



APPLICATION FOR A QUALIFICATION ALLOWANCE

1. Letter of Request

Human Resources Section
Room 218

*Signature and Rubber Stamp of Director or
College Principal / Head of School (See Section 4.4)*

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

Any qualification allowance resulting from a government sponsorship is regulated by section 22.1 of the Collective Agreement for Employees in the Public Service (effective 1st January 2017) and by the Sponsorships and Study Leave Manual, 2018, (Section 4) – *Service Obligation*, and Appendix III. (See Section 5)

I declare that I have read the notes overleaf in particular, Sections 4 and 5, and that the information given below is true and correct.

Signature of Applicant

Date

2. Personal Details

Surname _____

Name _____

ID Card number _____

Grade: Post /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 Act XX of 2018, entitled 'Data Protection Act' (CAP 586), which is an Act to repeal and to replace the Data Protection Act (CAP 440) whilst implementing and further specifies the relevant provisions of Regulation (EU 2016/679) of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
3. A scanned application, together with all relevant documents as indicated at point 4, is to be sent to: mariella.a.bugeja@gov.mt
4. The application should be signed and rubber stamped by Head of School/College Principal (in the case of Teaching Grades) and from the Director (in the case of Non-Teaching grades) at the first entry on the application form and should include the following attachments:
 - A true copy* of Diploma/Degree certificate;
 - A true copy* of detailed transcript; and
 - A statement from the Head of School/College Principal (in the case of Teaching Grades) and from the Director (in the case of Non-Teaching grades) indicating the relevance of your qualification to your duties.
 - A copy of the NCFHE recognition statement** including the applicable MQF Level (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/College Principal/Head of School, who is to sign and rubber stamp the copies of the qualification and of the related transcript and is also required to include the statement 'certified true copy of the original' on both copies.

** 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, which should include the MQF Level for said qualification. 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. Section 22.1 (c) of the Collective Agreement, contemplates that in cases where employees were granted full/partial course funding through sponsorship by the Government of Malta, they will benefit from the respective qualification allowance after completion of the said course of study and also the lapse of the service obligation as outlined in the respective undertaking signed by the employee.

Section 4 and Appendix III of the Sponsorships and Study Leave Manual, 2018 explains that any form of Government funds disbursement related to study, including paid study leave, are bound with service obligation (pro-rata as outlined in the manual) prior to benefitting from the respective qualification allowance.

6. The application process starts when **the HR (Administration) Section receives the complete application.**

7. Further information regarding Qualification Allowance may be accessed on the Manual of Allowances: https://publicservice.gov.mt/en/Documents/Public%20Service%20Management%20Code/PSMC%20Manuals/Manual_of_Allowances.pdf ; and
Further information regarding the Sponsorships and Study Leave and service obligation may be accessed on the Sponsorship and Study Leave Manual, 2018: <https://publicservice.gov.mt/en/institute/Documents/SponsorshipsandStudyLeaveManual.pdf>

5. For Office Use Only

Received By Email

Stamp Dater