



**Institute for the
Public Services**

Guide to the IPS Prospectus Website

Version: 1.9

Date: Feb 2025

01. Introduction: A GUIDE to the Sections of the IPS Prospectus

The Institute for the Public Services (IPS) Prospectus is divided into sections that are also colour coded to distinguish one section from the other.



Figure 1 IPS Prospectus Sections

The Prospectus, is divided into different sections:

- Training according to Public Service grades – from Industrial and Technical to Senior Management and Headship positions (Sections 01, 02, 03, 04, 05, 08). These include external induction training and other programmes and courses which are grouped according to grade and career progression.
- The professional and personal development section (Section 06) provides a list of additional training to further one's personal and professional development. This section offers several standalone courses covering a vast range of areas such as People and Resource Management, Finance and Procurement, Customer Care, and ICT.
- Another section (Section 07) focuses on training related to career development paths and specialised training in various areas.
- The Customised Training section (Section 09) provides assistance to entities wishing to work with IPS to develop tailor-made training solutions. More information on the types of customised training and on how to apply for such training can be found in this link: <https://instituteforthepublicservices.gov.mt/en/pages/training-and-development#customised-training>
- The **Guide** section gives general information about the IPS Prospectus and how to apply.

02. HOW TO APPLY for a Programme/Course

The user manual is a detailed step-by-step guide which demonstrates how to apply online for a Programme/Course from the [Institute for the Public Services Prospectus Website](https://www.ipsprospectus.gov.mt).

1. Open your internet browser (such as **Google Chrome** or **Microsoft Edge**) and type the following link: <http://www.ipsprospectus.gov.mt>. This will take you to the homepage of the IPS Prospectus Website, as shown in **Figure 2** below. The numbering (**06 – Professional and Personal Development**, for example) refers to the different sections as explained previously.



Figure 2 IPS Prospectus Website (Homepage)

2. Click on one or more **Sub-Categories** (Figure 3 below gives an example of multiple **Sub-Categories**) that you consider are applicable for you and want to learn more about.



Figure 3 Sub-Categories - Section 06

Select the **Modules/Programmes** in which you are interested. This section (**Function Specific – Finance and Procurement**), which is shown in **Figure 4** below, simply displays **Modules**. Other **Sub-Categories** may include a combination of **Modules** and **Programmes**.



Figure 4 Sub-Category (Function Specific – Finance and Procurement)

- As shown in **Figure 5** below, if a module or programme on the IPS prospectus website is open for applications the **Interested to Apply** radio button is displayed and needs to be selected. If a module or programme is not open for applications, an indication message is displayed in red such as for example **Currently not open for applications** as shown in the Figure below.

