

Webinar

Supportive Scheme for Local Enterprises

 4th June

 10.00am

Introduction

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

Welcome to **Skills Pass**

for the Maltese Tourism and Hospitality Industry

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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
<i>New employees not working in Malta.</i>	<i>Employees working in Malta and who will be applying for their 1st renewal</i>	<i>Employees working in Malta and who will be applying for their 2nd renewal onwards</i>
<ul style="list-style-type: none"> - Phase 1 - Phase 2 	<ul style="list-style-type: none"> - Phase 1 - Phase 2 	<ul style="list-style-type: none"> - Phase 1
€475	€455	€375

Other Categories include:

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



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

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.

Skills Pass Portal

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



Summer Students

This portal is for students registered with licensed local education institutions that would like to work during the summer period.

[Register Here](#)

[Click here for more information](#)

MTA Licensed Establishment

This portal is for MTA licensed establishments to register sector skilled workers.

[Register Here](#)

[Click here for more information](#)

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

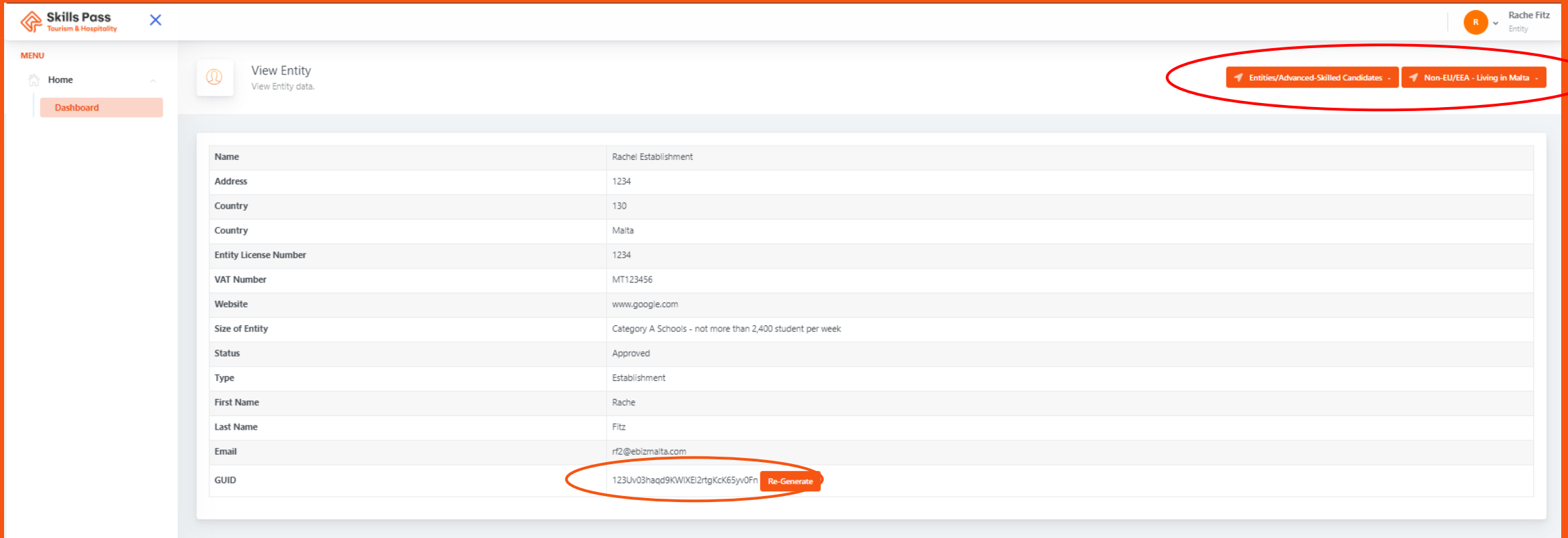
 +356 2379 3100

 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.

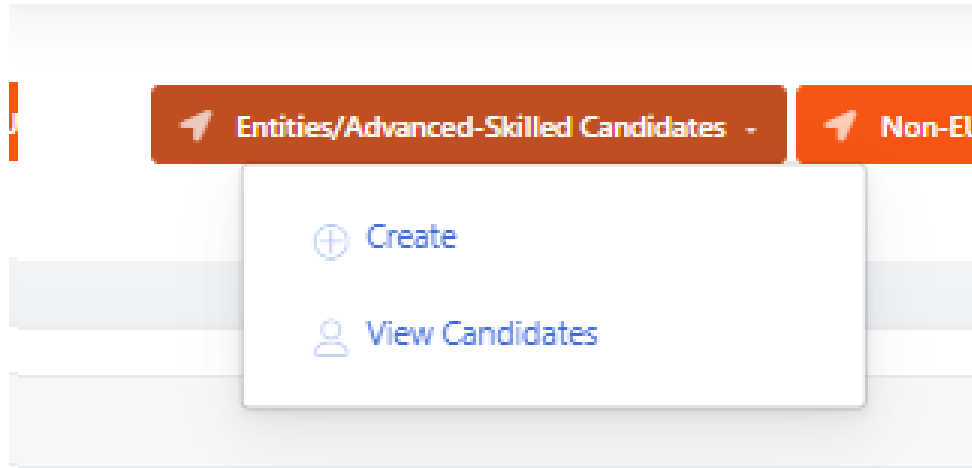


The screenshot shows the Skills Pass dashboard for a user named Rache Fitz. The dashboard displays the following entity details:

