Skills Pass

Webinar

Supportive Scheme for Local Enterprises

4th June

10.00am

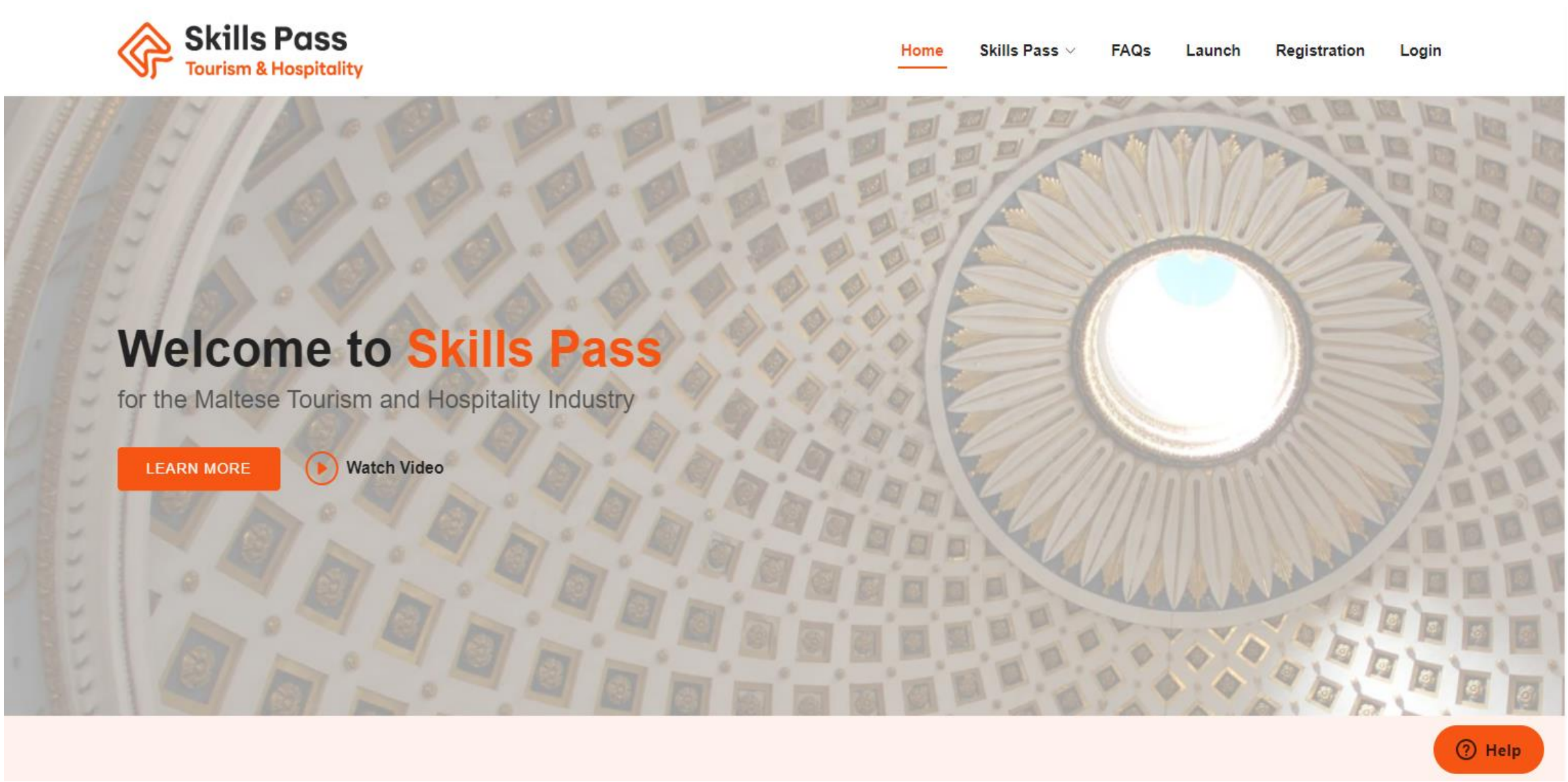
Skills Pass

MALTAENTERPRISE

Skills Pass

Introduction

- Martina Vella
- Senior Manager Skills Pass and VNFIL
- Institute of Tourism Studies



The Skills Pass Tourism & Hospitality is operated by the Institute of Tourism Studies, Malta

