

## STUDENT'S GUIDE

The Gaming Malta Student Placement Programme provides you with the opportunity to experience a real-life, workplace scenario and a direct, hands-on approach in a Gaming Industry related vacancy.

Students eligible to participate need to have a minimum of 18 years of age and 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 are also eligible to participate, provided that they are in possession of a written statement from the respective educational institution confirming the completion of their course

The rate of remuneration for 2020 is an hourly rate of €6.33. You are entitled to pro-rata Vacation Leave and Sick Leave. You are also entitled to pro-rata Government bonus.

The employer is expected to discuss with you, your availability and the number of hours you are expected to work per week. If you agree to the employer's proposition, you will arrive to a mutual agreement. Your employer is to inform Gaming Malta of this agreement.

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

Gaming Malta is responsible to support employers, students and workplace mentors in the effective execution of their commitments throughout the duration of the Student Placement Programme.

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

The following are the employer's responsibilities:

- Your employer will offer you support and guidance by pairing you with a Workplace Mentor, who will guide you during all stages of the placement;
- Your employer will organise a workspace for you and any necessary equipment, such as a computer with any necessary software installed;
- Your employer will ensure that your work area is prepared and that you have tasks and projects to work on when you arrive;
- Your Workplace Mentor will assist you in completing the Performance Evaluation and Development Form;
- Your Workplace Mentor will ensure that you understand the work performance and conduct standards expected of you as well as the business outcomes and performance goals that you should achieve.

### **C. Student's Responsibilities**

As a student participating in this Student Placement Programme you shall:

- Be detail oriented and diligent in your work;
- Stay focused on the task at hand and be able to multi-task when necessary;
- Be punctual in your working hours and with work deadlines;
- Dress appropriately;
- Meet regularly with your Workplace Mentor to discuss your progress;
- Complete your part of the Performance Evaluation and Development Form and ask your workplace mentor to complete his part. This form is to be submitted to Gaming Malta by your employer.
- Set short-term and long-term goals for the placement and for your academic career;
- Escalate any issues with your workplace mentor and, when needed, with Gaming Malta; and
- Complete the Student Exit Interview (feedback form).

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

The Profile Roles being provided for this Placement Programme are:

- Marketing;
- Human Resources;
- Compliance and Regulatory;
- Finance; and
- Creative Design.

Throughout the placement, in conjunction with your Workplace Mentor, you will complete the Performance Evaluation and Development Form that provides information on your newly acquired skills. Your improvement will be documented during the course of the programme.

Workplace Mentors will add relevant and comprehensive feedback to the form, bearing in mind that this feedback is to be discussed and decided upon with you. The Mentor shall point out primarily positive achievements and opportunities for your improvement. The form will be completed and signed by you and the mentor.

It is important to note that the Performance Evaluation and Development Form shall provide the background and contextual information required by Gaming Malta in order for it to improve the programme and to provide you with enhanced support and guidance.

Students are expected to collaborate with the Workplace Mentor in completing this form which will be submitted to Gaming Malta by the employer at the end of the placement. The objectives in this form should be set by the employer at the start of the placement and evaluated at the end.

## **E. Exit-Surveys**

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

The exit-survey is mandatory.

## **F. Tips for a Successful Placement**

The following are tips that you should keep in mind in order to have a successful and positive experience during your placement:

- Have a positive attitude;
- Use a creative problem solving approach;
- Confidence – Develop your self-confidence and interpersonal skills through team work, problem solving in group, sharing your ideas and opinions and public speaking;
- Discovery – be open minded to new ideas and challenges and think outside the box;
- Solve, Resolve and Evolve – Identify the root of the problem, hone your problem solving skills and focus on resolution. Try to implement solutions and make appropriate changes to ensure success and build your confidence;
- Awareness – Be aware of your environment, be intuitive, be problem sensitive and ready to make the most out of opportunities;
- Risk taking – Take risks and be an active participant;
- Flexibility – be flexible and adaptable in your attitudes and actions. Look for alternatives and view situations and people from different perspectives; and
- Share your vision - create a vision statement for yourself and share it with your Workplace Mentor.

## **G. Privacy**

In order for the Programme to achieve its purpose, Gaming Malta will process your details, including your curriculum vitae (CV), and selectively pass them on to your potential employer.

The employer will in turn process this CV in accordance with its privacy policy.

Gaming Malta will keep a copy of your details and of your CV for the duration of the programme and in any case for not longer than one year. If you would like to withdraw from the programme and have all your records deleted, or if you would like to exercise any of your rights under data protection legislation please contact Gaming Malta on [info@gamingmalta.org](mailto:info@gamingmalta.org).

## **H. Additional Support**

If at any time throughout the placement you feel that you need additional support and would like to speak to somebody who can help you through any particular challenges, then refer back to Gaming Malta.

If required, a Gaming Malta administrator will be assigned to you for 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. The Gaming Malta administrator will also conduct pre-arranged on-site visits to your workplace or meet with you at Gaming Malta to support and encourage you.

## **I. Troubleshooting**

Kindly consult with your Workplace Mentor to resolve any issues that may arise during the placement. In addition you may contact Gaming Malta on [info@gamingmalta.org](mailto:info@gamingmalta.org).

**We truly hope that your placement is a valuable experience. Good luck!**