

Malta Enterprise

Get Qualified Online Web Platform User Manual - Institute

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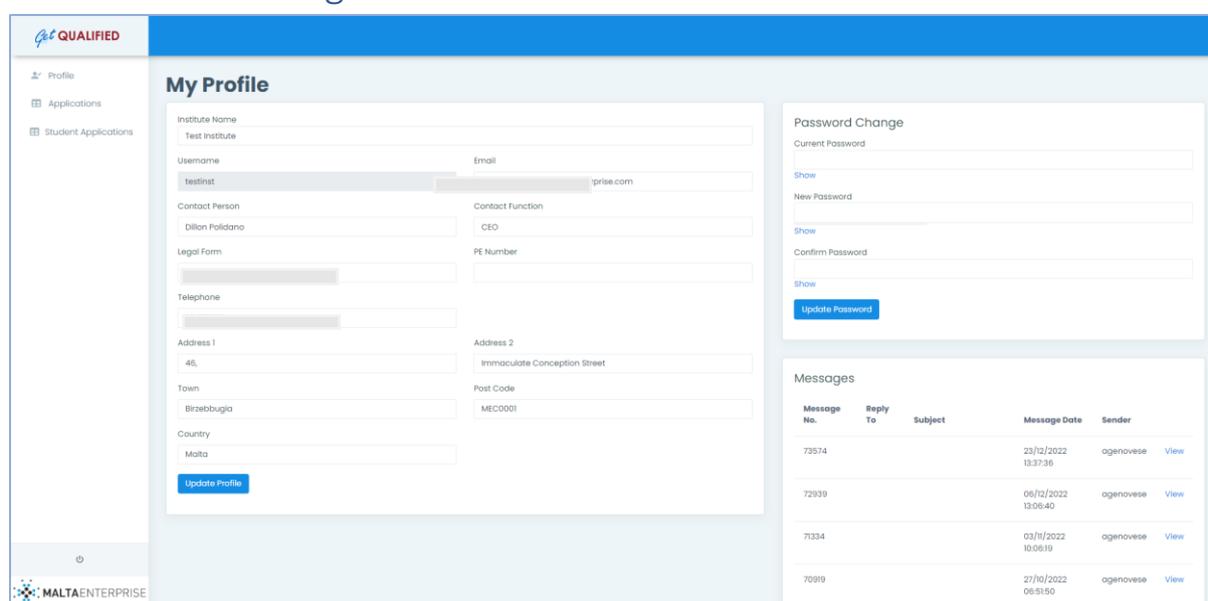
Registration

For an institute account, one must contact Get Qualified Administration team by either sending an email on getqualified.me@maltaenterprise.com or via phone on 25420000.

Logging On

1. The system can be accessed through the URL: <https://getqualified.maltaenterprise.com>
2. Enter your username (issued by Get Qualified Administration), password and generated security captcha into the respective textboxes and click on 'Log In' button.
3. If the credentials are correct the browser will redirect you to the student 'My Profile' page, as shown in the next section.

Institute Profile Page



My Profile

Institute Name: Test Institute

Username: testinst | Email: [redacted]@prise.com

Contact Person: Dillon Polidano | Contact Function: CEO

Legal Form: [redacted] | PE Number: [redacted]

Telephone: [redacted]

Address 1: 46, | Address 2: Immaculate Conception Street

Town: Birzebuglia | Post Code: MEC0001

Country: Malta

[Update Profile](#)

Password Change

Current Password: [redacted] [Show](#)

New Password: [redacted] [Show](#)

Confirm Password: [redacted] [Show](#)

[Update Password](#)

Messages

Message No.	Reply To	Subject	Message Date	Sender	
73574			23/12/2022 13:37:36	agenovese	View
72939			06/12/2022 13:06:40	agenovese	View
71334			03/11/2022 10:06:19	agenovese	View
70919			27/10/2022 08:51:50	agenovese	View

The 'My Profile' page enables the institute to update the details of the account. This section consists of three tabbed sub-sections

Profile

This section enables the user to change the details of the account.

1. Enter details to be changed in the form.
2. Click 'Save' button.
3. An error message will pop up if any of the details entered are invalid; otherwise, a success message is displayed.

Password Change

This section allows the user to update the account's password.