Skills Pass

Non-EU/EEA/EFTA – Still Abroad	Non-EU/EEA/EFTA – Living in Malta for less than 1 year	Non-EU/EEA/EFTA – Living in Malta for more than 1 year
New employees not working in Malta.	*Employees working in Malta and who will be applying for their 1st renewal*	*Employees working in Malta and who will be applying for their 2nd renewal onwards*
- Phase 1 - Phase 2	- Phase 1 - Phase 2	- Phase 1
€475	**€455**	**€375**

Other Categories include:

- Summer Students
- ELT Licensed Schools
- EU Internships
- **MTA Licensed Establishments**

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Phase 1

- Fully Online
- Consists of:
  - Essential English for Hospitality Course and Assessment
  - Basic Customer Care Course and Assessment
  - Basic Maltese Tourism Product Course and Assessment
  - English Proficiency Test
  - Occupation Assessment according to Job Family: Housekeeping, Kitchen, Restaurant, Bar, Front Office or Other (any other roles within an MTA licensed establishment that do not fall under the job families)
- Maximum of 6 weeks

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Phase 2

- Online Skills Verification Interview
- Upon issuance of Phase 1 confirmation, they can book the interview session online at their closest VFS centre available.
- The Skills Verification Interview will take place at their closest VFS centre or at ITS in Malta but the assessor will be online and anonymous.
- The questions asked during the interview are specifically based on Phase 1 and the chosen occupation.
- Full Skills Pass Certificate will be issued if candidate finalises Phase 2 successfully.

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Skills Pass Portal

- Martina Vella
- Senior Manager Skills Pass and VNFIL
- Institute of Tourism Studies

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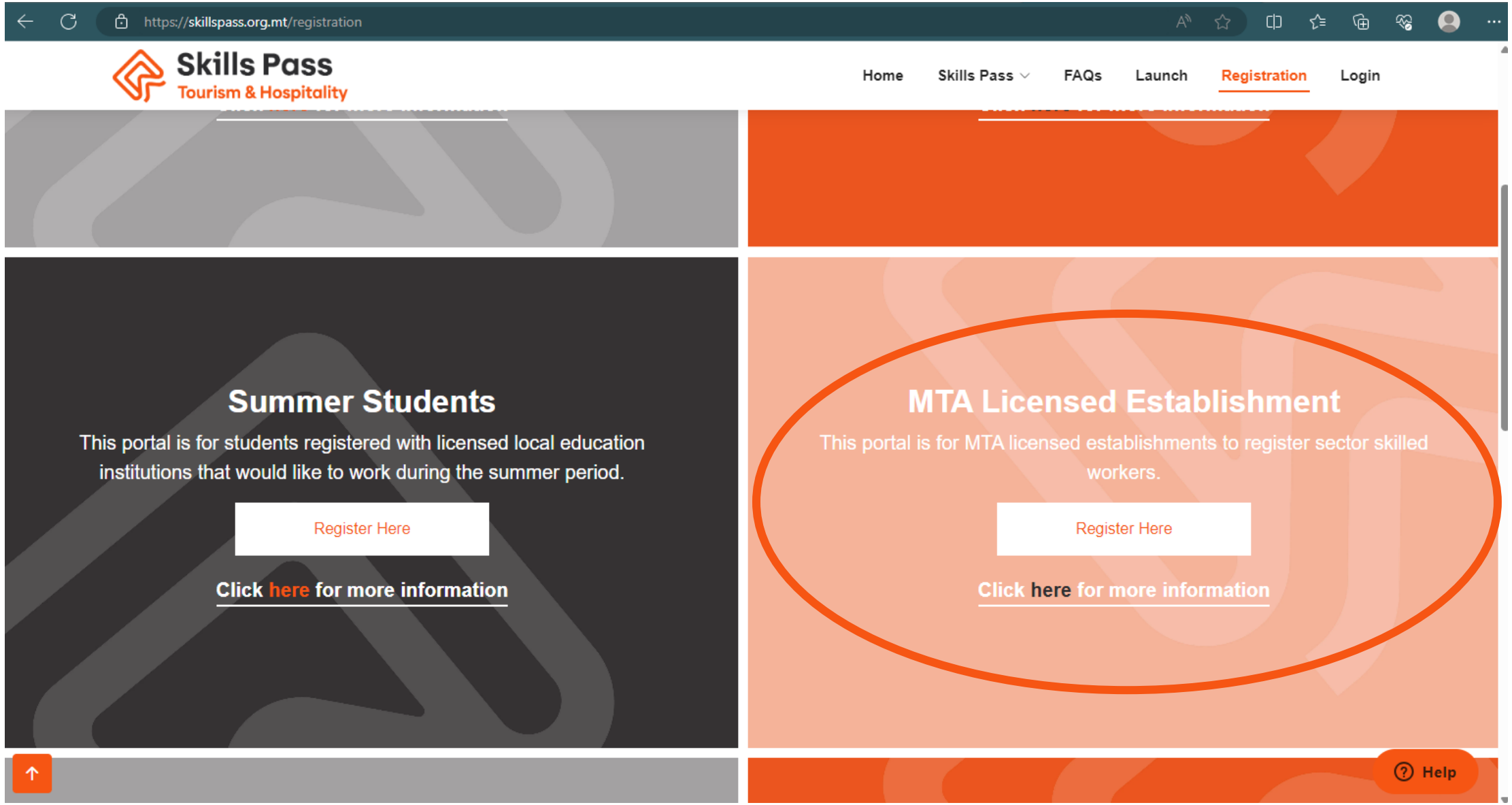
[Registration (skillspass.org.mt)]



