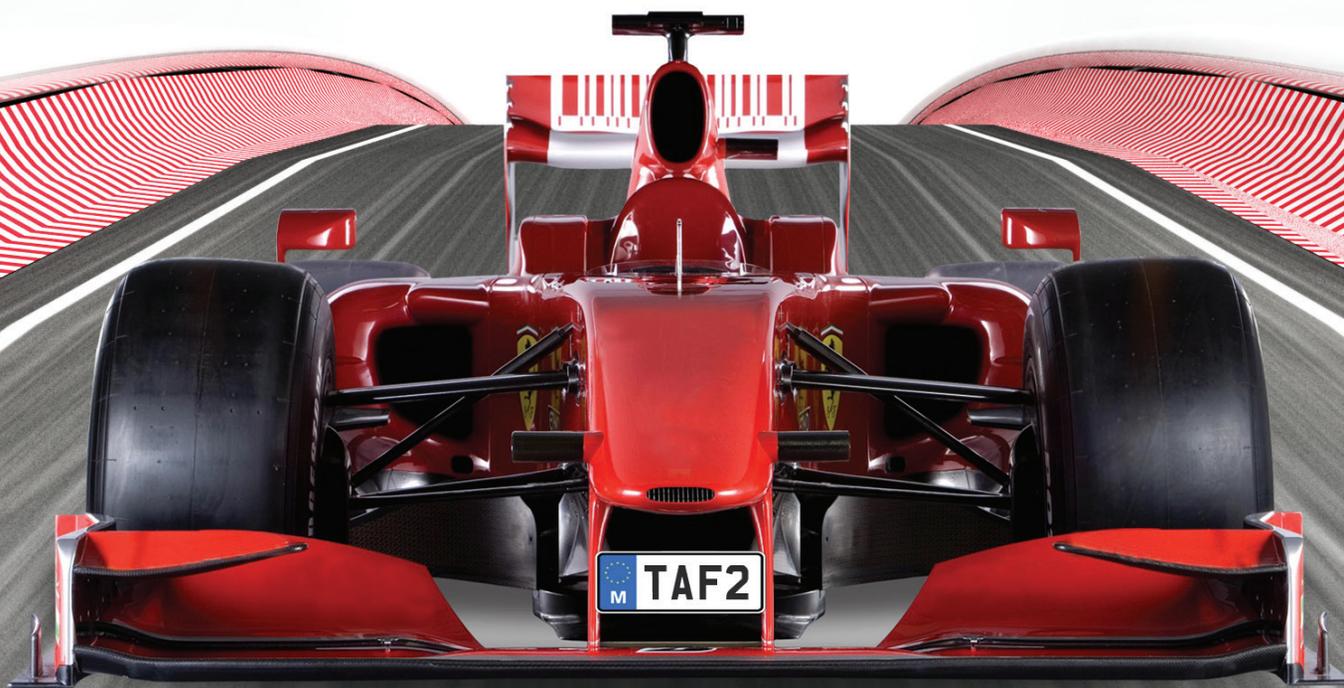


# TAF2

THE TRAINING AID  
FRAMEWORK  
FOR THE FIRST  
HALF OF 2015

» It's re-designed to pay out fast, so  
we're not bothering with a new name



Operational Programme II - Cohesion Policy 2007-2013  
Empowering People for More Jobs and a Better Quality of Life  
The Project is part-financed by the European Union  
European Social Fund (ESF)  
Co-financing rate: 85% EU Funds; 15% National Funds  
Investing in your future



## GENERAL DESCRIPTION

An allocation of €2.5M has been made for a new initiative to promote training activities in 2015. Training activities, which can be fast-tracked and implemented before the end of June 2015, will be financed (85% of the eligible cost) from the European Social Fund under the Operational Programme II (2007-13).

The scheme is in line with Commission Regulation (EC) 651/2014 of the 17th June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.

## SCOPE

To promote the training of persons actively participating in the Maltese labour market, with a view to increasing productivity and enhancing adaptability.

## MANAGEMENT

The Programme will be entirely managed and monitored by the Employment and Training Corporation (ETC).

