



GOVERNMENT
OF MALTA



Ref. No.: ESF+.03.243/Specialised Local Training

Call for Applications

Specialised Local Training for Malta's Cultural and Creative Sectors

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for:

- (i) Public Sector employees*
 - (ii) Independent Cultural and Creative Professionals*
 - (iii) Employees of Private-Sector or Non-Government Cultural Organisations*
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ESF+.03.243 – Strengthening Malta's Cultural and Creative Sectors through Lifelong Learning

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TABLE OF CONTENTS

1	Definitions.....	3
2	Introduction	4
3	Objectives	5
4	Training Areas and Modules	5
5	Application Process	7
6	Participation Conditions	8
7	Eligibility Criteria.....	9
8	Application Requirements	10
9	Reservations.....	12
10	Further Information	12
	ANNEX I – Eligible NACE Codes	13

1 DEFINITIONS

1.1 Cultural and Creative Sectors

The **Cultural and Creative Sectors (CCS)** include all individuals, organisations and enterprises engaged in the creation, production, development, presentation, management, preservation and promotion of artistic, cultural and creative goods, services or experiences.

1.2 Public Sector Employees

For the purposes of this Call, **Public Sector employees** are defined as individuals formally engaged by a public administration body or public cultural organisation listed below:

- Arts Council Malta;
- Culture Directorate;
- Public Cultural Organisations (PCOs):
 - Festivals Malta,
 - Fondazzjoni Kreattività,
 - Malta International Contemporary Art Space,
 - Malta Philharmonic Orchestra,
 - Mediterranean Conference Centre,
 - National Agency for the Performing Arts,
 - Pjazza Teatru Rjal,
 - Teatru Manoel,
 - Valletta Cultural Agency.
- Local Government Division (limited to Regional Council Executive Secretaries and Regional Cultural Managers).

Public Sector employees must be formally engaged through one of the following contractual arrangements:

- **Indefinite** (permanent) or **definite** (fixed-term) contracts of employment;
- Employment on a full-time or part-time basis.

1.3 Artistic Community

For the purposes of this Call, the **Artistic Community** refers to individuals and organisations whose primary professional activity is rooted in the CCS. This includes:

- **Independent cultural and creative professionals** (self-employed individuals, freelancers and sole traders);
- **Employees of private-sector entities** whose principal activity is within the CCS;
- **Employees of non-government cultural organisations** whose primary mission is within the CCS.

1.4 Independent Cultural and Creative Professionals

For the purposes of this Call, **Independent Cultural and Creative Professionals** refers to individuals who are self-employed, freelancers or sole traders actively engaged in artistic, cultural or creative economic activity within Malta's CCS. These professionals operate on an

independent basis, outside of permanent employment contracts and contribute to the creation, production, management or promotion of cultural and creative content.

1.5 Private-Sector Employees

For the purposes of this Call, **Private-Sector Employees** are defined as individuals formally engaged by a private entity whose principal economic activity falls within the CCS. Eligible employment arrangements include employment under a Contract of Service, whether on an indefinite (permanent) or definite (fixed-term) basis.

1.6 Non-Government Cultural Organisations

For the purposes of this Call, **non-government cultural organisations** are legally established organisations in Malta whose primary mission, as stated in their statute or registration, is the delivery of cultural and artistic activities for the benefit of the public.

Eligible organisations include:

- **Voluntary Organisations (VOs)** registered with the Commissioner for Voluntary Organisations under the Voluntary Organisations Act (CAP 492 of the Laws of Malta) and holding active status;
- **Foundations or associations** registered with the Malta Business Registry (MBR) under the Second Schedule of the Civil Code (CAP 16 of the Laws of Malta);
- **Other non-profit cultural entities** duly registered in accordance with national regulatory requirements.

1.7 NACE Codes

NACE Codes (Rev. 2.1) are the official European classification system for economic activities, each identifying a specific professional or business sector (e.g. performing arts, film production, graphic design, cultural heritage management).

For the purposes of this Call, NACE Codes are used, where applicable, to verify that economic operators carry out activities within the Cultural and Creative Sectors (CCS).

The list of eligible NACE Codes is provided in **Annex I**.

