

Malta Enterprise

Get Qualified Online Web Platform User Manual - Student

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Registration

1. The registration page can be accessed through the URL: <https://getqualified.maltaenterprise.com> and clicking on the 'Click here to register' link found in the Login page or click on the 'Register' link found in the sidebar.
2. This is a simple form requiring the minimum details for an account to be registered on the web portal.
3. When the form is completed and submitted, an activation email is sent to the user which includes the activation link.
4. This activation link redirects the user to the activation web page.
5. Once the registration is activated another email is sent to the user with the ID Card number / Income Tax number as a username and a newly generated password (We recommend that passwords are changed upon login).

Logging On

1. The system can be accessed through the URL: <https://getqualified.maltaenterprise.com>
2. Enter your username (it should be either your ID Card number or Income Tax number), password and generated security captcha into the respective textboxes and click on 'Log In' button.
 - a. ID Card numbers should be a 7-digit number (including leading zero (0)) and one of these allowed letters *M, G, A, L, H* or *P*.
 - b. In case student is registered with an Income Tax number, username name should be the 9-digit income tax number.
3. If the credentials are correct the browser will redirect you to the student 'My Profile' page, as shown in the next section.

Student Profile Page

My Profile

Name: Dillon Surname: Poldano

Username: 0000000M Email: [redacted]

Title: Mr Date of Birth: 31/08/1982

Telephone: [redacted]

Address 1: [redacted] Address 2: [redacted]

Town: San Gwann Post Code: SGN521

Country: [redacted]

Password Change

Current Password: [redacted]

New Password: [redacted]

Confirm Password: [redacted]

Messages

| Message No. | Reply To | Subject | Message Date | Sender |
|-------------|----------|--|---------------------|---------------|
| 69632 | 69421 | testing from student port email notification | 06/10/2022 14:45:51 | 0000000M View |
| 69630 | 69421 | testing new message from student portal | 06/10/2022 14:34:26 | 0000000M View |
| 69421 | | testing new message 8 | 03/10/2022 12:49:31 | dpoldano View |
| 69420 | | testing new message 7 | 03/10/2022 12:47:57 | dpoldano View |

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

Profile

This section enables the user to change his/her details.

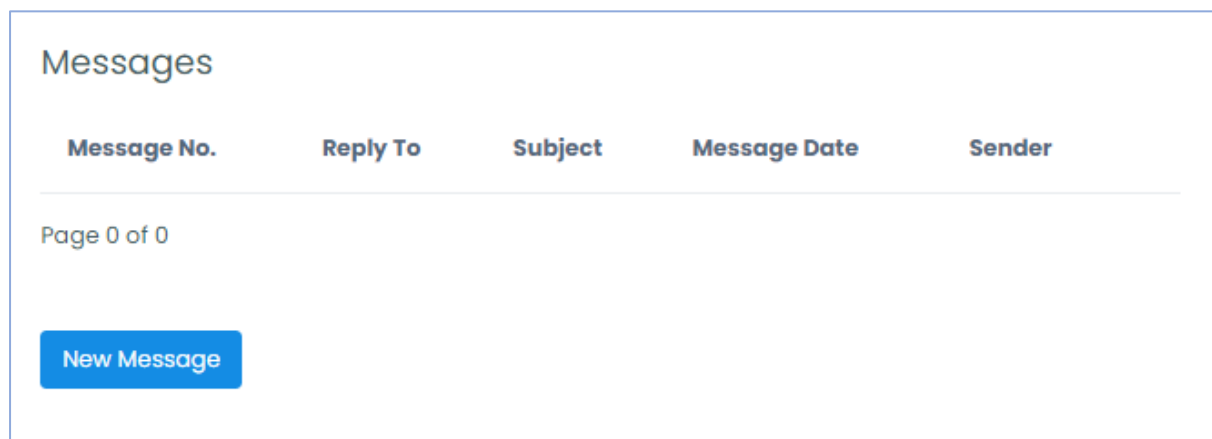
1. Enter details to be changed in the form.
2. Click 'Save' button.
3. An error message will pop up if any of the details entered are invalid; otherwise, a success message is displayed.

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 Malta Enterprise administration.



The screenshot shows a web interface for the 'Messages' section. At the top, the word 'Messages' is displayed in a large, dark font. Below it, there is a table with five columns: 'Message No.', 'Reply To', 'Subject', 'Message Date', and 'Sender'. The table is currently empty. Below the table, the text 'Page 0 of 0' is visible. At the bottom left, there is a blue button with the text 'New Message'.