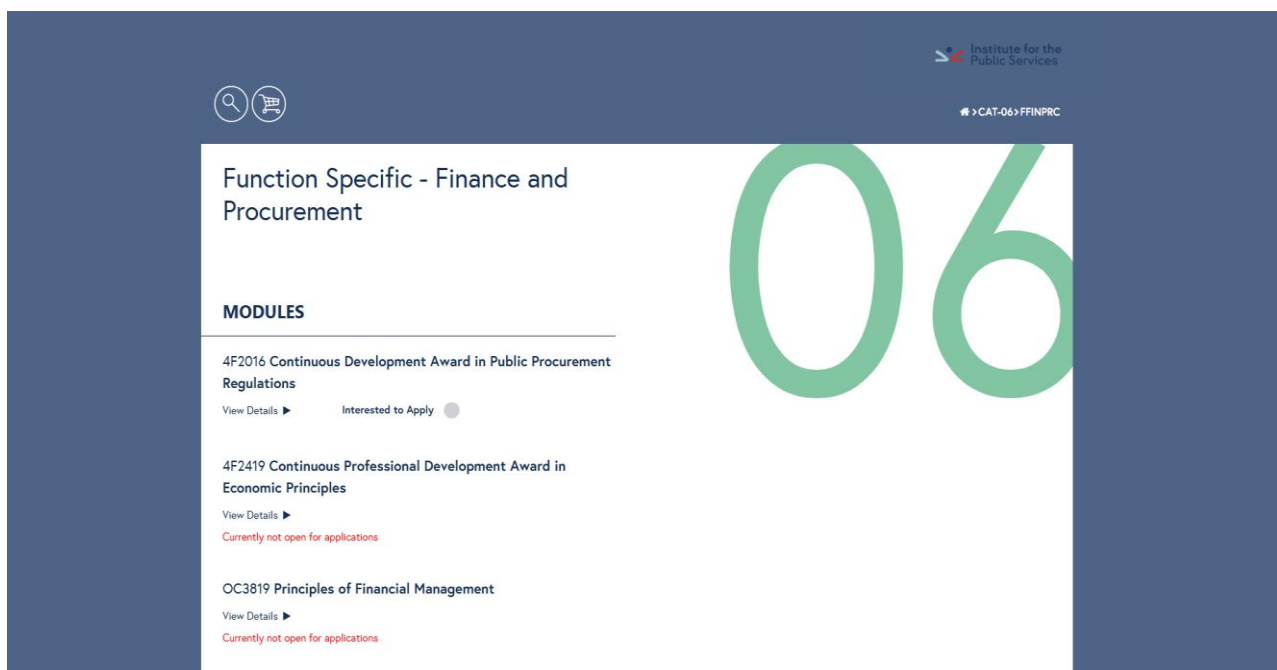


Figure 5 Indication Message for every Module/Programme - Section 06

4. Select the **Modules/Programmes** which you would like to apply for by clicking on the **Interested to Apply** radio button (as shown with a **red arrow**). When you click **Interested to Apply**, a pop-up message in blue (as shown in **Figure 6** below) appears on the screen stating, **Item added to cart**, and the selected module/programme will then be added to the Cart (as indicated by an **orange arrow**) (see the **Cart** icon at  the top of the page).

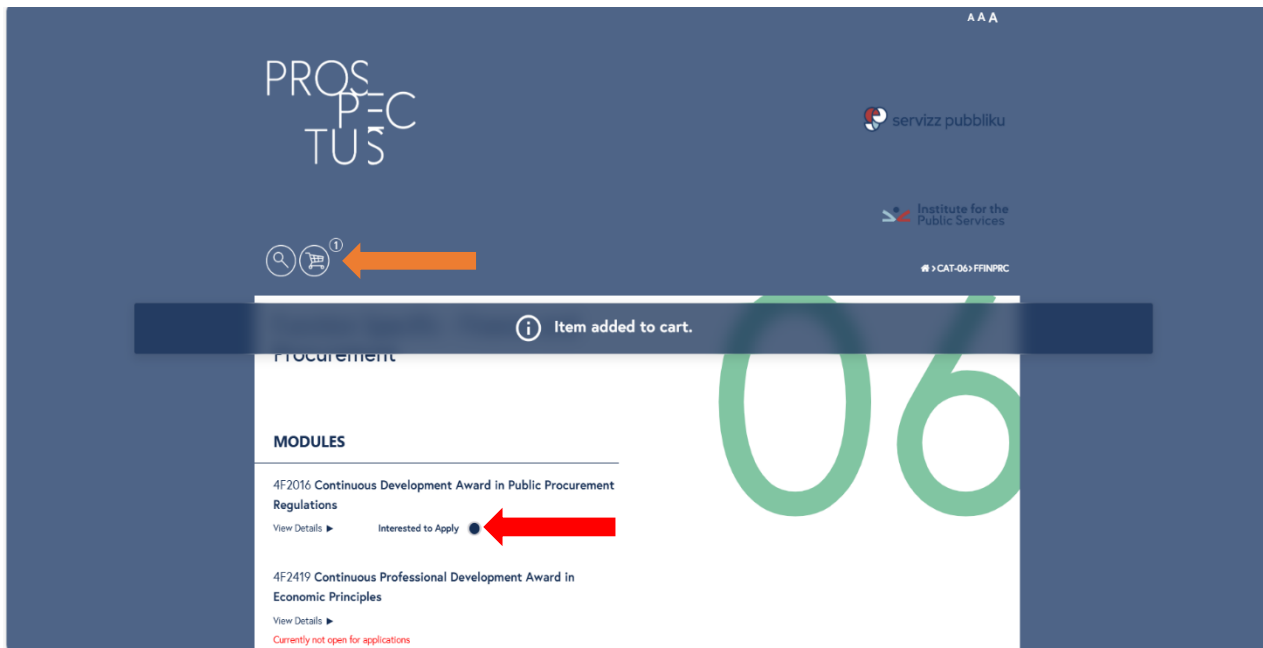


Figure 6 Interested to Apply radio button and Cart Icon - Section 06

5. Click on the **Cart** icon. This will display the **Modules** and/or **Programmes** that you have selected (when you pressed the **Interested to Apply** button). Press the **Proceed to Checkout** (**orange arrow**) to continue as shown in **Figure 7** below.