2 INTRODUCTION

- 2.1 Arts Council Malta (ACM) is issuing this Call for Applications for participation in **Training for the Cultural and Creative Sectors**, under the ESF+.03.243 *“Strengthening Malta’s Cultural and Creative Sectors through Lifelong Learning”*, a project managed by Arts Council Malta (hereinafter referred to as ACM).
- 2.2 This Call forms part of a broader training framework co-financed by the European Social Fund+ 2021-2027, addressing Priority 3 *“Quality and inclusive education and enhanced lifelong learning for Growth”* under the Specific Objective 4.7 *“Lifelong learning and career transitions”*.

- 2.3 This Call provides eligible applicants with the opportunity to participate in a **specialised training programme** delivered locally, addressing key skills gaps within the CCS and public cultural administration.
- 2.4 Modules are offered as **accredited units aligned with the Malta Qualifications Framework (MQF)**, in collaboration with MCAST, providing participants with the opportunity to obtain accredited certification.

3 OBJECTIVES

- 3.1 The overall objective of this Call is to support lifelong learning and professional development within Malta's Cultural and Creative Sectors and public cultural administration.
- 3.2 Specifically, this Call aims to:
- enhance sector-specific knowledge and competences across the CCS;
 - strengthen organisational capacity and strategic planning within cultural institutions and organisations;
 - promote sustainable, environmentally responsible and socially inclusive cultural practices;
 - foster entrepreneurial skills, innovation and new business models within the CCS;
 - support access to culture, participation in cultural life, and the implementation of cultural rights.
- 3.3 The training programme also contributes to the development of transferable skills, including leadership, collaboration, critical thinking and project management, supporting participants in adapting to evolving sectoral and labour market demands.

4 TRAINING AREAS AND MODULES

4.1 Overview

Training is structured across three thematic areas:

1. **Right to Culture;**
2. **Sustainability;**
3. **Creative Entrepreneurship.**

Modules are offered at MQF Levels 3, 4 and 5:

- **MQF Level 3** modules focus on foundational knowledge and awareness;
- **MQF Level 4** modules focus on applied learning and practical skills;
- **MQF Level 5** modules focus on strategic thinking and leadership.

There are no mandatory pre-requisites for participation. Applicants may apply for modules at any MQF level and are encouraged to select modules that are appropriate to their professional background and level of experience.

4.2 List of Modules

The following modules are offered under each training area:

1. Right to Culture

Module	Title	MQF Level
Module 1	Awareness of Cultural Rights	MQF Level 3
Module 2	Participation and Enjoyment of the Arts	MQF Level 3
Module 3	Diversity, Equity and Inclusion in Cultural Organisations	MQF Level 4
Module 4	Community Cultural Development and Policy Engagement	MQF Level 4
Module 5	Digital Access to Culture	MQF Level 5
Module 6	Advocacy and Strategic Leadership for Cultural Rights	MQF Level 5

2. Sustainability

Module	Title	MQF Level
Module 7	Foundations of Sustainable Cultural Practice	MQF Level 3
Module 8	Cultural Organisations as Drivers of Sustainable Development	MQF Level 3
Module 9	Sustainable Event and Venue Management	MQF Level 4
Module 10	Cross-Sectoral Collaboration for Sustainability	MQF Level 4
Module 11	Transformational Leadership and Corporate Social Responsibility in Culture	MQF Level 5
Module 12	Strategic Sustainability Planning and Auditing in Cultural Organisations	MQF Level 5

3. Creative Entrepreneurship

Module	Title	MQF Level
Module 13	Awareness of Entrepreneurship in Cultural and Creative Sectors	MQF Level 3
Module 14	Cultural Awareness and Entrepreneurship Values	MQF Level 3
Module 15	Business Modelling and Financial Planning for Cultural Enterprises	MQF Level 4
Module 16	Marketing, Audience Development and Digital Strategy	MQF Level 4
Module 17	Social Entrepreneurship and Future Business Models in CCS	MQF Level 5
Module 18	Leadership and Resilience for Creative Entrepreneurs	MQF Level 5

Detailed information on individual modules, including module descriptions, tutors, schedules (dates and times) and logistical arrangements is provided in the accompanying **Module Descriptors document**, which forms part of this Call for Applications.

Applicants are required to consult this information prior to selecting their preferred module(s) and submitting their application.

Arts Council Malta reserves the right to update the module schedules, which shall be communicated through the official website and/or directly to participants.

4.3 Learning Approach and Delivery Format

Each module consists of 50 learning hours, comprising 20 contact hours delivered through 5 face-to-face sessions and 30 hours of guided self-study and assessment activities.

