



STUDENTS' MAINTENANCE GRANTS' BOARD
BORD TA' GĦOTJIET TA' MANTENIMENT LILL-ISTUDENTI

CIRCULAR

Information: ✓

Action Required: ✓

Ref: Circular MEDE 31/2019

Date: 10th May 2019

From: Permanent Secretary

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

Subject: Students' Summer Work Opportunities 2019

The provision of summer work opportunities for full-time students having finished compulsory secondary education including those at the final year of their studies, is this year being facilitated by the Students' Maintenance Grants' Board within the Ministry for Education and Employment, in collaboration with the Institute for the Public Service within the People and Standards' Division at the Office of the Prime Minister.

Government Departments and Public Sector Organizations are being solicited to identify:

- a) structured tasks and projects from within their organizations that may be fulfilled, under supervision or mentoring, by Levels 5, 6 and 7 students during their summer recess.
- b) Clerical/general duties which may be assigned to students doing other levels of education.

Once such short-term work opportunities have been identified, the entities concerned are to register such opportunities with the Students' Maintenance Grants' Board.

This programme is intended to meet the needs of Government Departments and Public Sector Organizations. It envisages the engagement of teams of these students for general duties and for other specific technical, professional, administrative and community-based projects.

Students following a compulsory placement during the summer period as part of their course of studies are not to submit an application for the placement but can submit an application for this scheme.

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 the respective educational institution, but will also benefit the organisations through new ideas and work practices which these students will bring with them.



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However, the Students' Maintenance Grants' Board is in no way bound to place students according to their study area, since this much depends on the employers' requests. Students pursuing studies at any MQF level may still be required to perform general duties, or work in other areas as may be necessary.

The Students' Maintenance Grants' Board may also consider altering the period of employment of students to other dates than those established by this circular if this is determined by the Board as beneficial to both employer and student respectively.

It should be noted that:

(a) **Government Departments and Public Sector Organizations:**

- are at liberty to determine the number of students required, duration of engagement (either between 15th July - 9th August or 19th August – 13th September);
- are expected to bear the costs related to the remuneration of students including employers' National Insurance contributions;
- should peg remuneration for this work at an hourly rate of €6.50 (that is, at €520.00 for 80 hours spread over four weeks) (In line with Scale 16 pay of the Public Service).
- are to ensure that students receive the bonus and any other benefits such as pro-rata vacation leave, sick leave (against presentation of medical certificate) and income supplement on a pro-rata basis.

For a period of 4 weeks (80 hours):

<i>Vacation Leave</i>	7 hours
<i>Bonus and Income Supplement</i>	€19.71
<i>Sick Leave</i>	Two days on full pay Two days on half pay

- would be responsible for disbursement of remuneration directly to students;
- are to ensure that every employment is registered with Jobsplus via the engagement form as per Legal Notice 110/1993;
- are to submit a Jobsplus termination form at the end of the summer work;
- are to seek approval by the Students' Maintenance Grants' Board if a different period of employment is required or any condition of this circular is somehow altered.
- are to apply to students a National Insurance deduction of 10%;



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- 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. Employers are being encouraged to conduct induction meetings to students before start of employment. It must be noted that final decision regarding selection of students and placement are to be taken solely by the Students' Maintenance Grants' Board.
- are to note that there is no need of Jobsplus approval at the commencement of the summer work phase and employment of other students/summer workers should follow the criteria as established by the Jobsplus Act (para 15).
- must ensure that for students who have just finished compulsory secondary education, these have obtained a declaration from the respective Head of School to prove they have finished Form V and have also registered with any Social Security Branch for NI purposes before commencement of placement.

(b) Recognized students' organizations

- may also apply under this scheme provided that they submit a detailed description of one project per organization by the deadline. The project must be of an academic or technical nature.
- Clear indication must be given of the aim, nature, place, and commencement and termination date of the project. All projects are to be assessed and approved by the Students' Maintenance Grants' Board who will also determine the number of students to be engaged for the purpose, time allocated and other conditions to be adhered to. Noncompliance to these conditions will result in appropriate action being taken.
- The Students' Maintenance Grants' Board also reserves the right to monitor projects with regular spot checks. Other conditions stipulated in this circular also apply.
- Students engaged in these projects, or a number of them as approved by the Student Maintenance Grants' Board, will receive remuneration in terms of this circular for the approved duration of the project and/or preparation thereof.
- The Students' Maintenance Grants' Board will have final decision regarding approval of projects, number of students engaged and period covered by remuneration within the ambit of time established by this circular. Students to be engaged in the projects must apply through the online application for Summer Work Provision 2019 and be eligible as per terms of this circular.

Government Departments, Public Sector Organizations and Students' Organizations are kindly requested to register and provide information about their summer work opportunities using the enclosed form by not later than end of business day of **Friday 14th June 2019**.



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Information provided should include the number of available opportunities, the identity and rank of a contact person, preferred fields of study, and the area of work to which students will be posted. Additional sheets may be attached.

The form duly filled is to be sent to the Students' Maintenance Grants' Board, Attn: Dr Romina Cuschieri, Ministry for Education and Employment, Room 207, Great Siege Road, Floriana. It may also be sent by email on: ***administration.mede@gov.mt***

All employers 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 Departments 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. Francis Fabri
Permanent Secretary



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REGISTRATION OF WORK PROVISION BY EMPLOYERS

Employer's details: _____

Name of Organisation/Ministry/Department/:

Contact Person: _____

Designation of Contact Person: _____

Address: _____

Tel No: _____ Mobile No: _____ Email Address: _____

Number of posts available for students: _____

Preferred field of study: a) _____

(if applicable)

b) _____

Work area/s where students will be posted: _____

Period: 15th July – 9th August

Number of students required

19th August – 13th September

Number of students required

Kindly indicate whether same students will be required for both periods:

Signature of Designated Contact Person: _____

Date: _____

Kindly submit this form by not later than end of business day of 14th June 2019 to:

Students' Maintenance Grants' Board,
Ministry for Education and Employment,
Room 207, Great Siege Road, Floriana.

For further details the contact persons are:

Dr Romina Cuschieri / Ms Elaine Bonnici / Ms Antoinette Micallef / Ms Alice Galea Debono

Tel: 2598 2659

E-mail: administration.mede@gov.mt