

Participant GUIDE

MVC - Malta Vocational Centre

Regards everyone from the Malta Vocational Centre staff.

Malta Vocational Centre has been running for over 9 years now and has the privilege to introduce you to the managing of the programme here in

Malta!

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Briefing

MVC – Malta Vocational Centre is an association based in Malta with the main aim of increasing a favour integration, and cultural exchanges. It works as intermediary, and sending organisation, organizing training and cultural programmes in line with the European and Extra-European Projects.

To do this, MVC promotes transitional and international projects based on cooperation between various players in vocational training as training bodies, vocational schools, universities, businesses, chambers of commerce, etc., in an effort to increase mobility, innovation and to improve the quality of training. MVC hosts these organisations by providing all trainees with:

A welcome to the accommodation:

- The participants should be in the host country on any day between Monday and Friday.
- The participants will share a double room in a flat with foreign students coming from other countries, also taking part in the cultural projects.

Providing work-experiences:

- In line with the kind of projects, MVC provides internships in different fields.
- Host organisation tutors will be available to assist with anything related to the work placement.
- At the end of the training the participants will receive a reference letter. This is something to their personal responsibility. Participants are to ask their respective tutor for the reference letter. **This is not obligatory from their respective tutor!**

Monitoring and Tutoring:

- The Staff of the organization provides a service of tutoring and monitoring during all the stay. This life experience provides a great work opportunity and allows participants to live out the fascinating Maltese culture. Through its projects, MVC gives the trainees an alternative educational experience to improve their skills, enriching the CVs and increasing the opportunities within the job market.

Before the Arrival

MVC Staff will be sending the participants a welcoming email, by presenting Malta Vocational Centre responsibilities to be given to the participants before their arrival. MVC presents as well the websites which one can find on the following links

- www.maltavocationalcentre.org
- <https://www.facebook.com/maltavocationalcentre/>

where one can also take a sneak peak on what happens in Malta and as well during the projects of other participants, and remembrances.

There are four factors the participants have to take care of:

- Participants are to also be able **to check their email inbox** every now and then since they will receive this ebook for any further information given by Malta Vocational Centre.
- Tallinja card which the participants can benefit from, following the Link <https://www.publictransport.com.mt/en/register-now>
- The participants have to take care of their own bed sheets and towels, so everyone will have their own personal intimate things
- The participants will be asked to leave a deposit of €150 where these will be given back to everyone, for any possible breakages or damages that can happen.

These procedures are given to everyone!

Arrival in Malta

Once participants arrive in Malta, they will find an Airport Transfer, already booked by the MVC staff, to take them to the accommodation.

A driver will wait at the airport with a signboard with the participants' names.

NB: We always call to re-check for confirmation of the transfers, but if anything happens for any reason do not hesitate to contact us.

One of the MVC staff will be waiting for the participants at the accommodation to help them settle, and give them a welcome pack of information needed on what will happen the next day



The Accommodation

Each participant will share a twin room with another person of same gender.

The flats are situated in Gzira/Sliema area, and each flat has 3, 2 or 1 twin bedrooms; 2 or 1 bathrooms and 1 common kitchen with living area.

The address of the accommodation is also given further for any possible letters or parcels sent to them.

Each apartment is equipped with:

- ◆ Fridge/freezer;
- ◆ Washing machine;
- ◆ Cooker;
- ◆ Iron;
- ◆ Single beds;
- ◆ Internet WiFi.



- Basic facilities such as **sheets, towels, toilet paper, washing liquids, are not supplied** and participants have to provide by themselves;
- Participants will share the flat with other people of the Erasmus+ / ESF Programmes or other kind of international mobility projects;
- Participants will have a twin room to share with other people taking part in the mobility projects;
- It will be responsibility of the participants to pay for costs incurred in case of damages caused to the property;
- Common area, such as the stairs, and front entrance should always be kept clean. Every two weeks a cleaner will come. The participants will be advised before that the cleaner is coming over.

Accommodation Conditions



At the welcome meeting participants will be asked to leave the **deposit of €150 for any damages** made in the apartment and the common areas, as well if any of the furnishings will be omitted. Deposits will be given back via bank transfer, one week after the participants have left Malta.

By no means should anyone allow anyone in the apartments to sleep over. Should anyone be caught hosting someone in the apartment they will be

lead to immediate expulsion of the programme. Also will not receive the deposit and also those living in the same apartment will not receive the deposit.

Two control checks will be done, during the stay. One is done by the landlord; he will check the apartments on a date which will be announced to the participants beforehand. The other control will be done by MVC staff, where the participants will not be informed.