4.4 Training Venue

Training sessions will be delivered in person at **The Brewhouse, Mdina Road, Birkirkara**. Light refreshments will be provided during the training sessions.

5 APPLICATION PROCESS

5.1 Submission Method

Applications must be submitted online through the Arts Council Malta website at <https://artscouncilmalta.gov.mt/en/opportunitie/specialised-local-training/>.

Applications submitted through any other means will not be considered.

Applicants must complete all mandatory fields and upload all required supporting documentation.

5.2 Submission Deadline

Applications must be submitted **at least fourteen (14) calendar days** before the start date of the selected module to allow sufficient time for eligibility verification and, where applicable, the processing required by MCAST for participants wishing to pursue accredited certification. As each module has a limited capacity of 50 participants, early application is strongly recommended.

Applications received after this deadline may still be considered, subject to the availability of places and the completion of any required eligibility and administrative procedures. However, late applicants may not be eligible to pursue accredited certification if there is insufficient time to complete the necessary processing requirements.

Applications will not be accepted once the module has commenced.

5.3 Participation Confirmation

Applicants will be informed of the outcome of their application by email.

Applicants who are unable to attend are expected to inform Arts Council Malta as soon as possible, so that their place may be offered to another applicant.

6 PARTICIPATION CONDITIONS

6.1 Modular Structure

The training is delivered through a modular structure. Modules are standalone and may be followed independently.

6.2 Participation

Participation in the training is **free of charge**.

Applicants may apply for one or more modules, subject to availability. Participation in a module does not automatically grant access to other modules.

6.3 Capacity

A maximum of **50 participants per module** will be accepted.

Places are allocated on a **first-come, first-served basis**, subject to eligibility.

6.4 Eligibility Verification

Participation is subject to eligibility verification by Arts Council Malta based on the criteria set out in this Call.

6.5 Certificate of Participation

Participants are expected to attend all scheduled sessions for the selected module(s), and participants attending at least three (3) out of five (5) sessions shall be eligible for a **Certificate of Participation**.

6.6 Accredited Certification

Accredited certification is awarded through MCAST. Participants who opt for accredited certification will be enrolled on the MCAST Classter system prior to the start of the module and may be contacted by MCAST to complete the enrolment process.

To be eligible for accredited certification, participants must attend a minimum of 70% of the module's contact hours, including the final session, during which an assessment will take place.

6.7 Award Certification

In addition to the individual accredited certificates issued for each successfully completed module, participants who successfully complete all accredited modules at a particular MQF level (equivalent to 12 ECTS credits) will be eligible for the award of the following qualifications:

- **Award in Foundations of Professional Practice in the Cultural and Creative Sectors (MQF Level 3)**
- **Award in Applied Professional Practice in the Cultural and Creative Sectors (MQF Level 4)**
- **Award in Strategic Leadership in the Cultural and Creative Sectors (MQF Level 5)**

The award of these qualifications shall be subject to the successful completion of the relevant modules and any applicable assessment requirements.

7 ELIGIBILITY CRITERIA

7.1 Eligible Participants

This Call is open under three strands:

- **Strand 1 – Public Sector Employees;**
- **Strand 2 – Independent Cultural and Creative Professionals;**
- **Strand 3 – Employees of Private-Sector or Non-Government Cultural Organisations.**

(i) Strand 1 – Public Sector Employees

Applicants must:

- (a) be employed within:
 - Arts Council Malta;
 - Culture Directorate;
 - Public Cultural Organisations (PCOs) as listed in Section 1.2;
 - Local Government Division (limited to Regional Council Executive Secretaries and Regional Cultural Managers);
- (b) be formally engaged through one of the following recognised contractual arrangements:
 - **Indefinite** (permanent) or **definite** (fixed-term) contracts of employment;
 - Employment on a **full-time** or **part-time** basis.

(ii) Strand 2 – Independent Cultural and Creative Professionals

Applicants must:

- (a) be self-employed, freelancers or sole traders operating within the Cultural and Creative Sectors;
- (b) be registered with Jobsplus as self-employed;
- (c) hold a valid VAT registration;
- (d) be registered under a NACE Code listed in Annex I, which reflects the applicant's declared economic activity within the Cultural and Creative Sectors;
- (e) be actively engaged in professional practice within the Cultural and Creative Sectors.