Messages

The messages' tab allows the user to read, reply and create general messages which are sent to Get Qualified Administration.

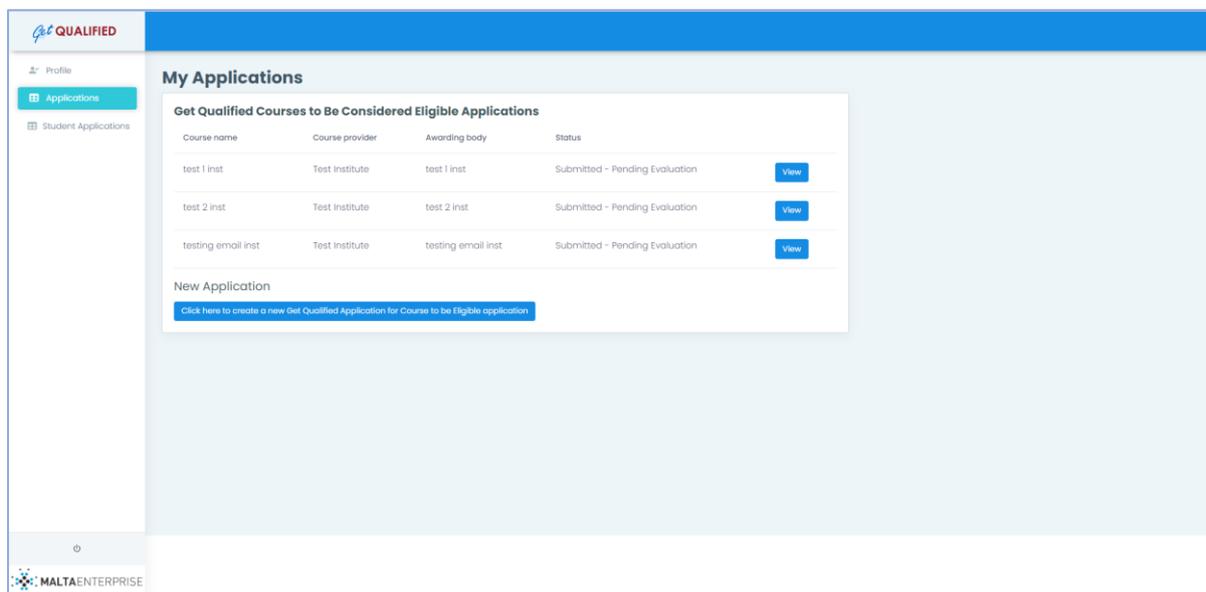
Messages				
Message No.	Reply To	Subject	Message Date	Sender
Page 0 of 0				
New Message				

Institutes can message the Get Qualified Administration team using the in-built messaging system.

1. By clicking on the New Message button, a user can send a general query related to the Get Qualified Scheme and/or the web application.
2. The Get Qualified Administration will view the message and once a reply is sent, the reply can be viewed using the same section.

Applications

1. The Application's page can be accessed by clicking on the 'Applications' link found in the sidebar. This will lead to the list of Get Qualified applications registered with Malta Enterprise.
 - a. An institute's applications are listed the 'Get Qualified Courses to Be Considered Eligible Applications' section.



2. To view any existing application, click on the 'View' button found next to each registered application.
3. For submitting a new Get Qualified application, use the 'Click here to create a new Get Qualified Application for Course to be Eligible application' button

Filling in a Courses to Be Considered Eligible Under the Get Qualified Application

This application form is to be used if the certification achieved by the student has never been eligible under the Get Qualified Scheme and wishes for the certification to be considered eligible and therefore benefit from the scheme.

Course commencement date	<input type="text" value="dd/mm/yyyy"/>	
Certification date/Estimated course end date	<input type="text" value="dd/mm/yyyy"/>	

Input the commencement date of the course, as well as the date the certification was received or an estimated ending date for the course if it is not yet completed.

Course Details

Certification Name

Awarding Body

MQF Level

Are you also the training provider for the certification or the representative for the certification (not the Awarding Body)?

Training Provider - Entity providing registration and tuition (the Awarding Body)
Representative - Entity providing registration process, tuition is provided by third-party institute

Next section consists of course details such as name of certification, who is the awarding body, the MQF level of the certification issue by Malta Further & Higher Education Authority ([link here](#)) and whether the institute is providing the tuition or just a representative or a third-party institute.