However, the apartments will be checked in a decent hour. Any cleaning charges incurred by Malta Vocational Centre will have to be paid by the participants.

The Maltese law holds that noise, parties and any other festivities should NOT be held after 11pm. Cases incurred in the past were participants had been fined by the police.

Welcome Meeting

This manual is sent to the participants attached with the Welcoming e-mail, where then MVC staff will be willing to answer any questions the participants have.



The MVC manual will be explained in brief through MVC Rules given to the participants, and have to sign the agreement to policies and regulations given to them, by the training co-ordinator who will present the welcome meeting in English.

Roaming is now all the same, but still if someone would like to get a Maltese number, further down are listed what services Malta offers.

Individual Meeting – Work-placement



After the Welcome Meeting the participants will be appointed separately to discuss information, related to work-placement options that they had sent together with their CV before their arrival in Malta.

Also the participants will be accustomed directly, on how confident they are with their

English level.

The participants should take in consideration that at times there will be a leap time between the day of the Welcome Meeting and start day at their respective companies.

While we strive to have a speedy commencement it doesn't always depend on us.

The work placement should be done with a minimum of 6hrs to 8hrs maximum daily, five days a week.

Company Interview



Interview Meetings will be already set before the arrival, since participants have to start immediately at the work placement.

The participants will be accompanied with one of the MVC staff for the first time, so that they will be shown the route, have familiar faces of the company assigned, and to encourage the participant.

It is very important that when the participant is called for an interview the appearance is that of office attire.

Smart, presentable with a shirt

Men with long trousers and women with long trousers or knee length skirt

No piercings, no strapped jeans, no casual wear and no sneakers

Obviously it will be depending on what department the participant will be working. Still for interview meeting, participants have to be smart.

A visual guide to acceptable and unacceptable uniform, Jewellery and make-up.

Acceptable shoes.



Plain black leather or leather-look, flat or low-heeled school shoes

Not acceptable shoes.



No pumps, training shoe styles, canvas or logos.

Acceptable shoes are plain black and made from a waterproof leather like material.



We will not accept non-black/black trainers, plim soles or skater type shoes:



Skirts should be worn no shorter than Knee length. Pencil skirts are not acceptable, knee length or over the knee socks cannot be worn with skirts:



Trousers should be plain and straight leg. Jeans and jeggings 'skinny' trousers are not acceptable:



Work-placement Conditions

- Malta Vocational Centre will identify the training based on the three option set out by the candidate, which is followed by a link that is sent before the participants arrive to Malta. Following the link of www.maltavocationalcentre.org/placement the participants have to choose the sectors by being inline with their studies and curriculum.
- Please note Malta Vocational Centre cannot provide work experience placements in Banks, Universities, Government Offices, Law Offices, Chambers of Commerce, Embassies, Public Schools.
- **The work placement should be done with a minimum of 6hrs to 8hrs maximum daily.** The work placement will be done 5 days a week. To be noted that in some cases even weekends are included.
- While we understand the difficulties will be faced when you start a new internship, but we cannot consider changes of work placements; unless there are serious problems affecting you personally, emotionally and/or psychologically.
- Once you start working at the respective agency, you should respect the working hours of the placement. You should inform your employer and us should you decide to take any days off or not turn up to work for any reason.
- We understand that anyone can get sick, but at the work placement you are treated as staff of the respective company. So it is very important that when you are sick, you have to be visited by a doctor, which is found in all Pharmacies. Further are listed.
- The first thing that should be done In case of feeling sick, is to be in contact with your host company tutor, and visiting a doctor. Doctor will give you a medical certificate. Send a photo of it to your tutor at work and MVC

Monitoring and Tasks

Participants have to know that once they start to work, they will have to understand, listen and learn about the new company and their placement role.

Once the participant has started to work at the respective company, they should not consider to change or complain about the work placement unless at least 2 to 3 weeks have passed.

If any of the above occurs, we will start a procedure to verify also with the company about the situation with the trainee. MVC staff is constantly in contact with the companies for monitoring of tasks, skills, improvements and so on.

A link will be sent to participants through e-mail; this consist of tasks to be listed of what has been achieved at their respective company, so that it will be written down on the Europass Mobility certificate.

The link will be sent to the participants about 2 weeks before the termination of the project.

www.maltavocationalcentre.org/monitoring



Before the Departure

After an intense journey and positive outcomes, there will always come an end, but endings lead to new beginnings in life.

Two days before, the participants will be sent an e-mail with the details of the Airport transfer from their apartments.