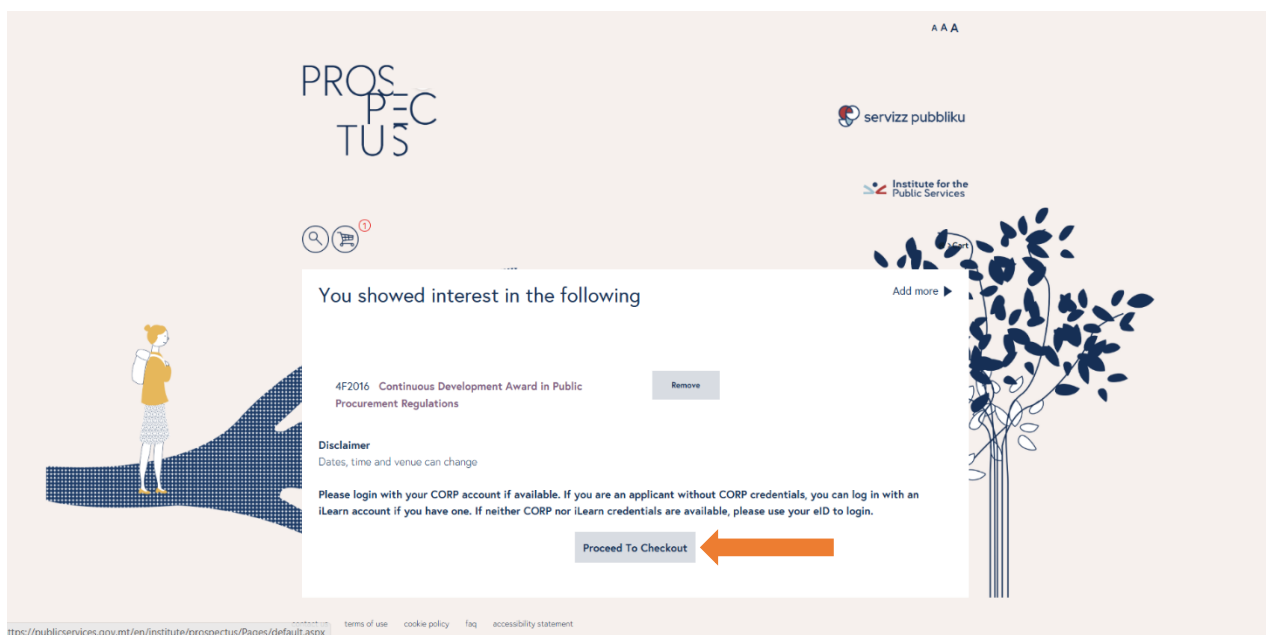


Figure 7 Cart

6. Once the **Proceed to Checkout** button is pressed, the **Sign in** page will show up, as shown in the screenshot **Figure 8** below. The appropriate authentication account must be chosen (**eid.gov.mt**, **iLearn AZ AD** or **CORP ADFS**) and then you can proceed to signing in. Keep in mind that if you are connected directly to a network cable at work (if you have a **corp** connection), the system may automatically prompt you for the next screen (as per **Figure 10**).



Figure 8 Authentication Screen

7. It is recommended that users make use of **CORP ADFS** or **eid.gov.mt** as means of verification.



Figure 9 eid.gov.mt and CORP ADFS

8. The next step is to enter your **Personal Details**. All details must be filled in and must reflect the current details of the person applying. Once completed, click the **Next** button to continue.







1


[Cart](#) > [CheckoutForm](#)

PERSONAL DETAILS

All fields marked with an * are mandatory.

ID Card Number * ENTER ID NUMBER	Gender * SELECT GENDER
Applicant Name* ENTER NAME	Applicant Surname* ENTER SURNAME
Date of Birth * DD/MM/YYYY	Office Telephone * OFFICE TELEPHONE NUMBER
Mobile MOBILE NUMBER	Work Email *
Email for Digital Certificate *See Note ENTER PERSONAL EMAIL FOR CERTIFICATES	Confirm Email for Digital Certificate * CONFIRM PERSONAL EMAIL FOR CERTIFICATES
Grade * ENTER GRADE	Scale * SELECT SCALE
Job Category * SELECT JOB CATEGORY	Ministry * SELECT MINISTRY
Department * ENTER DEPARTMENT	Impairment * SELECT IMPAIRMENT
Direct Manager or Delegate Name* ENTER NAME	Email of Direct Manager or Delegate * ENTER EMAIL ADDRESS
Confirm Email of Direct Manager or Delegate* ENTER EMAIL ADDRESS	

Note for Email for Digital Certificate

Email for Digital Certificate should preferably be a personal email. Kindly be informed that the Digital Certificate will include your ID card number together with other information related to the training attended. If you do not want to provide us with your personal email, please insert the work email but if your work email changes you will not have access to the emails received with the certificates in your old email.