Skills Pass

Entity Confirmed and User Access granted

[No Reply] Automated Messages at Skillspass.org.mt
To Info at Skillspass

Dear

The Entity Test school has just been approved by the Skills Pass Administrative Team.

You may now access the system using the following credentials:

Username : test04@skillspass.org.mt

Password :

Skills Pass

Administrative Support Team

Skill Pass Team
skillspass.org.mt
info@skillspass.org.mt
+356 2379 3100
Aviation Park, Aviation Avenue, Hal Luqa LQA 9023, Malta

ITS shall carry out the necessary due diligence checks and thus it's important that in the registration:

- The MTA license number is correct
- The name of the establishment and address are per MTA register
- The receipt uploaded is covering the license of the current year.

The approvals or rejections may take between 3 to 5 working days depending on the volume of registrations. An email (as shown) will be sent automatically upon approval or rejection.

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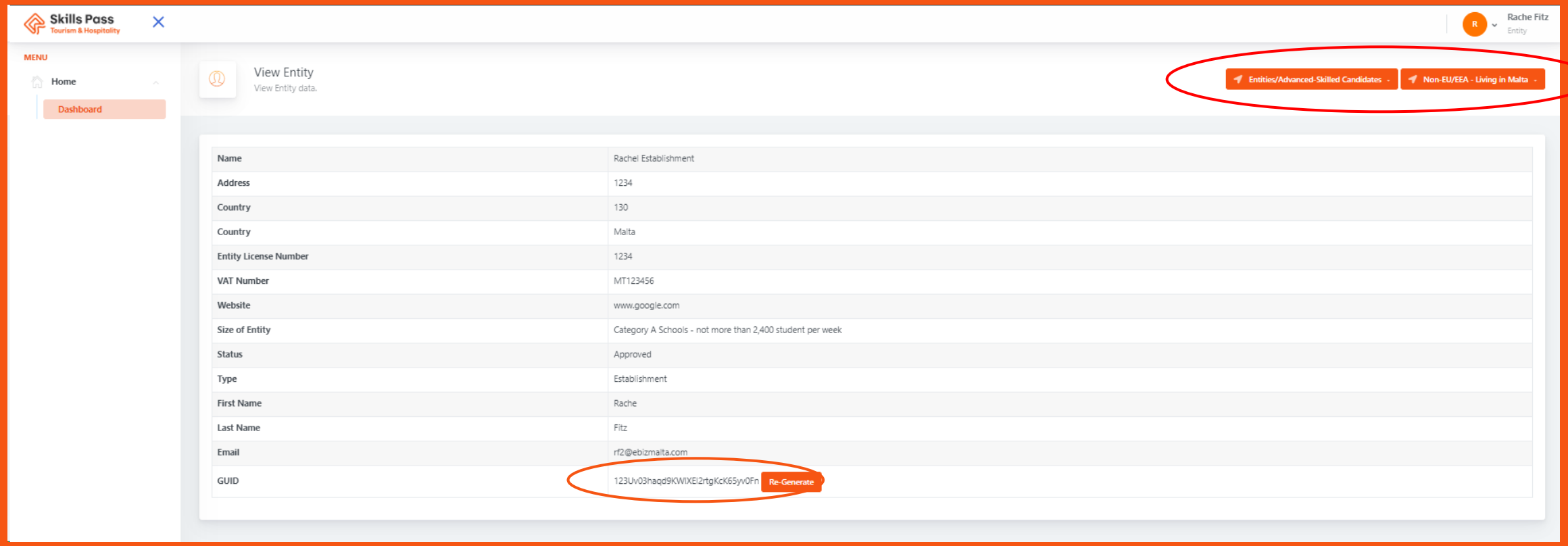

A unique code (GUID) will be available on the dashboard. This code is to be forwarded to your employees who you would like to pay for. This code can be re-generated as many times as you deem necessary.