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

1. By clicking on the New Message button, a student 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. A student's applications are broken down in two (2) lists, '*Get Qualified Scheme Applications*' and '*Get Qualified Courses to Be Considered Eligible Applications*'.

| Course name | Course provider | Awarding body | Status |
|--|--|----------------------|-----------|
| Test Course12 | Test Institute | Test | Discarded |
| Test Course12 | Test Institute | Test | Discarded |
| Test Course12 | Test Institute | Test | Discarded |
| Test Course12 | Test Institute | Test | Discarded |
| BSc (Hons) Computing & Information Systems | St. Martin's Institute of Higher Education | University of London | Issued |

2. To view any existing application, click on the '*View*' button found next to each registered application.
3. For registering a new Get Qualified application, use the '*Click here to create a new Get Qualified Scheme application*' button

Creating Get Qualified Scheme Application

Create Get Qualified Application

Institute
Select institute
Select/Change institute to render institute's eligible courses.

Course
Select an Option

If the certification you achieved is not available in the given lists, please use the application form for [Courses to Be Considered Eligible Under the GetQualified](#)

Course commencement date
dd/mm/yyyy

Certification date
dd/mm/yyyy

[Create application](#)

Please note you are only registering an application for the scheme

To create a Get Qualified Scheme application requires minimum details.

1. First the student chooses the institute that provided the certification.
2. Upon selection the list of approved courses related to the institute is rendered and the student can select the completed certification from the provided list.

- a. In the case that the qualification achieved by the student is not available once filtering through the available institutes and their respective approved certifications, the student can click on the link '*Courses to Be Considered Eligible Under the Get Qualified*' scheme and apply for the consideration of course to be eligible for the Get Qualified scheme (more information in the section below)
3. Once user selects both institute provider and certification achieved, one must input the commencement date of the qualification and the date certification was issued.
4. After filling in all the above the student can click on the '*Create application*' button and upon successful validation of the information inputted, user is redirected to fill in the rest of the application. (Please note that user is only registering an application and not submitting.)

Filling in a Registered Get Qualified Scheme Application

As mentioned in the previous sections, one can visit a registered application either by clicking on the 'View' button in the 'My Applications' page or is redirected to the application page upon registration.

The application form consists of five sections:

1. Course Details
2. Course Payments
3. Application Details
4. Application Documents
5. Declarations and Final Submission
6. Certificate

Course Details section

Course Details

Institute

Test Institute

Select/Change institute to render institute's eligible courses.

Course

Test Course12 -

Course commencement date

01/11/2021

Certification date

31/12/2022

Save section

The first section consists of the information inputted at registration stage. This section can be changed by the user depending on the validation being successful.

Course Payments section

Course Payments
Current list of requested payments

| Payment No. | Invoice Date | Requested Amount | Status | Date Created |
|----------------------|--------------|------------------|--------|--------------|
| Total Claimed Amount | | €0.00 | | |

Add payment

The second section lists any payment inserted by the student that is to be claimed with the Get Qualified application.

1. To add a new payment, click on the '*Add payment*' button and a form will pop-up.
2. Fill in the required fields and upload a copy for the proof of payment.
3. Once all required inputs are filled in click on the '*Save payment*' button. The payment is then added to the existing list.

Saving payment

Requested amount

0.00

Payment date

dd/mm/yyyy

Payment description

Upload new file

Choose File

No file chosen

Choose one

+

Save payment

Close

Application Details section

Application Details
Sponsored Amount (if applicable)
This section is to be filled with the amount of sponsored payments (in Euros) from the above list.
Amount

Parent Beneficiary (if applicable)
This section is to be filled with the details of the parent \custodian which will be the ultimate beneficiary.
☐ Beneficiary of the final tax credit certificate will be the parent \custodian mentioned below
Name & Surname

ID Card No.

In following section, the student must input any amount that has been claimed that has been sponsored by a third-party (these include any amount sponsored by an employer or an amount that has been sponsored by another Government scheme). If no amount has been sponsored, the input field can be left with the default value of '0.00'.

The second part of this section is to be filled in case the final *Tax Credit Certificate* issued by Malta Enterprise will not be issued in the name of the student, but in the name of a parent or custodian.

Application Documents section

Application Documents
Current list uploaded documents
Acceptance letter and a copy of the *Certificate* are required in this section. *Sponsorship agreements* are to be also uploaded if part of the certification costs was sponsored by a third-party.
Upload new file
 No file chosen

This section allows the student to upload a copy of the '*Acceptance letter*' and a copy of the '*Certificate*' received upon completion of the qualification. Both documents are required and must be uploaded, otherwise submission will not be allowed.