Disclaimer

In order for the Institute for the Public Services to ensure that standards are maintained in the administration and delivery of courses and programmes offered, IPS has issued [Binding Standards governing Participation in IPS Courses and Programmes](#).

By submitting this application you are confirming that you have read and as a course participant you will adhere to these [Binding Standards governing Participation in IPS Courses and Programmes](#), before submitting your application.

As an applicant you are taking responsibility that the email provided for authorisation is your direct authority to approve this application. If application is not approved within 3 working days, application will be considered as APPROVED.

Personal Data provided on this form is protected according to the provisions of GDPR and will be used by the Institute for the Public Services (IPS) for administration purposes.

Figure 10 Application - Personal Details

9. Those employees who do not fall under the Senior Management Category (Scale 6 and lower) and require the approval of their Direct Manager, as seen in **Figure 10** above, need to include the **Direct Manager's** email twice. It is critical to type the details of the email address correctly in both fields. Once completed, click the **Next** button to continue.

Those employees who fall under the Senior Management Category (Scale 5 and higher) do not need to include the **Direct Manager's** email address for approval/rejection. When filling out all their personal information, **such fields will not be visible**, as per **Figure 11** below.

PROSPECTUS

servizz pubbliku

Institute for the Public Services

Cart CheckoutForm

PERSONAL DETAILS

All fields marked with an * are mandatory.

ID Card Number * ENTER ID NUMBER	Gender * SELECT GENDER
Applicant Name* ENTER NAME	Applicant Surname* ENTER SURNAME
Date of Birth * DD/MM/YYYY	Office Telephone * OFFICE TELEPHONE NUMBER
Mobile MOBILE NUMBER	Work Email *
Email for Digital Certificate *See Note ENTER PERSONAL EMAIL FOR CERTIFICATES	Confirm Email for Digital Certificate * CONFIRM PERSONAL EMAIL FOR CERTIFICATES
Grade * ENTER GRADE	Scale * SELECT SCALE
Job Category * SENIOR MANAGEMENT	Ministry * SELECT MINISTRY
Department * ENTER DEPARTMENT	Impairment * SELECT IMPAIRMENT

Next

Note for Email for Digital Certificate

Email for Digital Certificate should preferably be a personal email. Kindly be informed that the Digital Certificate will include your ID card number together with other information related to the training attended. If you do not want to provide us with your personal email, please insert the work email but if your work email changes you will not have access to the emails received with the certificates in your old email.

Disclaimer

In order for the Institute for the Public Services to ensure that standards are maintained in the administration and delivery of courses and programmes offered, IPS has issued [Binding Standards governing Participation in IPS Courses and Programmes](#).

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As an applicant you are taking responsibility that the email provided for authorisation is your direct authority to approve this application. If application is not approved within 3 working days, application will be considered as APPROVED.

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[contact us](#) [terms of use](#) [cookie policy](#) [faq](#) [accessibility statement](#)

Figure 11 Application - Senior Management (Job Category)

10. Select the **Available Dates** which include the **Training Date/s for each session, the Venue, and the Tutor** for each Module/s chosen, as illustrated in **Figure 12** below. Select the dates by pressing on the **checkbox** (grey box). The **Submit** button will remain **greyed out** if no dates are selected for each module and you will not be able to proceed with the submission.