(iii) Strand 3 – Employees of Private-Sector or Non-Government Cultural Organisations

Applicants must:

- (a) be employed by an organisation operating within the Cultural and Creative Sectors;
- (b) be formally engaged by the employer under a Contract of Service, whether on an indefinite (permanent) or definite (fixed-term) basis;
- (c) be engaged in duties or responsibilities that are directly linked to the Cultural and Creative Sectors;
- (d) provide evidence of employment through Jobsplus employment history and endorsement from their employer.

7.2 Endorsement

For applicants under **Strand 1** and **Strand 3**, participation must be endorsed by the relevant organisation, thereby confirming the need for the training and its relevance to the applicant's role or professional activity.

Where the **employer carries out an economic activity**, it must be registered under a NACE Code listed in **Annex I**, which reflects the organisation's principal economic activity within the Cultural and Creative Sectors.

Non-government cultural organisations that do not carry out an economic activity within the meaning of Article 107 TFEU are not required to hold a NACE Code, provided they demonstrate that their primary mission falls within the CCS. In such cases, applicants shall be required to provide supporting documentation in accordance with Section 8.2, including:

- (i) the organisation's governing document (e.g. statute, constitution, deed of foundation or memorandum and articles); and
- (ii) a declaration signed by the organisation's legal representative explaining the reason for non-registration and confirming that the organisation's core operations fall within the Cultural and Creative Sectors.

The selected module(s) do not need to correspond directly to the applicant's or employer's registered NACE Code. Participation may be undertaken across any of the training areas, provided that the selected module(s) are relevant to the applicant's professional activity within the CCS.

7.3 General Eligibility Conditions

Applicants must:

- (a) be Maltese citizens, or hold a valid Maltese residence permit, or a Maltese citizenship certificate or a Maltese passport;
- (b) be at least 18 years old at the time of application;
- (c) be actively engaged in the Cultural and Creative Sectors, as demonstrated through the supporting documentation submitted with the application.

For Public Sector employees, this requirement shall be deemed satisfied where the applicant is engaged within an eligible public cultural administration body or organisation listed in Section 1.2.

8 APPLICATION REQUIREMENTS

8.1 Supporting Documentation

Applicants must upload supporting documentation as part of their application, as follows:

- (i) **Strand 1 – Public Sector Employees:**
 - endorsement by the appropriate authority, confirming approval of the applicant's participation, the need for the training and its relevance to the applicant's role within the organisation.
 - Endorsement shall be provided as follows:

- Public Cultural Organisations – endorsement by the CEO or Head of Organisation;
- Culture Directorate – endorsement by the Director;
- Regional Councils – endorsement by the President of the Regional Council.

(ii) **Strand 2 – Independent Cultural and Creative Professionals:**

- Copy of the applicant's VAT certificate, including the NACE Code(s) (Rev. 2.1);
- Copy of self-employed Jobsplus employment history.

(iii) **Strand 3 – Employees of Private-Sector or Non-Government Cultural Organisations:**

- copy of the applicant's Jobsplus employment history;
- endorsement by the employer confirming that the organisation approves the applicant's participation and that the selected module(s) are relevant to the applicant's role and professional development within the organisation.

- **Additional Documentation based on Employer Status (Strand 3 only):**

Applicants under Strand 3 shall submit **one of the following**, as applicable:

(i) Where the employer is VAT-registered:

- Copy of the employer's VAT certificate, including the NACE Code(s) (Rev. 2.1);

(ii) Where the employer is not VAT-registered:

- The organisation's governing document (e.g. statute, constitution, deed of foundation or memorandum and articles), duly signed;
- A declaration signed by the organisation's legal representative confirming that:
 - The organisation's core operations are within the CCS; and
 - The organisation is not VAT-registered and does not carry out an economic activity within the meaning of Article 107 TFEU.

- Applicants who are Public Sector employees shall apply under **Strand 1**.
- Applicants who are registered with Jobsplus as self-employed shall apply under **Strand 2**.
- Applicants employed by a private-sector or non-governmental cultural organisation shall apply under **Strand 3**.

8.2 Curriculum Vitae (CV)

Applicants are required to submit a **Curriculum Vitae (CV)** as part of the application process. This may be used by Arts Council Malta to verify eligibility under this Call.

