

## Empowering the Tourism Workforce through E-Learning

### Terms & Conditions

1. The MTA, in collaboration with the Ministry for Tourism and Consumer Protection (MTCP), is launching a wide-reaching e-learning training scheme for the tourism industry.
2. The MTA will pay for the training courses offered by this Scheme, and will be free of charge to the applicants.
3. Applicants can apply to a maximum of 3 short courses or 1 long accredited course.
4. Application Eligibility:  
All personnel employed in the tourism industry are eligible under this scheme.

All applicants MUST provide together with their application form a **copy of the ID/Residence Card, and the documents specified in sections 4, 5 or 6** according to their employment situation.

Following popular demand, the scheme application eligibility is being extended to include full time students and persons who have worked in the tourism industry and are currently unemployed.

Student applicants have to be full time registered students. Therefore, such applicants have to provide evidence that they are currently registered as full time students with a local or foreign training institution.

Unemployed applicants are requested to provide their ETC social security registration confirming they are unemployed and a recently dated copy of their employment history from JobsPlus which show that they have recently been employed in the tourism sector.

5. Self-employed Applicants:

In the case of self-employed persons, the following documentation is requested:

- The VAT registration form which confirmed the NACE code applied to the organisation. The NACE code needs to be tourism related for the applicant to be eligible. The NACE codes can be found on the NSO website or through this link <https://nso.gov.mt/metadata/classifications/NACE%20Rev2.pdf>
- A recently dated JobsPlus confirmation that the applicant is registered as a self-employed person.

6. Declaration from Employer:

In the case of employed applicants, the declaration from the employer confirming employment is a non-negotiable requirement and cannot be replaced by other documentation. We would like employers to endorse the training that their employee is undergoing.

7. The Alliance Française de Malte-Méditerranée is proud to provide online training courses that will address a wide range of skills required in the tourism industry.
8. The Alliance Française de Malte-Méditerranée shall provide professional on-line training that is suitable for the workforce in the tourism industry (face-to-face or otherwise). The training courses must cater for a variety of abilities and occupational levels, with a variety of courses covering various themes such as but not exclusive to management and leadership skills, personal skills, self-development, customer care, linguistic skills and specific industry related skills.
9. The Alliance Française de Malte-Méditerranée considers as confidential all applications of each applicant, and such information shall only be disseminated to its employees who may need to know the information contained in the application, and this subject to the employee being bound with confidentiality obligations. This will also subsist following termination of the training course.
10. The MTA will inform the Training Partner (TP) how many courses, applicants, and who will be accepted, depending on total budget uptake. TPs will inform the applicants themselves of acceptance or refusal on the first come first served basis, as indicated on the MTA landing page. Such information will be disseminated after the 21<sup>st</sup> of May.
11. TPs will keep a waiting list of those applicants that are refused so that they have a pool to replace early dropouts. The latter are defined as those applicants who don't even start the course or drop out after just the 1st lesson
12. For those courses requiring an exam, MTA will pay for the first sitting. TP needs to inform MTA at exam stage how many are sitting for it and at what cost. Resits will have to be paid by the student.
13. MTA will pay according to number of participants not registrants. Number of participants will be taken from first day attendance. If student drops out before the start of the course, it is in the interest of the school to replace as per point 8.

**DISCLAIMER MENTION**

The Applicants accepts that their details could be shared with MTA.

**DELAY AND SHUTDOWNS**

In agreement with MTA, the Alliance Française de Malte-Méditerranée shall shut down the applications on the 16<sup>th</sup> May, 2020 close of business. Late applications will not be considered by MTA under the present scheme. Applicants may still apply but the course will not be paid by MTA.

### **TEXTBOOKS / EXAMINATION FEES**

Unless otherwise indicated on the course's brochure, textbooks and/or examination fees are not included in the course fees.

### **CANCELLATION**

In the event of cancellation of the e-learning training scheme due to unforeseen circumstances, the Alliance Française de Malte-Méditerranée shall be informed in writing by the MTA. This will not incur any costs to the MTA, and the Alliance Française de Malte-Méditerranée may not claim any cost for any cancelled courses. In such case, the Alliance Française will cancel the courses and will not be held responsible and deemed to provide the courses applied for by the applicants under the above-mentioned scheme.

### **BOOKINGS AND RESERVATIONS**

Bookings are on a first come first served basis. Registration is final upon receipt of application form together with all the required documentation (copy of ID card & Letter of engagement).

### **OPENING HOURS**

Monday to Friday	09:30 – 19:30
Saturday	09:30 – 12:30

### **ACTIVITIES**

In its effort to promote the French language and culture, the AFMM organises several activities for its members and the general public. Not to miss anything and stay informed, follow us on [Facebook](#), [Twitter](#), [Instagram](#), [LinkedIn](#) and [YouTube](#).

### **PERSONAL INFORMATION AND PHOTOGRAPHS**

In keeping our membership records, personal data is inevitably kept about our members. The processing of such data is necessary in order to offer a better service and to keep track of our mutual obligations. We may also use it to ensure that we comply with Maltese law, or to send you further information about our courses and services. We do not share your details with third parties other than as necessary to perform our contract with you.

By enrolling you are giving the AFMM consent to:

- store and maintain your contact details which may include: email address, postal address, contact telephone and mobile number.
- from time to time contact you via email, post or telephone with opportunities, news and events updates.
- Use photographs taken during courses and/or activities to illustrate its promotional material. If a student/member wishes that his/her photo should not appear in this material, they should write to the AFMM indicating so. These photos have no commercial or contractual value.