Name	Rachel Establishment
Address	1234
Country	130
Country	Malta
Entity License Number	1234
VAT Number	MT123456
Website	www.google.com
Size of Entity	Category A Schools - not more than 2,400 student per week
Status	Approved
Type	Establishment
First Name	Rache
Last Name	Fitz
Email	rf2@ebizmalta.com
GUID	123Uv03haqd9KWIXEi2rtgKcK65yv0Fn Re-Generate

Two red circles highlight specific elements: one around the top navigation bar containing 'Entities/Advanced-Skilled Candidates' and 'Non-EU/EEA - Living in Malta', and another around the GUID field and its 'Re-Generate' button.

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.

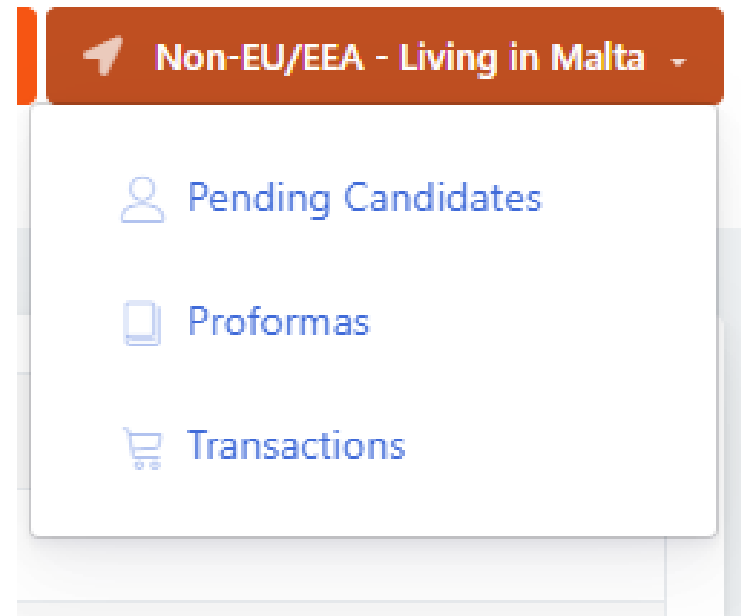


The first button at the top “Entities / Advanced-Skilled Candidates”, is a drop down with the options:

- Create

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

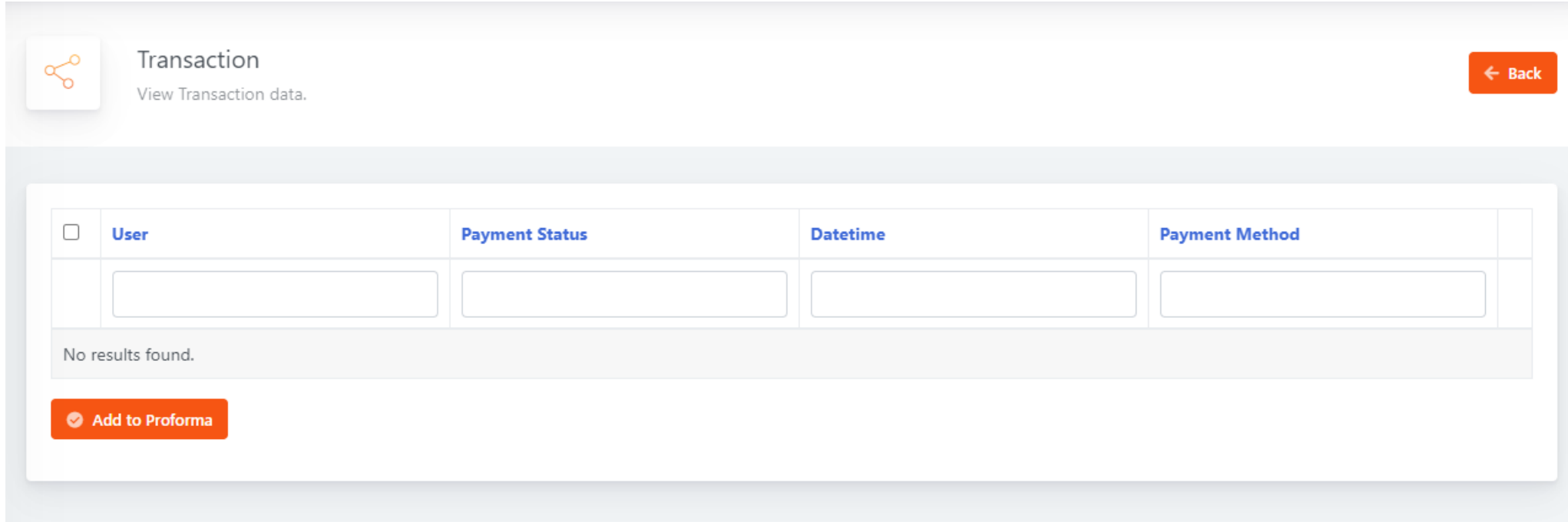
- View Candidates



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

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



The screenshot shows a web interface for managing transactions. At the top left, there is a 'Transaction' header with a sub-link 'View Transaction data.' and a 'Back' button. Below this is a table with four columns: 'User', 'Payment Status', 'Datetime', and 'Payment Method'. The table is currently empty, displaying 'No results found.' Below the table is an 'Add to Proforma' button.

