

## EMPLOYERS GUIDE

This Student Placement Programme will give employers the opportunity to benefit from a fresh influx of academic knowledge, energy, enthusiasm and creativity that students employed through this programme would bring into their organisations. This will also be an opportunity to invest in students that will make up tomorrow's workforce.

Under this Government led initiative, students are placed in private sector workplaces and Gaming Malta co-sponsors 50% of the salary for students temporarily employed in the private sector.

For this scheme, Gaming Malta has established a maximum threshold of 300 working hours. This is based on a placement duration of 10 weeks and a maximum of 30 working hours per week.

Employers are to pay the National Insurance Contribution in addition to statutory bonus. No tax will be paid by the students since they do not exceed the threshold stipulated by the Government.

The rate of remuneration established for 2019 is an hourly rate of €6.33. The students shall also be entitled to pro-rata Vacation Leave and Sick Leave and to the pro-rata Government bonus.

Through this programme, employers are given direct access to an extensive pool of students studying subjects related to the Gaming Industry. Students participating in this programme will have a minimum of 18 years of age and will also be in possession of a qualification of at least MQF level 4 that can be valuable to the Gaming industry or a qualification specifically on gaming.

Students who have completed a course of at least MQF level 4 and that are awaiting examination results will also be accepted, provided that they are in possession of a written statement from the respective educational institution confirming the completion of their course.

The placement can start as early as the employer and the selected candidate/s decide by mutual agreement; however, students should be free from any end of year examination obligations. Employers and students are also free to discuss and agree on the expected delivery of working hours per week; without prejudice to the maximum reimbursement that will be provided by the Government and that is stipulated above.

### **A. Gaming Malta's Responsibilities**

The following are Gaming Malta's responsibilities:

- Facilitate access to a pool of talented students who wish to apply their skills in an industry setting and hone their competencies in an area of Gaming relevant to employers' business needs; and

- Support employers, students and workplace mentors in the effective execution of their commitments.

## **B. The Employer's Responsibilities**

Employers are responsible for abiding by the conditions stipulated in the signed 'Letter of Intent'. Furthermore, they shall ensure that:

- Management and staff of their organisation is aware of the Programme and is informed of the student(s) name(s), role(s) and placement starting date(s);
- The members of staff who will be working closely with student(s) have been briefed in order to make them aware of the student(s)' area of study, what can be expected from the student(s), and what the student(s) hope(s) to gain from the placement;
- They prepare some informational material about their business, services, products and industry for the student(s);
- They organise the student(s) workspace and prepare any necessary equipment and required tools such as: computer workstation, software, stationery, telephone and filing space;
- Projects and tasks that the student/s will be utilising are identified prior to their arrival;
- During the placement period, they offer support and guidance to the student(s) by providing a suitable Workplace Mentor, who shall guide, monitor and evaluate the performance of students at all stages of the placement, as well as communicate with Gaming Malta if and when required;
- The Workplace Mentor assists the student(s) and completes the 'Performance evaluation and development form' and any other documentation required; and
- The student(s) understand the work performance and standards of conduct expected from them, as well as the business outcomes and performance objectives they should achieve.

## **C. Recruitment and Selection Process**

The recruitment and selection process shall consist of the following:

- Students applying for the programme, will indicate the role they are interested in by completing an apposite application form made available by Gaming Malta;
- Employers then indicate the roles they are seeking to assign to students and the number of students required for each role by completing the application form provided by Gaming Malta;
- Gaming Malta will then match roles preferred by students with the roles required by employers;

- Gaming Malta will then send the following information to employers:
  - a list of matched students and their details;
  - the corresponding CVs; and
  - deadline for sending the final list of students that will be placed within their organisation.
- Employers shall then select students from the list provided by Gaming Malta (by contacting students directly and making any necessary interviews) and assign a mentor to each of the students that will be placed within their organisation.
- Employers shall then provide Gaming Malta with a final list of students that will be placed within their respective organisation and contact details of the corresponding mentor assigned to each student; and
- Employers shall finally complete the Jobs Plus engagement forms and submit to Jobs Plus.

