



MINISTERU GĦALL-EDUKAZZJONI U X-XOGĦOL

MINISTRY FOR EDUCATION AND EMPLOYMENT

Dipartiment tal-Istrategġija u Sapport

Direttorat tar-Riżorsi Umani - Uffiċċju Numru 224

Triq l-Assedju l-Kbir, Floriana VLT 2000, MALTA.

Tel: 2598 2364

## APPLICATION FOR A QUALIFICATION ALLOWANCE –NON TEACHING GRADES

### 1. Letter of Request

Human Resources Section  
Room 218

*Signature and rubber stamp of Director/  
College Principal / Head of School*

I, the undersigned, hereby apply for a Qualification Allowance in terms of the Public Service Management Code and IPDTS Circular 2/2016.

I declare that I have read the notes in Section 4 and that the information given below is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### 2. Personal Details

Surname \_\_\_\_\_

Name \_\_\_\_\_

ID No. \_\_\_\_\_

Grade/Job/Position: \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Email Address (“ilearn”/”gov”) \_\_\_\_\_ Tel/Mob No. \_\_\_\_\_

Work Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

### 3. Qualification

Full title of Qualification \_\_\_\_\_

Awarding University \_\_\_\_\_

Date of Graduation \_\_\_\_\_

#### 4. Important Information

1. This information submitted overleaf is assessed by the Human Resources Directorate and other personnel involved in the evaluation of your application. The Section may also procure relevant information from third parties, which may include other government departments and authorities, in order to ensure the lawful and proper claim entitlement of public funds. The Human Resources Directorate, will however, not disclose any personal information outside the Ministry for Education and Employment, unless so permitted by law.
2. All data is collected and processed in accordance with the Data Protection Act 2001, relevant subsidiary legislation, as well as the Privacy Policy of the Ministry for Education and Employment.
3. The application, together with relevant documents, is to be sent to:

*MEDE  
Room 218  
Human Resources Directorate  
Education Buildings  
Great Siege Road - Floriana*

4. The application should include:
  - A true copy\* of Diploma/Degree certificate;
  - A true copy\*\* of detailed transcript; and
  - A statement from the Director indicating the relevance of your qualification to your duties.
  - Copy of MQRIC statement (applicable only if presenting qualification awarded by foreign Universities/Tertiary Education or other Institutions.

\* Kindly ensure that copies submitted are duly certified as being a true copy of the original by the Director.

\*\* It is the responsibility of applicants in possession of qualifications awarded by foreign Universities/Tertiary Education or other institutions, to produce evidence of the recognition, comparability or accreditation of their qualifications. Access to such information may be obtained from the NCFHE website: <http://www.ncfhe.org.mt/> . Such statements should be attached to the application form for a qualification allowance. The date of submission of the request for a qualification allowance or the date when the NCFHE statement is submitted or produced, whichever is the latest, will be considered as the application date for a qualification allowance.

5. The application process starts when the complete application is received by the HR section.
6. Further information regarding Qualification Allowance may be accessed on the Public Service Management Code Section on <https://publicservice.gov.mt/>.

#### 5. For Office Use Only

Received:  By Post  By hand

Stamp Dater

---

Officer i/c Allowances