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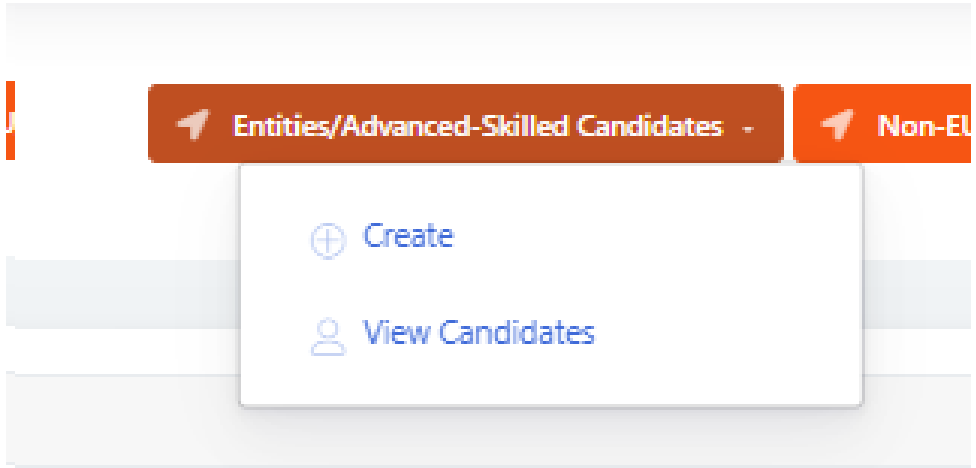
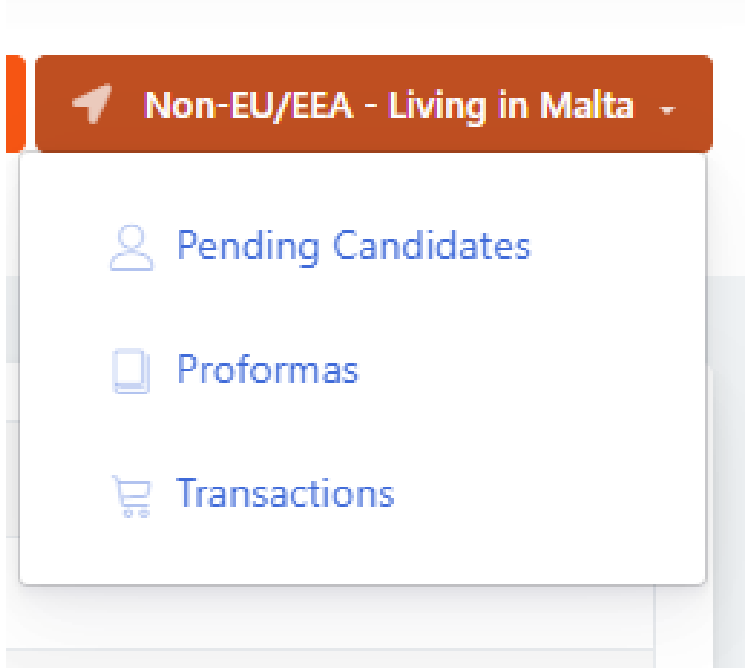


The first button at the top “Entities / Advanced-Skilled Candidates”, is a drop down with the options:

- Create

Allows entity to add colleagues or candidates (sector skilled workers)

- View Candidates



The second button at the top “Entities / Advanced-Skilled Candidates”, is a drop down with the options:

- Pending Candidates: View candidates that registered using the GUID
- Proformas: View invoices
- Transactions: View receipts

