



CIRCULAR

Ref: DGPM 09/2026

From: The Director General – People Management Department

To: Permanent Secretaries
Directors General
Chief Information Officers
Directors
Heads College Network
Heads of Public Sector Organisations

Subject: Students' Summer Work Exposure Scheme 2026

Date: 24 April 2026

Language and terms denoting the male gender also include the female gender.

The Students' Maintenance Grants Unit within the Ministry for Education, Sport, Youth, Research and Innovation, in collaboration with the Institute for the Public Services within the People and Standards Division at the Office of the Prime Minister, is once again offering summer work exposure opportunities to **students who will have completed their compulsory secondary education (Year 11/Form V) during scholastic year 2025-2026 only.**

Government Departments and Public Sector Organisations are requested to identify:

- a) Structured tasks and projects within their organisations that may be carried out by students who have completed their compulsory education, under supervision or mentoring.
- b) Clerical and/or general duties that may be assigned to students who have completed Year 11/Form 5 level of education.

Once these work exposure opportunities have been identified, requests are to be registered with the Students' Maintenance Grants Unit by completing the online application form (*link provided at the end of this circular*).



This scheme aims to provide work exposure to this cohort of students during their summer recess. However, the Students' Maintenance Grants Unit is not obliged to place students according to their area of study. Placements will depend on employers' requests as well as the ranking obtained by applicants following an online test upon confirmation of their application.

Students who have just completed their compulsory education may be required to perform general duties or work in other areas as necessary.

The Students' Maintenance Grants Unit may also consider adjusting the period of employment to dates other than those established in this circular, where this is deemed beneficial to both the employer and the student.

It should be noted that Government Departments and Public Sector Organisations:

- Are at liberty to determine the number of students required during Phase 1 or Phase 2 or both. Dates and duration of Phases / engagement are as follows:
 - **Phase 1:** From **6th July to 31st July**
 - **Phase 2:** From **3rd August to 4th September** (*excluding the week of Santa Marija, that is, from 10th to 14th August 2026*).
- Due to expected high demand, though students may apply for both phases, they can only be engaged for one of the two periods mentioned above.
- Are responsible for covering the costs related to students' remuneration, including employer National Insurance contributions.
- Are required to apply National Insurance deductions as follows:
 - Category A (students under 18 years): €6.62 per week
 - Category B (students over 18 years): €22.94 per week
- Should set remuneration at an hourly rate of **€8.51**, equivalent to **€680** for a total of 80 hours worked in each phase. This rate is aligned with the basic salary of Salary Scale 16 of the Malta Public Service.
The 80 hours include the vacation leave and sick leave utilised.
- Are responsible for disbursing remuneration directly to students.
- Must ensure that students receive bonuses and any other benefits, including pro rata vacation leave, sick leave (upon presentation of a medical certificate), and income supplement.



For a period of 4 weeks (80 hours):

<i>Vacation Leave</i>	7 hours
<i>Bonus</i>	€10.39
<i>Income Supplement</i>	€ 9.32
<i>Sick Leave</i>	8 hours on full pay 8 hours on half pay

- Must ensure that every employment is registered with Jobsplus via the engagement form, in accordance with Chapter 594 – Employment and Training Services Act. Jobsplus approval is not required at the commencement of the summer work exposure phase.
- Must submit a Jobsplus Termination Form at the end of the work exposure period.
- Should seek approval from the Students’ Maintenance Grants Unit if a different period of employment is required or if any condition of this circular needs to be amended.

Employers are encouraged to conduct induction meetings with students prior to the commencement of employment. It should be noted that the final decision regarding the selection and placement of students rests solely with the Students’ Maintenance Grants Unit.

Ministries, Government Departments, and Public Sector Organisations are kindly requested to register and provide details of their Summer Work Exposure opportunities using the online form <https://forms.office.com/e/Ds1gXHEHbk?origin=lprLink>

Deadline: Friday, 22nd May 2026

Nevertheless, applications after this deadline may also be considered.

All employers will be informed of the details of the students assigned to them by 2nd July 2026.

In the case of students engaged within Government Departments, Heads of Departments are requested to ensure that sufficient funds are available under the Personal Emoluments component of their respective budget vote.



GOVERNMENT OF MALTA
MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION
PEOPLE MANAGEMENT DEPARTMENT

For further information, or in the case of any difficulty, please contact the Students' Maintenance Grants Unit by sending an email to administration.meyr@gov.mt

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