

MINISTERU GHALL-EDUKAZZJONI
U X-XOGHOL

Direttur Generali (*Support Services*)



MINISTRY FOR EDUCATION
AND EMPLOYMENT

Director General (*Support Services*)

Ref: DG SS 15/2013; Educ 187/04

28 March 2013

**To: Permanent Secretary, Directors General, Directors,
Heads of State Schools and Sections,**

Subject: University Students' Summer Work Opportunities - 2013

Circular

Please bring the attached OPM Circular No 5/2013 to the notice of all concerned.

Heads are advised to ensure that all employees concerned confirm that they have seen the Circular by signing a copy thereof.

A handwritten signature in black ink, appearing to read 'A. Vassallo Grant'.

Andre Vassallo Grant
Director General (Support Services)

MPO/9/1993/II

OPM Circular No. 5/2013

Public Administration HR Office
Office of the Prime Minister
3 Castille Place
Valletta VLT 2000

27th March 2013

To: Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

UNIVERSITY STUDENTS' SUMMER WORK OPPORTUNITIES – 2013

The provision of summer work opportunities for University students is this year being facilitated by the Students' Maintenance Grants Board of the Ministry for Education and Employment in collaboration with the Employment and Training Corporation. Government Departments and Public Sector Organisations are being solicited to identify structured tasks and projects from within their organisations that may be fulfilled, under supervision or mentoring, by University students during their summer recess. Once such short-term work opportunities have been identified, the entities concerned are to register such opportunities with the Students' Maintenance Grants Board who is working closely with ETC on this project.

This programme is intended to meet needs of Government Departments, Public Sector organisations, NGOs and the private industry. It envisages the engagement of teams of University students in specific technical, professional, administrative and community-based projects.

The Board feels it should underline that such work opportunities will benefit both the students who are given work experience and a chance to put into practice what they are learning at University, but will also benefit the organisations through new ideas and work practices which these students will bring with them. Through this initiative, organisations may also start sourcing future employment.

It should be noted that Government Departments and Public Sector Organisations:

- are at liberty to determine the number of students required, duration of engagement (either between 15th July - 9th August or 19th August – 13th September), number of working hours per week, working time modalities, and their own recruitment procedures. Recruitment should follow a fair and strict order of merit;
- are expected to bear the costs related to the remuneration of students including employers' NI contributions;
- should peg remuneration for this work at an hourly rate of € 5.51 (that is, at € 440.80 for 80 hours spread over four weeks);
- are to ensure that students receive the bonus and any other benefits such as income supplement, vacation-leave and sick-leave on a pro-rata basis.

The entitlement of vacation leave, sick leave and bonus and income supplement for a period of 4 weeks (80 hours) is as follows:

Vacation Leave	7 hrs 23 mins
Sick Leave	2½ working days on full pay and 2½ working days on half pay
Bonus and Income Supplement	€ 19.71

- would be responsible for disbursement of remuneration directly to students;
- are to ensure that every employment is registered with ETC via the engagement form as per legal notice 110/1993;
- are to submit a termination form at the end of the summer work;
- are to seek approval by the Students' Maintenance Grants Board if an extension of the employment period is required. Extensions should not exceed the 20th September 2013;
- are to apply to students a National Insurance deduction of 10%;
- are to ensure provision of supervision or mentoring in order to guarantee a meaningful experience and exposure to high standards of work ethos, commitments, and professionalism; and
- are to note that there is no need of ETC approval at the commencement of the summer work phase and employment of other students/summer workers should follow the criteria as established by the ETC Act (para 15).

Government Departments and Public Sector organisations are kindly requested to register and provide information about their summer work opportunities using the enclosed form by not later than **Friday 14th June 2013**. Information provided should include the number of available opportunities, the preferred field of study, and the area of work to which students will be posted. The form is to be sent to the Chairperson, Students' Maintenance Grants Board, Att: Mr. Mario Bugeja, c/o Ministry for Education and Employment, Floriana. The Board's contact person is Mr. Mario Bugeja – he can be reached on telephone number 25982754 and e-mail address mario.g.bugeja@gov.mt.

Organisations offering work opportunities will be informed with the details of the students in due course.

In the case of students who are offered an engagement in a Government Department, the attention of Heads of Department is drawn to the need to ensure that adequate funds are available under the Personal Emoluments component of their respective Vote. The cost of these engagements should not be charged to other budgetary line items.

Dr Godwin Grima
Principal Permanent Secretary

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**Students' Maintenance Grants Board
Ministry for Education and Employment**

**Summer Work Opportunities
For University Students – 2013**

REGISTRATION OF WORK PROVISION BY EMPLOYERS

Name of Department/ Public Sector Organisation / NGO's/ Private Industry:

Contact Person: _____

Designation of Contact Person: _____

Address: _____

Tel No: _____ Fax No: _____ E-Mail: _____

Number of posts available for students: _____

Preferred field of study: a) _____

b) _____

Work area/s where students will be posted: _____

Signature of designated
Contact Person:

Date:

Kindly submit this form by not later than 14th June 2013 to:

The Chairperson,
Attn: Mr. Mario Bugeja,
Students' Maintenance Grants Board,
Ministry for Education and Employment,
Floriana.

The Students' Maintenance Grants Board Contact Person is:

Mr. Mario Bugeja (Address as above)

Tel: 25982754; Fax: 25982224 E-mail: mario.g.bugeja@gov.mt