## RULES AND CONDITIONS

Full details on TAF2 are incorporated in the Guidance Notes which can be downloaded from the Employers Section ('Invest in Your Workforce through Training') of the ETC website [www.etc.gov.mt](http://www.etc.gov.mt). Funds will be allocated on a **first-come, first-served basis**.

## ELIGIBILITY CRITERIA FOR UNDERTAKINGS

- A. **COMPLETE DOCUMENTATION:** The Applicant must present an application form complete with all relevant details and documentation. It is recommended that applications are submitted at least three weeks (twenty one calendar days) before the start date of training.
- B. **ALL UNDERTAKINGS** must be engaged in an economic activity, irrespective of their legal form.
- C. Project must be implemented within / for the direct benefit of the **ELIGIBLE TERRITORY**.
- D. **INCENTIVE EFFECT:** Aid shall be considered to have an incentive effect if the beneficiary has submitted a written application for the aid before work on the project or activity starts.
- E. **ELIGIBLE TRAINING PROGRAMME:** Aid shall not be granted for training which undertakings carry out to comply with National Mandatory Standards on training (in other words it must be voluntary training as opposed to legally enforced training).
- F. A **TRAINEE** needs to be formally employed with the beneficiary during the whole duration of the training.

## ELIGIBLE COSTS

The **eligible costs** that are reimbursable subject to the applicable aid intensity under a **training aid** application shall be:

- trainers' costs (wages) or direct external training fees including training materials directly related to the project,
- trainers' and trainees' flight expenses,
- trainees' costs (wages).

A trainer can be an external trainer or an internal trainer (i.e. an employee of the Beneficiary).

## SUBSIDY ON TRAINING COSTS

To make this funding more accessible, ETC has made a considerable effort to simplify the approval process of the training procurement. For external non-accredited training the following flat rates will be applied for a maximum of 25 hours, for a maximum of 15 trainees per group:

CATEGORY OF TRAINING	FLAT RATE APPLICABLE PER TRAINING HOUR PER TRAINEE
Training Programmes other than the below.	€14
Maritime	€29
ICT Specialized	€33
Aviation	€64

## ADDITIONAL SUBSIDY ON WAGES

### OPTION 1:

An hourly flat rate of €5.07 based on the 2015 basic minimum wage cost will be allowed in respect of all trainer/s and trainee/s multiplied by the duration in hours of the training programme (payslips not required).

### Option 2:

Wages will be based on the proven, actual basic hourly wage cost of the trainer/s and trainee/s multiplied by the duration in hours of the training programme (payslips required).

If multiple internal trainers are simultaneously delivering training, only the hourly wage of the primary trainer will be reimbursed. For internal training, aid will be given for a maximum of 25 hours, for a maximum of 15 trainees per group.

## AID INTENSITY

The following co-financing rate will be applied on the total eligible cost:

UNDERTAKING SIZE	AID INTENSITY (not exceeding)
<b>LARGE</b> Number of employees exceeds 250	<b>50%</b> of the eligible cost
<b>MEDIUM</b> Number of employees not exceeding 250 persons and Annual Turnover not exceeding €50m and / or Annual Balance Sheet Total not exceeding €43m	<b>60%</b> of the eligible cost
<b>SMALL</b> Number of employees fewer than 50 persons and Annual Turnover and/or Annual Balance Sheet total not exceeding €10m.	<b>70%</b> of the eligible cost
<b>MICRO</b> Number of employees less than 10 persons and Annual Turnover and/or Annual Balance Sheet total not exceeding €2m	<b>70%</b> of the eligible cost