As well noted that the day before departure, a control check from the MVC staff will be made to the apartments and if everything will be in good condition, as it has been given at the check-in, **the €150 deposit will be returned back by bank transfer.**

It is very important that all participants have to attend the control check.

As well the MVC staff will give the salutation and best wishes to the participants for the new opportunities that will come to them in present future.

Departure



Participants have to leave the apartment on their final day of the project. No one is allowed to stay for extra nights in the apartment once the project is over. The apartments have to be left clean and tidy as they were found.

The participants have to leave everywhere switched off and the keys in the living-room table.

Participants have to wait for the transport outside of the block of apartments. The date and time will be sent via email.

SuperMarkets in the vicinity of Sliema–St.Julians –San Gwann–Gzira–Pembroke

- Scotts SuperMarket , Triq Amery, Tas-Sliema
- Tower SuperMarket , Sliema
- Park Towers SuperMarket , St. Julian's
- Scotts SuperMarket . Spinola Bay , St.Julian's
- Lidl , Triq Ic-Ciklamini , San Gwann

Open-air markets

Popular Markets on the islands.....Several villages in Malta and Gozo have their own markets selling traditional items including food, clothing and souvenirs. They usually sit in the heart of the village and are an important part of Maltese life. Some of the most popular are the following:

Valletta: A daily air market is held in Merchant Street, Valletta. This is the biggest one in Malta and one will find a wide range of merchandise including fake designer labels, CD's and DVD's, books, accessories and antiques.

Victoria, Gozo: Every morning in Independence square, this small market is full of hawkers selling their stuff including clothing, accessories and straw hats.**Marsaxlokk:** Home to the biggest fishing market in Malta. Fish is extremely popular here but one will also find stalls selling food, clothes, shoes and antiques amongst other merchandise.

EMERGENCY PHONE NUMBERS

Emergency numbers

Police 112

Ambulance 112

Fire Brigade & Civil Protection – 112

Emergency number 112 (can call from fixed, pay phone numbers and mobile).

112 cannot be reached by another means than voice calls. If you are a foreigner coming over to Malta you can call 112 through the mobile phone subscription you are using in your home country (international roaming).

You can call 112 from a mobile that does not have a SIM card or credit.

The 112 operator will answer you in 5 seconds in average and will only answer you either in Maltese or English.

If you are unable to tell the operator where are you at that moment, the police have a tracking system to know your location.

You can call 112 from anywhere within the EU.

Useful contact numbers

Malta Police Force: (+356) 2122 4001-7 & 2122 1111

Crime stop: 119

Reporting a traffic accident: (+356) 2132 0202

Lost property: (+356) 2122 4781

Civil Protection Department: (+356) 2393 0000

Armed Forces of Malta, general number: (+356) 2249 4000

Armed Forces Of Malta (AFM) Helicopter rescue: (+356) 2124 4371 & 2182 4212 & 2182 4214

Armed Forces Of Malta (AFM) Petrol boat rescue: (+356) 2123 8797 & 2123 8797 & 2122 5040

Marine & air emergency rescue: (+356) 2249 4202

Decompression Chamber (Hyperbaric Unit): (+356) 2545 5269 or dial directly to 112.

Local Wardens – for traffic accident reporting: (+356) 2132 0202

Malta Post Office in Gzira

Participants are able to use their apartment address which is

126, Tiq Luqa Briffa, GZR 1502, Gzira Malta

This address will allow the participants to receive parcels and letters at their respective apartment. There is one letter box for the block of apartments, so participants are to take responsibility to check during their stay.

Also Eleanor who takes care of the apartments will check every now and then, during the stay of the participants. The receipts of the parcels left at the letter box, one is able to go to the following Post office in Gzira, at the following address

21, Pjazza Meme' Scicluna, GZR1120, Gzira Malta

Transport

Malta / Gozo ferry service:

Gozo Channel Company Limited: (+356) 2156 1622
Gozo Channel timetable enquiries: (+356) 2210 9000

Malta International Airport, Luqa:

General administration: (+356) 2124 9600 & 2124 9563
General Enquiries: (+356) 2124 9600
Flight enquiries: (+356) 5004 3333 (Each call costs €1.00).

Local transport- Tallinja Card

We advise you to apply for the tallinja card so that you benefit from cheaper fares Every time you board the bus simply touch the reader on the bus with your tallinja card. A fare for every journey will be automatically deducted from your credit, every two hours. You can top up your credit online through their website, or buying tickets from their fares around Malta and Gozo.

