

Process for the Student Placement Programme 2026

GamingMalta Student Placement Programme

1. Overview

The GamingMalta Student Placement Programme enables employers to benefit from students' academic knowledge, creativity, and skills within a structured workplace environment.

Under this Government-led initiative, students are placed in private sector organisations operating in gaming and related sectors. GamingMalta Foundation co-finances placements through a wage subsidy of up to 50% of the student's wages, capped at €6.33 per hour.

The programme allows for a maximum of 300 working hours per student, typically spread over 10 weeks, with a maximum of 30 hours per week.

Placements should be scheduled in a manner that does not conflict with students' academic commitments.

2. GamingMalta Responsibilities

GamingMalta Foundation will:

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

3. Employer Responsibilities

Before the Placement

- Submit a signed Letter of Intent (LOI)
- Complete and submit the Employer Application Form to **spp@gamingmalta.org**
- Complete and submit the Jobsplus Engagement Form prior to the commencement of the placement
- Inform relevant staff about the programme and student roles
- Prepare workspace, equipment, and necessary tools
- Define roles, responsibilities, and expected outcomes

During the Placement

- Assign a Workplace Mentor to guide, supervise, and support the student
- Provide structured tasks aligned with the student's field of study
- Monitor progress and provide continuous feedback
- Ensure a safe and professional working environment
- Document performance and development outcomes

After the Placement

- **Submit the following documentation to GamingMalta Foundation:**
 - SPP Reimbursement Claim Form
 - Performance Evaluation and Development Form
 - Exit Survey (Feedback Form)
 - Supporting documentation (including payslips)
- Submit the Jobsplus Termination Form upon completion of the placement

4. Recruitment and Selection Process

The process is as follows:

1. Students submit applications through GamingMalta Foundation
2. Employers submit role requirements and number of placements
3. GamingMalta Foundation matches students to employer requirements
4. Employers receive:
 - List of candidates
 - CVs
 - Selection deadline
5. Employers conduct interviews and select candidates
6. Employers assign mentors and confirm placements

5. Placement Areas

Placements may be offered in the following areas:

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

6. Performance Evaluation and Development

During the placement:

- Employers set clear objectives at the start of the placement
- Progress is monitored throughout the placement
- Feedback is provided regularly to the student

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 employer and the student

7. Exit Surveys

Both employers and students are required to complete Exit Surveys (Feedback Forms) at the end of the placement.

GamingMalta Foundation will use this feedback to evaluate programme effectiveness and identify areas for improvement.

8. Additional Support

GamingMalta Foundation may provide additional support where required, including:

- Guidance for students experiencing challenges
- Coordination with workplace mentors
- Pre-arranged on-site visits

Any issues that cannot be resolved internally may be escalated to GamingMalta Foundation.

9. Reimbursement Process

To initiate reimbursement, employers must submit:

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

Reimbursement will only be processed once:

- The placement is completed; and
- All required documentation has been submitted

10. Queries and Support

For any queries or support, please contact:

spp@gamingmalta.org;

11. Contact Details

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