#### **D. Roles, Performance Evaluation and Development**

The Profile Roles being provided for this Student Placement Programme are:

- Marketing Officer;
- Human Resources Officer;
- Compliance and Regulatory Officer;
- Finance Officer;
- Creative Designer
- Technology.

Throughout the placement, in conjunction with their workplace mentors, students will complete a Performance Evaluation and Development Form providing information on their newly acquired skills. Areas where improved proficiency is noted during the placement will also be documented.

Workplace mentors are expected to add relevant and comprehensive feedback to the form, bearing in mind that this feedback is to be discussed and decided upon with the student. The mentor shall primarily point out positive achievements and opportunities for improvement for the students. The form will be completed and signed by both the student and the mentor.

The objectives set out in this form shall be set by the employer at the start of the placement and evaluated at the end of the placement. The employer shall finally send this completed form to Gaming Malta, together with the other documents required to claim reimbursement.

It is important to note that the Performance Evaluation and Development form is meant to provide the background and contextual information required by Gaming Malta to improve the programme and to provide you with better support and guidance.

## **E Feedback Forms (Exit Surveys)**

As part of the evaluation process, both employers and students are to complete a feedback form (exit survey) at the end of the placement. These feedback forms will be linked to the objectives set out in the Performance Evaluation and Development Form. Gaming Malta will use this feedback to gauge the efficacy of the programme and make future improvements.

The completion of the Exit Surveys is mandatory.

## **F Additional Support**

If throughout the placement you feel that your student(s) require additional support and wish to speak to somebody external to the organisation on potentially personal or social circumstances or particular challenges, then refer back to Gaming Malta. A Gaming Malta administrator will be assigned to the student for this support and encouragement.

The Gaming Malta administrator will work in collaboration with you and your workplace mentor, in order to enhance your overall experience, add value and help ensure a positive set of outcomes.

When required, and on a case-by-case basis, the Gaming Malta administrator will conduct pre-arranged on-site visits to your organisation or meet with the student at Gaming Malta.

## **G. Trouble shooting**

Problem	Solution
The student cannot complete the work required	<ul style="list-style-type: none"><li>• Check that the student understands the task and has the skills to execute it</li><li>• Ensure the student has all the information and equipment necessary to complete the task</li><li>• Check that the student is working on tasks in order of priority</li><li>• Assess timeframes according to the student's capabilities</li></ul>
The student is unwilling to complete the work assigned to them	<ul style="list-style-type: none"><li>• Determine the reason the student is unable to complete the work</li><li>• Assess whether the student is being challenged enough</li><li>• Take care not to confuse inhibition with lack of motivation</li><li>• Ask the student if they are experiencing any other difficulties in relation to and extraneous from the placement</li></ul>

<p>The student is late or absent. The student's behaviour is otherwise inappropriate</p>	<ul style="list-style-type: none"><li>• Explain to the student that his/her behaviour/ lateness is unprofessional and that s/he will have to conform to your expectations in the future.</li></ul>
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Any student- related issues that cannot be resolved in a timely and satisfactory manner within the organisation can be escalated to Gaming Malta. Contact [spp@gamingmalta.org](mailto:spp@gamingmalta.org).

#### **H. Reimbursement Process**

The reimbursement process of the salaries is governed by the 'Letter of Intent' that employers need to duly complete and send to Gaming Malta prior to the start of the student placement.

For the purpose of being able to initiate the reimbursement process, Gaming Malta will request employers to submit the SPP Claim for Reimbursement Form, together with the Performance Evaluation and Development Form, the Feedback Form (Exit Interview) and any necessary evidence (such as copies of payslips). At the end of the placement, employers also need to file the Termination form with JobsPlus.

**We hope that this Student Placement Programme provides an overall positive experience for both you and the students.**

**We sincerely hope that your organisation will reap the benefits of this programme.**