If you decide to not get the tallinja card you will pay the following (each time)

Cash tickets on the bus

	Winter ❄️ €1.50		Summer ☀️ €2.00		Night Service 🌙 €3.00
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An app of tallinja is also advisable do download because it gives you the exact time and points of the buses.

It is the participants responsibility to apply for the tallinja card.

Tallinja card will come by post, so please use the following address of your apartments:

126, Triq Luqa Briffa, Gzira Malta, GZR 1502

Tallinja Card Malta Website:

<https://www.publictransport.com.mt/>

<https://www.publictransport.com.mt/en/register-now>

IT IS IMPORTANT IF YOU OPT FOR THE TALLINJA CARD TO APPLY FOR IT AS SOON AS POSSIBLE SO THAT IT IS READY IN TIME.

Malta Vocational Centre will not pay for any local transport and will not be responsible for any extra cost.

Mobile Operators

Directory Enquiries:

GO (Directory enquiries) 1182 & 8007 2121

GO mobile 1187

Vodafone 1189 & 2388 8238

Melita 2727 5000 & 2727 2727

Ping 98 890 100

Red Touch Fone 100 & 9811 0100

Paging 7117 4444

The main mobile operators mobile numbers start with following numbers:

Vodafone Malta 99 xx xxxx

GoMobile Malta 79 xx xxxx Melita Malta 77 xx xxxx



vodafone



Pharmacies

Pharmacies around Malta and Gozo <http://www.malta.com/en/local-information/health-care/pharmacy>

Pharmacies opening on Sundays and Public Holidays around Malta and Gozo

<https://www.pharmacy.com.mt/roster/>

- Gzira – O'Hea Pharmacy (Gzira)
- Gzira- St. Matthew's Pharmacy (Gzira)
- Gzira- Tony's Pharmacy (Gzira)
- Sliema – Brown's Pharmacy
- Sliema - Chemimart Ltd. Pharmacy (Sliema)
- Sliema - Anglo Maltese Dispensary Ltd. (Sliema)
- Sliema - Edward's Pharmacy (Sliema)
- Sliema - Harley Pharmacy (Sliema)
- Sliema - Mrabat Pharmacy (Sliema)
- Sliema - Norman's Pharmacy (Sliema)
- Sliema - Rudolph Pharmacy (Sliema)
- Sliema - Stella Maris Pharmacy (Sliema)
- Sliema - The Economical Dispensary (Sliema)
- Sliema - Victor's Pharmacy (Sliema)
- Sliema - Wales Pharmacy (Sliema)
- St. Andrews – Krypton Chemists (St. Andrew's)
- St. Andrews - St. Andrew's Pharmacy (Safi)
- St. Julian's - Balluta Pharmacy (St. Julian's)
- St. Julian's - Melita Pharmacy (St. Julian's)
- St. Julian's - St. Julian's Pharmacy (St. Julian's)

Hospitals

Government Hospitals:

Mater Dei Hospital, Msida, Malta (+356) 2545 0000
Gozo General Hospital, Victoria (+356) 2156 1600
Mount Carmel Hospital, Attard (+356) 2141 5183
Rehabilitation Hospital Karin Grech, Guardamangia (+356) 2208 0000
Sir Paul Boffa Hospital, Floriana (+356) 2122 4491
St. Vincent De Paule Residence (+356) 2590 3140



Private hospitals and clinics - St. James Hospital (Malta):

Sliema (Capua) (+356) 2329 1000
Sliema (Capua) - Eye Clinic (+356) 2329 1229

Public Health Centres:

Malta

Birkirkara – Tumas Fenech Street (+356) 2149 4960
Cospicua – Triq Sofija, Bormla (+356) 2167 5492
Floriana – Francesco Saverio Fenech Street (+356) 2124 3314
Gzira – Meme' Scicluna Square (+356) 2133 7244
Mosta – Triq il-Kostituzzjoni (+356) 2141 1065
Paola – Antoine de Paule Square (+356) 2169 1314
Qormi – Victory Street (+356) 2148 4450
Rabat – Triq San Paul, Sqaq Nru 1 (+356) 2145 9082

Gozo

Rabat - Victoria Health Centre, Triq Patri Anton Debono (+356) 2156 1600

Malta Vocational Centre

You can reach us anytime you need. Opening Hours are 8:00 – 13:00 and 14:00 – 16:00 from Monday to Thursday, Fridays from 8:00 – 14:30pm.

Contact numbers are:

Office (+356) 27040008

(+356) 77115868

staff@mvcentre.org

Facebook Page <https://www.facebook.com/maltavocationalcentre>

Website <http://www.maltavocationalcentre.org>