## REIMBURSEMENT PROCESS

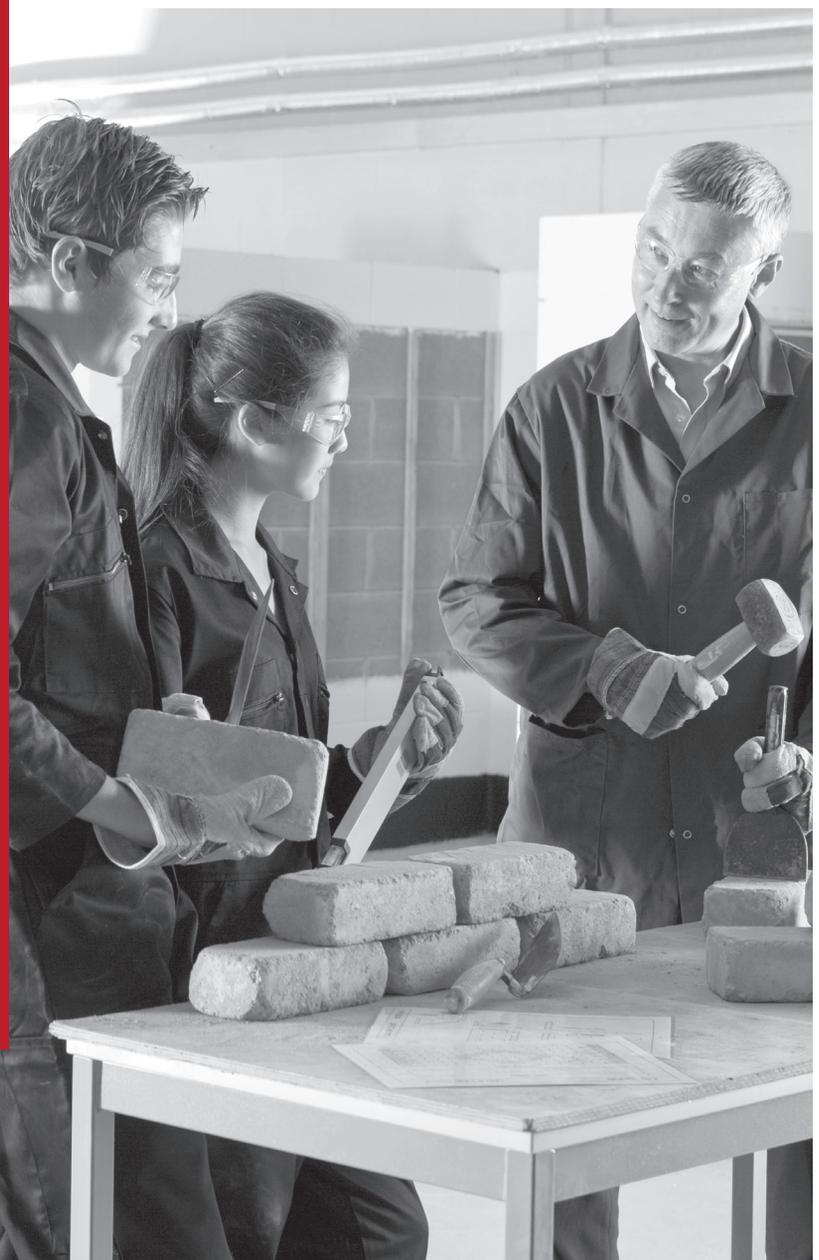
A request for reimbursement must be submitted by the Beneficiary within the restricted timeframe indicated in the scheme's more detailed Guidance Notes.

Request for reimbursements for eligible training are expected to be processed by ETC within a timeframe of four months after receipt of complete reimbursement documentation.

**Funds will NOT be reimbursed for any cost payments which are effected:**

- in cash,
- through intercompany transactions,
- through barter or set-offs,
- by third parties (this means that all cost must be paid directly and solely by the Beneficiary to the service provider).

In addition to the above, documents evidencing the procurement of any service (such as invoices, deposits, air travel) must be dated after the submission date of the application.





## APPLICATION

Applicants should submit an original and complete TAF2 Application Form together with the supporting documents indicated in the Guidance Notes and listed hereunder:

1. Application Form accompanied by a detailed Training Time Schedule;
2. Undertaking Size Declaration (not required for those admitting to be a large enterprise);
3. Training Programme with detailed course content;
4. Trainers TAF2 Form that includes the computation of their wage costs (required ONLY for internal training);
5. Trainees TAF2 Form that includes the computation of their wage costs (required for BOTH internal and external training);

Other documentation may be requested at any time for additional verification purposes.

Applications can either be sent by registered post or delivered by hand to:

**Training Aid Framework Unit  
Employment and Training Corporation  
Hal Far BBG 3000**

**TEL:** 2220 1300  
**EMAIL:** taf.etc@gov.mt  
**URL:** www.etc.gov.mt