

APPLICATION FOR A YOUTH WORKER'S WARRANT

Date: _____

The Hon. Minister of Education and Employment

I, the undersigned, hereby apply for a Youth Worker's Warrant in terms of Article 3 of the Youth Work Profession Act (2014).

I declare that I have read the Youth Work Profession Act (2014), Chapter 533 of the Laws of Malta, and the notes in Section D of this application form and that the information contained in my application form and attached documents is true and correct.

Signature of Applicant

SECTION A: PERSONAL DETAILS

Name _____

Surname _____

Status (Mr., Ms., Dr., etc.) _____

Maiden Surname (if applicable) _____

Nationality¹ _____

Identity Card Number² _____

Postal Address _____

Email _____

Telephone numbers

Landline _____

Mobile _____

Please attach a recent photograph

¹ Non-Maltese nationals applying for a Warrant are requested to produce a document indicating that they are permitted to work in Malta under any law, in terms of Article 3(3)(a) of the Youth Work Profession Act, Chapter 533 of the Laws of Malta.

² Non-Maltese nationals are to include their Passport Number here and indicate this.

SECTION B: QUALIFICATIONS

TABLE 1 – YOUTH WORK QUALIFICATIONS			
QUALIFICATIONS (Full Title & Brief Description)	AWARDING INSTITUTION	DATE	COMMENTS

TABLE 2 – OTHER QUALIFICATIONS			
QUALIFICATIONS (Full Title & Brief Description)	AWARDING INSTITUTION	DATE	COMMENTS

SECTION C: EXPERIENCE³

YOUTH WORK EXPERIENCE					
Dates		Entity	Official Designation⁴	Number of hours engaged	Confirmation⁵
From	To				

³ Should more space be required in this section , a photocopy of the necessary page should be made and attached to this document.

⁴ If the applicant’s official designation is not that of “Youth Worker”, a job description is to be submitted with this application. If the entity does not have an official job description, a description of the applicant’s role is to be written and signed and rubber stamped by the person in charge of the entity.

⁵ Confirmation of engagement should either include the signature of the person in charge of the entity, which should be rubber stamped, or else documentation needs to be provided to validate the claim.

SECTION D: IMPORTANT NOTES

1. Persons may qualify for the issue of a warrant on the basis that:

“such person:

(a) is a Maltese citizen, or is otherwise permitted to work in Malta under any law⁶; and

(b) is of good conduct; and

(c) is not registered in the Register established under the Protection of Minors (Registration) Act;

(d) is in possession of the Honours Degree in Youth and Community Studies conferred by the University of Malta or a Masters in Youth and Community Studies conferred by the University of Malta as from academic year 2011/2012 or a Masters in Youth Ministry conferred by the University of Malta, or of another professional qualification recognised as equivalent for the purpose by a Member State, obtained from a university or college.

(e) satisfies the Board that he has received adequate experience in the practice of the profession of youth worker for an aggregate period of at least two years full-time or its equivalent on a part-time basis following the completion of such degree or such other professional qualification.” (Youth Work Profession Act, 2014, Article 3(3)).

2. The Ministry of Education and Employment, uses the information submitted in this application form for the issue of a youth worker’s warrant in accordance with the relevant provisions of the Youth Work Profession Act 2014. This information is accessed by the Board and any personnel involved in such processing to evaluate the application. The Board may also get information about the applicant from certain third parties including other government departments and authorities to prevent or detect crime or to protect public funds in other ways as permitted by law. The Board will not disclose information about the applicant to anyone outside the Ministry Of Education and Employment, unless the law permits it to do so.

3. It shall be the responsibility of every youth worker, except those employed on an exclusive basis by a Government Department or Agency, or other entity in the youth field to be adequately insured against all risks of professional liability during the time he is exercising his profession. The insurance company providing such insurance shall each year issue a certificate to the youth worker attesting that he is covered in terms of this sub-article.

4. All data is collected and processed in accordance with the Data Protection Act 2001 and other subsidiary legislation.

5. The applicant should carefully read the Code of Ethics issued by the Youth Work Profession Board.

6. The application together with the relevant documents is to be submitted to:

The Secretary,
Youth Work Profession Board,
Aġenzija Żgħażaġh,
St. Joseph High Road,
St.Venera.

7. A fee of €25 will be charged for each application. Payment can be made in cash or by cheque. Cheques are to be made payable to: Ministry of Education and Employment.

⁶ Applicants are advised to contact the Citizenship and Ex-Patriate Affairs Office and/or the Employment and Training Corporation in order to verify their citizenship or permission to work in Malta. The Board will contact the relevant authorities to verify this.

8. The application should include:

- A Police Conduct Certificate covering the last six months;
- Photocopies⁷ of any certificates of qualifications included in the application;
- Proof of any youth work warrant/licence/registration acquired abroad, where applicable;
- A completed Consent Form⁸;
- €25 payment in cash or by cheque.

⁷ Any photocopies must be authenticated by an authorised professional. If the authorised professional is not resident in Malta, his/her signature is to be legalised through the Ministry of Foreign Affairs in the country of issue. If the social work qualification certificate does not specify the social work element, a transcript must also be produced.

⁸ To be found on page 7 of this application

CONSENT FORM

I, the undersigned, hereby give my consent for the release of any information regarding my Maltese citizenship and permission to work in Malta by the Employment and Training Corporation and/or by the Citizenship and Ex-Patriate Affairs Office to the Malta Youth Work Profession Board for the purposes of Article 3 (3) (a) of the Youth Work Profession Act (2014).

Signature

Name in full

Identity Card Number⁹

Date

⁹ Non-Maltese citizens are to include their passport number here and indicate this.

SUBMISSION OF DOCUMENTS

Types of Document	Specific Description	Submitted ¹⁰	Received
Police Conduct Certificate			
Youth Work Qualification Certificate			
Transcript			
Other Graduate Qualification/s Certificate/s ¹¹			
Other Academic Qualification/s Certificate/s ¹²			

¹⁰ Please mark only those documents which are necessary for your application and which have been submitted.

¹¹ Please specify what type of certificates are being submitted in the next column.

¹² Please specify what type of certificates are being submitted in the next column.

Types of Document	Specific Description	Submitted	Received
Job Description			
Consent Form			
Youth Work Warrant/Licence/Registration Acquired Abroad			
Any other documents ¹³			

¹³ Please specify what type of certificates are being submitted in the next column.

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Preliminary Recommendation

Having considered the merits of the application in hand, the Malta Youth Work Profession Board assesses that:

The application meets the requirements of the Youth Work Profession Act and, therefore, a warrant may be issued.

OR

The applicant needs to undergo a proficiency test before meeting the requirements of the Youth Work Profession Act.

Proficiency Test undertaken	Yes/No	Date _____
Result	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

OR

The applicant needs to fulfil the following requirements before a warrant can be issued:

Requirements fulfilled	Yes/No	Date _____
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Recommendation

The Hon Minister for Education and Employment,

Having considered the merits of the application in hand, the Malta Youth Work Profession Board recommends the issue of a Youth Work Warrant.

Warrant Number (Rubber Stamp)	_____	Chairperson
	_____	Member
	_____	Member