



FOR OFFICE USE ONLY	
Application received on: ____ / ____ / 2024	Application Reference Number: APR ____ / 24 / ____

APPRENTICESHIP SCHEME – CALL FOR HOSTS

APPLICATION FORM

Name of Applicant

Title of Application

Date of Application submission

Total Amount of the Grant
(Maximum amount that can be allocated is Euro 18,000)

1. GENERAL INFORMATION

1.1 Tick the sector that the host is active in:

- Cultural and Creative
- Digital Technologies
- Design
- iGaming (excluding betting companies)
- Crafts
- Social

1.2 Is there a secondary sector of activity? If yes, please state the secondary sector of activity. _____

Apprenticeship Scheme



1.3 Did you ever benefit from public funds?

Yes

No

1.4 If yes, kindly specify the name/s and dates of the funds awarded in the past three years.

2. Profiles

Kindly provide the profile of the mentor who will be directly involved in the apprenticeship.

Profile 1 Name _____
 Role _____
 Bio Note _____
 CV Insert CV of Profile 1

- + Add a signed commitment letter stating the interest in hosting and mentoring an apprentice from the 01st January 2025 to 31st December 2025
- + Add the host's portfolio
- + Add a copy of the VAT Certificate of Registration

- + Add a most recent Good Standing certificate of Registration (this applies only if the host is an entity registered with the Malta Business Registry)

3. Criteria

The Evaluation Board will base its decision upon the following criteria:

- i. Provide a clear and detailed job description, including the designation title, highlighting how the apprentice's role will contribute to the improvement of current operations. (20 marks)
+ Add the job description of the role that will be supported through the apprenticeship scheme (this will be made available to prospective apprentices when they fill in their application for them to select the host they would like for their apprenticeship)

+ Add additional file(s).

- ii. Provide a detailed overview of the host's current operations, including basic information about how the business is run, its clients' portfolio and typical services/products it produces or offers. The overview should also state the business' vision and mission statement. (5 marks)

+ Add file

- iii. Provide a definition of the skill sets that are directly or indirectly linked to the business and how the apprentices will be exposed to them. (20 marks)

+ Add file

- iv. Provide an outline of the mentorship and training that the host will be providing to the apprentice including target goals and measurable achievements. (40 marks)

+ Add file

- v. Provide a professional set-up that promotes ethical and good practices that guarantee the health and safety of all employees and any third parties engaged with the business and at the workplace. (15 marks)

+ Add file

TEMPLATE