A '*Sponsorship agreement*' must be uploaded in the case that the student received any sort of sponsorship from a third-party.

The student need to upload a copy of '*Certificate*' received upon completion of the qualification, in case the course was followed through a Local Institute.

The student need to upload a 'True Copy' of '*Certificate*' received upon completion of the qualification, in case the course was followed directly with the Awarding Body.

‘Certificate’ can be certified as a ‘True Copy’ by a person with a Warrant, as follows:-

True copy of original signed by:

NAME & SURNAME:

DESIGNATION:

WARRANT NUMBER:

ID CARD NUMBER:

Declarations and Final submission section

Declarations and Final submission

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.

It is understood that any aid to be granted by Malta Enterprise is conditional to the completion of the study course.

By signing this declaration I hereby authorise Malta Enterprise to process the data contained in this form for the purpose stated. I also authorise the Malta Enterprise, as the administrator of the scheme, to disclose to the Commissioner of the Inland Revenue, ETC, Ministry for Education, Institute, Awarding Body, or any other Governmental Entity any information, documents and records which Malta Enterprise may have obtained in connection with this application. I also authorise the Inland Revenue Department and Malta Enterprise to exchange any information related to the utilisation of the tax credits.

☒ I have read and agreed to the Terms and Conditions

Submit your application

Once the student has successfully filled in and saved each section, he/she is allowed to submit the application by agreeing to the terms and conditions related to the Get Qualified Scheme and clicking on the ‘*Submit your application*’ button.

Upon submitting, if all sections are filled in successfully, Malta Enterprise will be notified of the submission, as well as an email confirmation will be sent to the student. The application will be locked, and no further changes will be allowed.

Certificate Section

Certificate

View your Certificate

A certificate can be viewed and/or downloaded once the application has been processed by the Get Qualified Administration team.

Discarding an application

To discard an application, one can visit the bottom section of the application page, named the *Danger Zone*. A reason for discarding must be inputted and user must click on the checkbox to continue.

Danger Zone

Reason for discarding

☐ I, hereby confirm that I wish to discard this application.

Discard your application

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

dd/mm/yyyy



Certification date/Estimated course end date

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

Choose course MQF Level

Education Provider or Representative

Choose Education Provider

Select the local education provider or representative in the available list if you have registered for your certification with a local institute

OR

Select 'N/A' if you registered for your certification with a foreign education provider

OR

Select 'Add local education provider' to add a local institute which is not found in this list

Is the Education Provider selected above also the training provider for the certification or the above is a representative for the certification?

Choose one

**Training Provider - Entity providing registration and tuition*

**Representative - Entity providing registration process only*

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 the education provider or representative student registered for the certification.

Fees

Total course fees

0.00

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 of Education Provider is a local institute and also being the Training Provider, upload a copy of MFHEA Licence
- In case of Education Provider is a local institute and is only the Representative, upload a copy of the Authorization Letter
- In case of Education Provider is a foreign institute and the certification is Level Rated (MQF Level 3-8), upload a copy of [MFHEA Statement](#)
- In case of Education Provider is a local institute, upload a copy of the below Declaration Form

Upload new file

Choose File

No file chosen

Choose one



Download [Get Qualified Declaration Form](#)

Depending on the information inputted in the application form, the student 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

Submit your application

Finally, the student 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.

How is the Tax Credit being credited to you

In case the tax credit shall be utilised as from year of assessment **2024:-** (as per Clause 4. of the Tax Credit Certificate)

Kindly await for the Income Tax Statement provided by the Commissioner for Revenue, and check if the credit (amount approved in the Tax Credit Certificate), is included.

If the credit is NOT included in the Income Tax Statement, you need to claim the tax credit as follows:

1. Fill in the Adjustment form (this can be obtained from the CFR office or send an email to: servizz.gov)
2. Fill in the RA10 form (this can be download from the CFR website: <https://cfr.gov.mt/en/Pages/Home.aspx>)
3. Attach a copy of the Tax Credit Certificate
4. Attach a copy of the Final Certificate (Qualification)

Finally all documents must be submitted to the Commissioner for Revenue, Floriana.

For any other query, please send an email to servizz.gov and please attach your Tax Credit Certificate with the query.

In case the tax credit shall be utilised as from year of assessment **before** year **2024:-** (as per Clause 4. of the Tax Credit Certificate)

Kindly send an email to servizz.gov and please attach your Tax Credit Certificate with the query, otherwise you may also call 153.