<input type="checkbox"/>	User	Payment Status	Datetime	Payment Method
No results found.				


[Add to Proforma](#)


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

Finalise Payment ×

Please be aware that you are about to initialise the finalise payment. By proceeding, you acknowledge that you will be unable to terminate the transaction.

Please select the payment method you prefer.

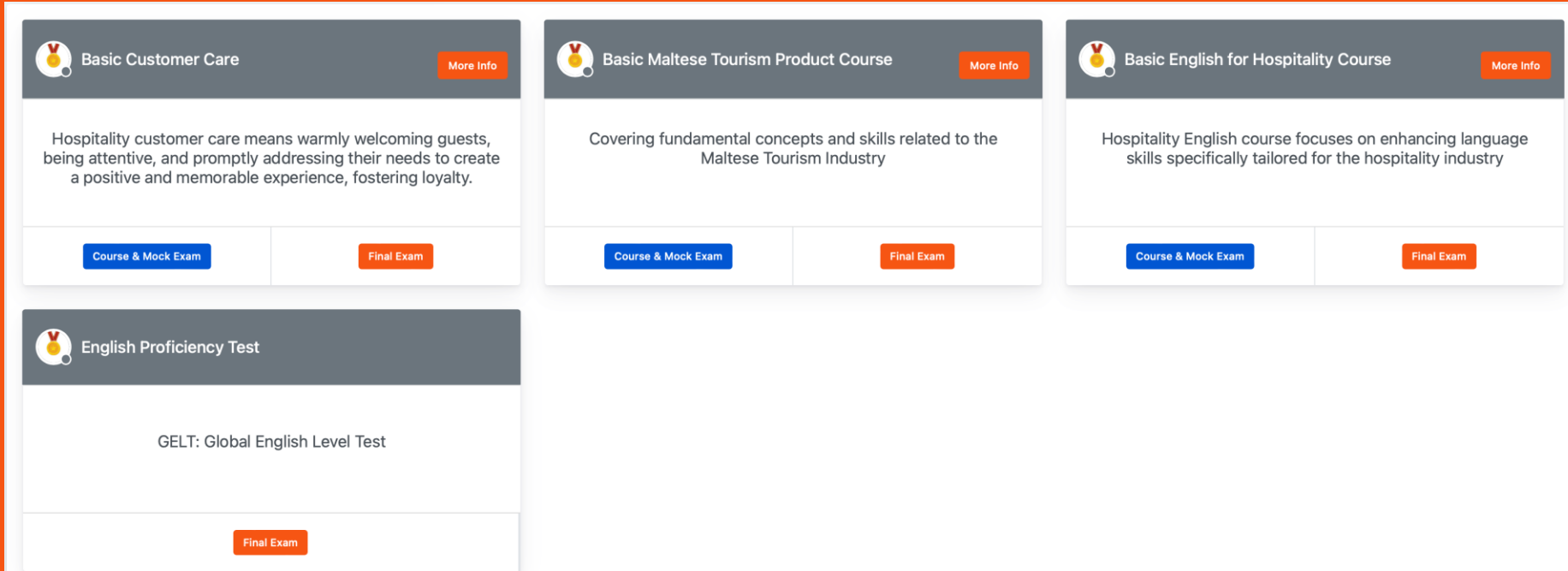
 Bank Transfer

 Credit/Debit Card

Close

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.



The screenshot displays a user interface for selecting courses. It features four course cards arranged in a grid. Each card has a dark grey header with a circular icon containing a graduation cap and the course title, followed by a 'More Info' button. The main body of each card contains a brief description of the course. At the bottom of each card, there are two buttons: 'Course & Mock Exam' (blue) and 'Final Exam' (orange).

Course Title	Description	Buttons
Basic Customer Care	Hospitality customer care means warmly welcoming guests, being attentive, and promptly addressing their needs to create a positive and memorable experience, fostering loyalty.	Course & Mock Exam, Final Exam
Basic Maltese Tourism Product Course	Covering fundamental concepts and skills related to the Maltese Tourism Industry	Course & Mock Exam, Final Exam
Basic English for Hospitality Course	Hospitality English course focuses on enhancing language skills specifically tailored for the hospitality industry	Course & Mock Exam, Final Exam
English Proficiency Test	GELT: Global English Level Test	Final Exam

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.

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 \(skillspass.org.mt\)](#)