee details. The amounts are not required.

Example: The trainee works from 9am to 5pm; training will be conducted between 6pm to 8pm; In this case, Tuition cost is ELIGIBLE, but trainees wages WILL NOT BE ELIGIBLE.

Q. Till when does one have to submit an application?

A. Applications have to be submitted before the 16th January 2015 at noon. Funds will be allocated on a first-come, first-served basis. Applications can either be sent by registered post or delivered by hand to:

Training Aid Framework

Employment and Training Corporation

Hal Far BBG 3000

Q. If a Certificate of Achievement can only be issued 6 months after end of training, does an official result slip issued by the training provider suffice?

A. Yes, in the absence of the Certificate of Achievement, result slips will be accepted.

Q. Is training material reimbursable?

A. In the case of external training the maximum reimbursable is the flat rate. In case of internal training ONLY the trainee/s and trainer/s wage costs will be subsidised.

Q. If a trainee is being trained overseas, are flight and accommodation eligible?

A. Flights are eligible and will be reimbursed at the rate calculable in accordance with the Erasmus Plus Grant Support for the mobility of staff. Accommodation is not eligible.

Q. The *Erasmus Plus Grant Support* distance calculator gives you the distance between point A to point B. Does this mean that such distance must be doubled to cover a round trip?

A. *Applicable rates automatically cover round trips.*

Q. Is the use of EU Scheme publicity by the beneficiaries obligatory?

A. *Yes such publicity is obligatory on TAF documents (such as certificates), as an alternative, a letter to the participant will be required with the logos as per page 25 of guidance notes. Logos are also to be included on any advertisements concerning TAF2.*

Q. Is the 'de minimis' Regulation, which permits an undertaking to benefit for up to €200,000 within a period of 3 years, applicable to TAF2?

A. *No, TAF2 is a State Aid scheme but its legal basis is not the 'de minimis' Regulation and aid under TAF2 need not be taken into account for the €200,000 'de minimis' threshold.*

Q. When will applicants be informed whether their application has been accepted or not?

A. *An acceptance or non-acceptance letter will be issued following the evaluation process. However, ETC will always communicate eligibility or otherwise before the start date of the training.*

Q. If the local company applying for TAF2 is owned by a foreign company, should the 'mother company' be included in the Undertaking Size Declaration? Which related enterprises should be included?

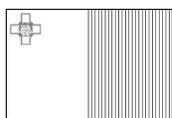
A. *Yes, the Undertaking Size Declaration must include ALL pertinent partners (over 25% shareholding) and linked (over 50 % shareholding) enterprises.*

Q. How is the 50% /60% /70% Aid Intensity rule applied?

A. *This is applicable to the total **eligible** costs i.e. tuition + wages + flights.*

Q. Are wage costs of Self-Employed applicants eligible?

A. *Wage Costs for Self Employed persons is only reimbursable at the minimum rate of €5.07.*



Operational Programme II – Cohesion Policy 2007-2013
Empowering People for More Jobs and a Better Quality of Life
Aid Schemes part-financed by the European Union
European Social Fund (ESF)
Co-financing: EU Funds; National Funds; Private Funds.



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