

EMPLOYER'S GUIDE

GamingMalta Student Placement Programme

1. Programme Overview

The GamingMalta Student Placement Programme provides employers with access to students who bring academic knowledge, creativity, and fresh perspectives into the workplace. The programme supports the development of industry-ready talent while enabling employers to contribute to the growth of Malta's gaming ecosystem.

Under this Government-led initiative, students are placed within private sector organisations operating in gaming-related fields. GamingMalta Foundation co-finances student placements to facilitate meaningful work-based learning experiences.

2. Programme Summary

- **Placement Duration:** Up to 300 hours (approximately 10 weeks)
- **Maximum Weekly Hours:** 30 hours
- **Funding:** 50% wage subsidy
- **Salary Cap:** €6.33 per hour
- **Eligibility:** Students aged 17+ with MQF Level 3 or higher (or currently pursuing MQF Level 4)
- **Employer Contribution:** Remaining salary, National Insurance, and statutory bonuses
- **Placement Period:** Flexible, subject to agreement between employer and student

3. Financial Support

GamingMalta Foundation will reimburse employers up to **50% of the student's salary**, capped at **€6.33 per hour**, subject to submission of all required documentation.

Employers are responsible for:

- Payment of the remaining salary portion
- National Insurance contributions
- Statutory bonuses

Students are not expected to pay income tax as they typically fall below the applicable threshold.

GamingMalta reserves the right to verify all claims and supporting documentation submitted for reimbursement.

4. Student Eligibility

Students participating in the programme must:

- Be at least 17 years of age
- Possess a qualification of MQF Level 3 or higher, or be currently pursuing MQF Level 4
- Be enrolled in or have completed studies relevant to the gaming or related industries

Students awaiting examination results may also be considered, provided they submit official confirmation from their educational institution.

5. GamingMalta Responsibilities

GamingMalta Foundation will:

- Facilitate access to a pool of qualified students
- Match students with suitable employer roles
- Provide ongoing support to employers, students, and workplace mentors
- Monitor and evaluate programme effectiveness

6. Employer Responsibilities

Employers participating in the programme are required to:

Before the Placement

- Sign and submit the **Letter of Intent (LOI)**
- Inform relevant staff about the placement
- Prepare workspace, equipment, and necessary tools
- Define roles, responsibilities, and expected outcomes
- Complete and submit the required Jobsplus Engagement Form prior to the commencement of the placement.

During the Placement

- Assign a **Workplace Mentor** to guide and support the student
- Provide structured tasks aligned with the student's field of study
- Ensure a safe and professional working environment
- Offer regular feedback on performance and development

After the Placement

- Complete and submit:

- Performance Evaluation and Development Form
- Exit Survey (Feedback Form)

- Payslips and supporting documentation
- Submit the Jobsplus Termination Form at the end of the placement.

Employers must ensure that placements are not used to fill vacant roles or replace existing employees.

7. Recruitment and Selection Process

The process is as follows:

- Students submit applications through GamingMalta
- Employers submit role requirements and number of placements
- GamingMalta matches candidates to employer requirements
- Employers receive:
 - List of candidates
 - CVs
 - Selection deadline
- Employers conduct interviews and select candidates
- Employers assign mentors and confirm placements
- Jobsplus engagement forms are completed and submitted

8. Placement Areas

Placements may be offered in the following areas:

- Marketing
 - Human Resources
 - Compliance and Regulatory
 - Finance
 - Management
 - Game Development
 - Esports
 - Creative Design
 - Technology
- 

9. Performance Evaluation and Development

At the start of the placement:

- Employers must set clear objectives for the student

During the placement:

- Mentors provide guidance and continuous feedback

At the end of the placement:

- A **Performance Evaluation and Development Form** must be completed
- Achievements and areas for improvement must be documented
- The form must be signed by both the mentor and the student

10. Feedback and Programme Evaluation

Both employers and students are required to complete **Exit Surveys** at the end of the placement.

GamingMalta will use this feedback to:

- Evaluate programme effectiveness
- Identify areas for improvement
- Enhance future programme delivery

Completion of feedback forms is **mandatory**.

11. Additional Support

GamingMalta may provide additional support where required, including:

- Guidance for students experiencing challenges
- Coordination with workplace mentors

Employers are encouraged to contact GamingMalta for assistance when needed.

12. Troubleshooting

Issue	Recommended Action
Student struggling with tasks	Ensure clarity of instructions and provide guidance
Lack of motivation	Assess workload and provide appropriate challenges

Attendance or behaviour issues	Address expectations clearly and professionally
Unresolved issues	Escalate to GamingMalta

13. Reimbursement Process

To initiate reimbursement, employers must submit:

- SPP Reimbursement Claim Form
- Performance Evaluation and Development Form
- Exit Survey (Feedback Form)
- Supporting documentation (e.g. payslips)

Reimbursement will only be processed once:

- The placement is completed
- All required documentation is submitted

14. Monitoring and Compliance

GamingMalta Foundation will monitor the implementation of the programme to ensure:

- Compliance with programme rules
- Proper use of public funds
- Achievement of programme objectives

Employers must retain relevant records and cooperate with any verification processes.

15. Contact Information

For queries or support, please contact:

 spp@gamingmalta.org

16. Conclusion

The GamingMalta Student Placement Programme is designed to support the development of industry-relevant skills, enhance employability, and strengthen collaboration between academia and industry.

Through structured placements and targeted financial support, the programme contributes to addressing skills gaps within the gaming sector while fostering sustainable workforce development.

GamingMalta Foundation remains committed to ensuring the effective implementation, monitoring, and continuous improvement of the programme