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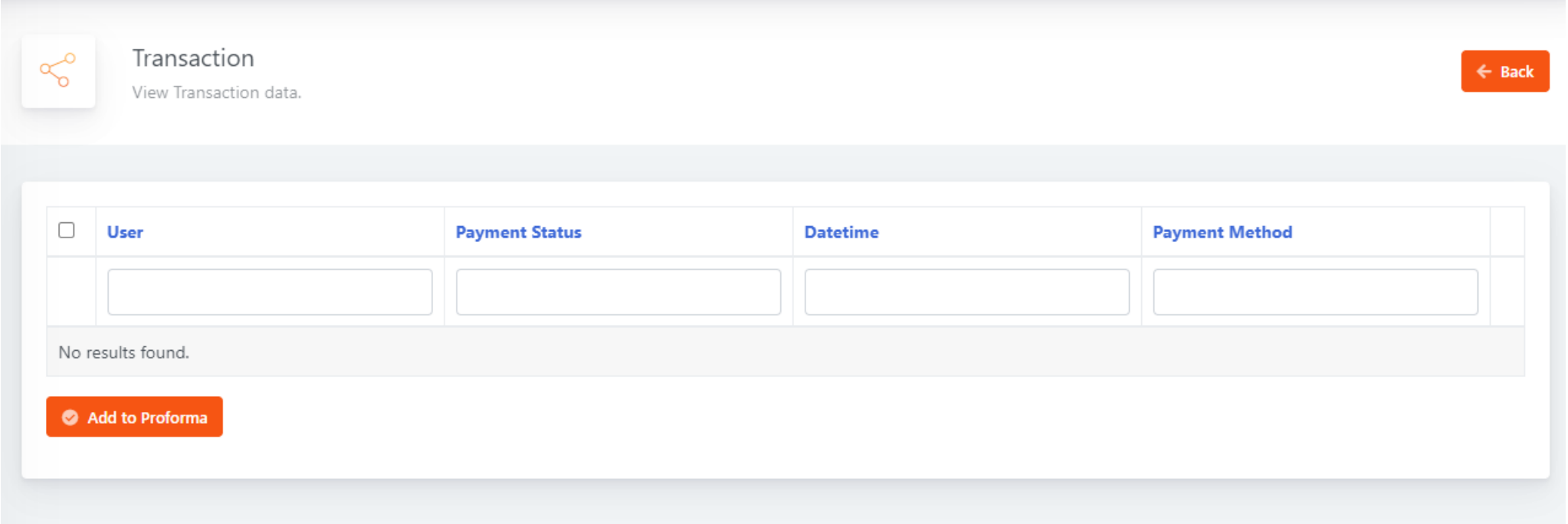
Once the candidate has inputted the GUID the Establishment will need to pay for the candidates who applied for access.



Once you verify all candidates, you can select Add to Proforma to issue one invoice for a set of candidates.

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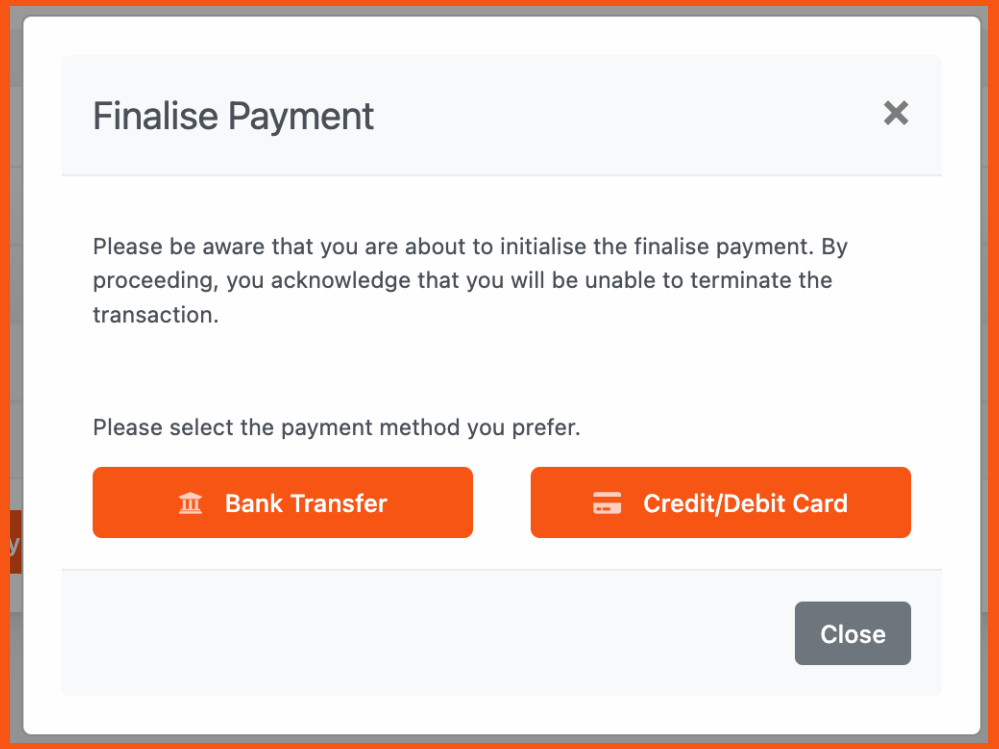

With regards to payment, this can be done in two ways:

1. Bank Transfer (will be available in due course)
   - Download Proforma
   - The establishment may proceed with payment using account details in top left corner of invoice.
   - When payment is done, establishment may login to the system and download receipt.
   - At this stage, access will be given to the candidate.