Fees

Total course fees

Input the total cost of the certification.

Application Documents

You need to upload the following documents :

- For MQF Levels 3,4 and N/A upload a copy of the Certification Prospectus
- For MQF Level N/A upload a copy of the Authorization Letter
- In case you are also the Training Provider for certification and certification is Level Rated (MQF Level 3-8), upload a copy of MFHEA Licence
- In case you are only the Representative for the certification, upload a copy of the Authorization Letter
- Upload a copy of the below Declaration Form

Upload new file

No file chosen

Download [Get Qualified Declaration Form](#)

Depending on the information inputted in the application form, the institute is required to upload several different documents which will be used in the processing and verification of the application submitted.

Declarations

I, the undersigned hereby declare that the information being submitted with regards to this application is correct.

By signing this declaration, I hereby authorise Malta Enterprise to process the data contained in this form for the purpose stated. I also authorise Malta Enterprise, as the administrator of the scheme, where applicable, to disclose to the Commissioner of Inland Revenue Department, Jobsplus, Ministry for Education and Employment, Institute, Awarding Body, or any other Governmental Entity information contained within this application.

I have read and agreed to the Terms and Conditions

Finally, the institute must agree with all the terms and conditions that come with the submission of this application form.

Messages

This tab is similar to the one found in 'My Profile' page, with the difference that queries sent using this section will be directly related to the application.

Verifying Student Applications

Institutes approved for the Get Qualified Scheme have the responsibility of verifying any submitted Get Qualified Scheme applications for certifications offered by themselves. This ensures that the claimed amount of an application, as well as the acceptance letter and copy of certificate uploaded, are all endorsed by the institute.

To view submitted applications which are related to the account, the user must visit the 'Student Applications'. Applications are split into two (2) sections, one listing applications that need verification and the other listing applications which have already been verified.

The screenshot shows the 'Student Applications' page. The left sidebar contains navigation links for 'Profile', 'Applications', and 'Student Applications'. The main content area is titled 'Student Applications' and is split into two sections.

Get Qualified Applications To Be Verified

Search by student ID Number

Course name	Student Name	Student ID	Course commencement date	Course certification date	Submission date	
Test Institute	Dillon Polidano	0000000M	04/05/2016	15/06/2016	03/04/2022	<input type="button" value="View"/>

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Applications Submitted Related to Institute

Search by student ID Number

Course name	Student Name	Student ID	Course commencement date	Course certification date	Submission date	
Test Institute	Dillon Polidano123 Polidano	0000012M	01/05/2022	22/05/2022	27/06/2022	
Test Institute	Dillon Polidano123 Polidano	0000012M	06/05/2022	26/05/2022	16/06/2022	
Test Institute	Dillon Polidano	0000000M	01/05/2017	26/05/2021	19/06/2018	
Test Institute	Dillon Polidano	0000000M	01/04/2016	30/04/2016	20/04/2016	

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To verify an application, the user can click on the 'View' button next to the application that needs verification.

The user can view all the information submitted by the student related to course dates, payments being claimed, and documents uploaded such as acceptance letters and certificates.

To Verify

Course Details

Institute

Test Institute

Course

Test Course12 -

Course commencement date

04/05/2016

Certification date

15/06/2016

Course Payments

Current list of requested payments

Payment No.	Invoice Date	Requested Amount	Status	Date Created	
103890	28/Jul/2022	€1.00	Pre-approval	28/07/2022 12:06:03	View
Total Claimed Amount		€1.00			

Application Documents

Current list uploaded documents

1256-A3044-amazonextracttest2.pdf	Receipt
1256-A3044-Certificate.pdf	Receipt
3134-A3044-Certificate.pdf	Acceptance letter

Once the application is reviewed by the institute, the institute can approve or reject whether the claimed amount and uploaded documents are in accordance with what the student paid for and achieved. Any comments can also be inputted by the institute which will then be available to the Get Qualified Administration during processing.

Institute Verification

Approve/Reject

Choose one

Comments (if any)

I, hereby declare that the information being submitted with regards to this information is correct. I also confirm that the costs on which the tax credit is being claimed are not reimbursable from other sources or otherwise recoverable.

I have read and agreed to the Terms and Conditions

[Submit your Verification](#)