8.3 Participant Data Collection

Applicants are required to complete the **ESF+ Participant Data Collection Form** as part of the application process. The information provided will be used for monitoring, evaluation and reporting purposes in line with ESF+ requirements.

8.4 Completeness of Application

Applications must be complete at the time of submission. Arts Council Malta shall verify eligibility on the basis of the documentation submitted and may request additional documentation or clarification where necessary.

9 RESERVATIONS

- 9.1 Arts Council Malta shall not be held liable for any losses, damages or liabilities incurred by applicants as a result of their participation in the training, including any acts or omissions by third-party service providers involved in the delivery of the training.
- 9.2 Arts Council Malta shall not be held responsible for any changes to the training programme, including but not limited to changes in schedule, content, delivery format or the cancellation of modules.
- 9.3 Participants are expected to attend and actively participate in the selected module(s). Arts Council Malta reserves the right to withdraw participants from the training in cases of non-attendance, lack of engagement or failure to comply with the requirements of the programme.
- 9.4 Applicants who provide false, inaccurate or misleading information, or who omit relevant information that may affect eligibility, may be disqualified from participation.
- 9.5 Arts Council Malta reserves the right to refuse or withdraw participation if an applicant or participant is found to be in breach of any conditions of this Call or fails to meet the requirements of the training.
- 9.6 Arts Council Malta reserves the right to amend, suspend or terminate this Call or any part thereof, where necessary, including in response to operational, administrative or unforeseen circumstances.
- 9.7 Arts Council Malta reserves the right to publish the names of participants for transparency and publicity purposes, in line with applicable data protection regulations.

10 FURTHER INFORMATION

- 10.1 Further information may be obtained from Arts Council Malta:

E: esf.acm@artscouncil.mt

T: 2334 7201/2

- 10.2 **Data Protection:** Personal data collected through this application will be processed in accordance with the General Data Protection Regulation (GDPR) and relevant national data protection legislation. All data will be handled confidentially and used solely for the purposes of project administration, monitoring, evaluation and reporting under the ESF+ programme.

ANNEX I – ELIGIBLE NACE CODES

This list of eligible NACE Codes is aligned with the Statistical Classification of Economic Activities in the European Community, NACE Rev. 2.1 (adopted by the European Commission in October 2022 and applicable for European statistics from 2025 onwards).

For the purposes of this Call:

- For **Strand 2 (Independent Cultural and Creative Professionals)**, the NACE Code refers to the applicant's own registered economic activity.
- For **Strand 3 (Employees of Private-Sector or Non-Government Cultural Organisations)**, the NACE Code refers to the registered economic activity of the applicant's employer.

The requirement to hold a registered NACE Code listed in this Annex applies to applicants and employers that carry out an economic activity.

Non-government cultural organisations that do not carry out an economic activity within the meaning of Article 107 TFEU are not required to hold a registered NACE Code, provided they demonstrate that their primary mission falls within the Cultural and Creative Sectors, in line with the requirements set out in **Section 7 (Eligibility Criteria)**.

NACE Code	Short Description	Full Description
59.11	Motion picture, video and television programme production activities	Production of films, videos and television programmes, including artistic and creative content (covers streaming and online productions).
59.12	Motion picture, video and television programme post-production activities	Post-production services such as editing, dubbing, special effects, animation, subtitling, etc.
59.20	Sound recording and music publishing activities	Recording of music, sound design, music publishing, rights management, including digital distribution.
90.11	Literary creation and musical composition activities	Creation of literary works (e.g. prose, poetry, drama) and composition of musical works.
90.12	Visual arts creation activities	Creation of visual art works such as painting, drawing, sculpture, photography and similar artistic expression.
90.13	Other arts creation activities	Artistic creation not elsewhere classified, including choreography and multidisciplinary arts.
90.20	Activities of performing arts	Live performances in theatre, dance, music, opera, circus and other performing arts.
90.31	Operation of arts facilities and sites	Operation and management of theatres, concert halls, galleries, exhibition spaces and other cultural venues.
90.39	Other support activities to arts creation and performing arts	Technical and production support such as stage design, lighting, costume, set construction and backstage services.

Additional Information

For detailed descriptions of each NACE Rev. 2.1 code, applicants may refer to the official Eurostat classification: [NACE Rev. 2.1 – Statistical Classification of Economic Activities in the European Community](#).

Applicants are responsible for ensuring that their registered NACE code corresponds to the official classification in force.