2. Credit/ Debit Card
   - User will be redirected to a page to input card details
   - Once payment is done, establishment may login to the system and download receipt.
   - At this stage, access will be given to the candidate.

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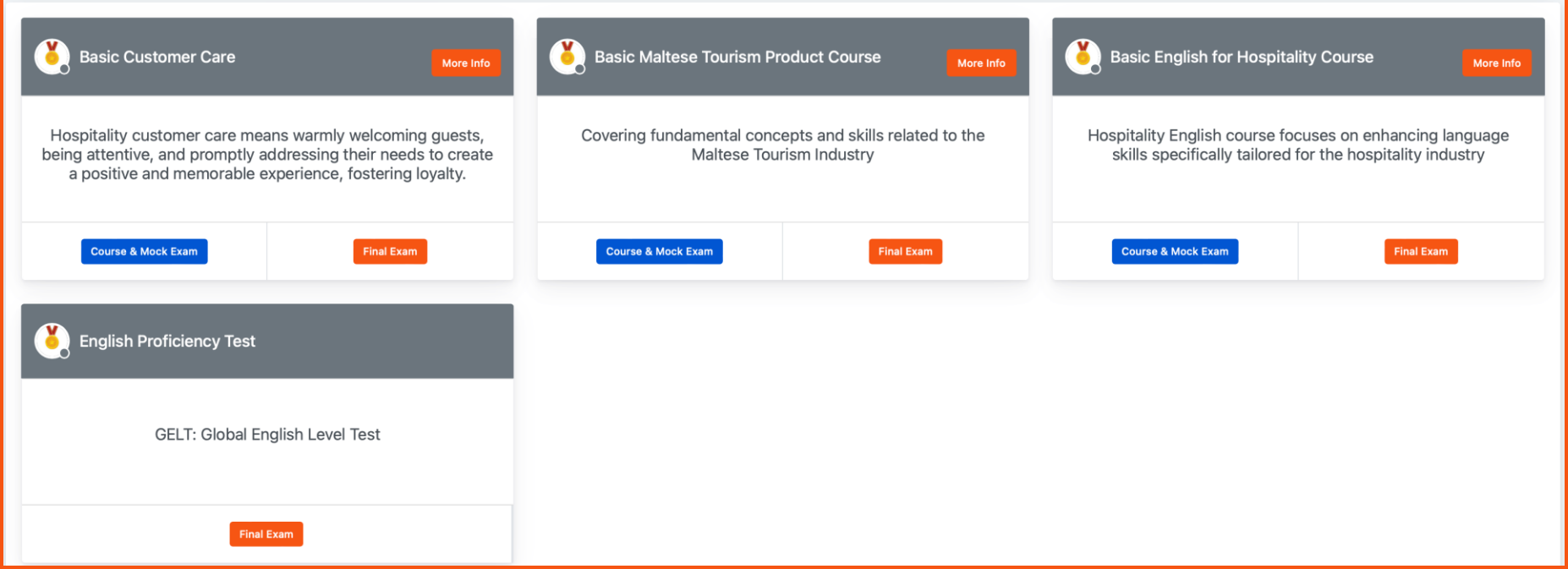

Once payment is done, candidate can then login into the system with the same credentials used for registration, proceed with the courses and sit for examinations to obtain the Skills Pass.

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Additional Comments

- Candidates which are not your employees but have registered using your establishment's GUID can be rejected.
- The GUID can then be re-generated accordingly.
- Establishments can only pay for the full Skills Pass of their candidates. Resits and additional occupations are not included within this scheme and can be paid by the candidates themselves.
- Approvals of establishments may take up to 3 working days.
- Any queries with regards to Skills Pass and the portal may be addressed to info@skillspass.org.mt or on 2379 3100.
- Further information can also be found on the following links:
  - Obtaining the Skills Pass
  - FAQs (skillspass.org.mt)