PROSPECTUS

servizz pubbliku

Institute for the Public Services

Proceed to select dates

OD1322 Electronic Public Procurement

Remove

05/02/2025 - 07/02/2025
English

Training Date/s:
05/02/2025 : 10:00 a.m. - 1:30 p.m.
Venue : Online Training
Tutor : David Gatt
06/02/2025 : 10:00 a.m. - 1:30 p.m.
Venue : Online Training
Tutor : David Gatt
07/02/2025 : 10:00 a.m. - 1:30 p.m.
Venue : Online Training
Tutor : David Gatt

05/03/2025 - 07/03/2025
Maltese

Training Date/s:
05/03/2025 : 10:00 a.m. - 1:30 p.m.
Venue : Online Training
Tutor : Jason Grech
06/03/2025 : 10:00 a.m. - 1:30 p.m.
Venue : Online Training
Tutor : Jason Grech
07/03/2025 : 10:00 a.m. - 1:30 p.m.
Venue : Online Training
Tutor : Jason Grech

02/04/2025 - 04/04/2025
English

Training Date/s:
02/04/2025 : 10:00 a.m. - 1:30 p.m.
Venue : Online Training
Tutor : Christopher Agius
03/04/2025 : 10:00 a.m. - 1:30 p.m.
Venue : Online Training
Tutor : Christopher Agius
04/04/2025 : 10:00 a.m. - 1:30 p.m.
Venue : Online Training
Tutor : Christopher Agius

08/04/2025 - 10/04/2025
Maltese

Training Date/s:
08/04/2025 : 10:00 a.m. - 1:30 p.m.
Venue : Online Training
Tutor : Christopher Agius
09/04/2025 : 10:00 a.m. - 1:30 p.m.
Venue : Online Training
Tutor : Christopher Agius
10/04/2025 : 10:00 a.m. - 1:30 p.m.
Venue : Online Training
Tutor : Christopher Agius

4F2016 Continuous Development Award in Public Procurement Regulations

Remove

29/01/2025 - 07/02/2025
Maltese

Training Date/s:
29/01/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts
31/01/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts
03/02/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts
05/02/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts
07/02/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts

Fully Booked
21/02/2025 - 03/03/2025
English

Training Date/s:
21/02/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts
24/02/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts
26/02/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts
28/02/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts
03/03/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts

17/03/2025 - 28/03/2025
Maltese

Training Date/s:
17/03/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts
21/03/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts
24/03/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts
26/03/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts
28/03/2025 : 8:30 a.m. - 12:30 p.m.
Venue : Department of Contracts

Submit

contact us terms of use cookie policy faq accessibility statement

Figure 12 Select Available Dates

11. If there is an overlap between dates that you have selected, the dates in question will light up in red, and an alert message will appear, **Session times are clashing**, as seen in **Figure 13** below. If you do not select alternative dates and the clashing dates are not removed, the **Submit** button will remain **greyed out** and you cannot submit your application.

The screenshot shows the 'PROSPECTUS' application interface. At the top, there are logos for 'servizz pubbliku' and 'Institute for the Public Services'. Below these, there are navigation icons and a breadcrumb trail: '# > Cart > CheckoutForm > Checkout'. The main heading is 'Proceed to select dates'. Below this, there are two sections for selecting dates for different procurement types.

OD1322 Electronic Public Procurement

There is a 'Remove' button next to the section title. A red alert message at the top left of the date selection area says: 'Session times are clashing.' The first date selection box, for '05/02/2025 - 07/02/2025' in English, is highlighted in red. It lists training dates: 05/02/2025 (10:00 a.m. - 1:30 p.m.), 06/02/2025 (10:00 a.m. - 1:30 p.m.), and 07/02/2025 (10:00 a.m. - 1:30 p.m.), all with the tutor David Gatt. Other date selection boxes are visible for 05/03/2025 - 07/03/2025 (Maltese, tutor Jason Grech) and 02/04/2025 - 04/04/2025 (English, tutor Christopher Agius).

4F2016 Continuous Development Award in Public Procurement Regulations

There is a 'Remove' button next to the section title. A red alert message at the top left of the date selection area says: 'Session times are clashing.' The first date selection box, for '29/01/2025 - 07/02/2025' in Maltese, is highlighted in red. It lists training dates: 29/01/2025 (8:30 a.m. - 12:30 p.m.), 31/01/2025 (8:30 a.m. - 12:30 p.m.), 03/02/2025 (8:30 a.m. - 12:30 p.m.), 05/02/2025 (8:30 a.m. - 12:30 p.m.), and 07/02/2025 (8:30 a.m. - 12:30 p.m.), all with the venue Department of Contracts. Other date selection boxes are visible for 'Fully Booked' (21/02/2025 - 03/03/2025, English) and '17/03/2025 - 28/03/2025' (Maltese).

At the bottom right, there is a 'Submit' button which is greyed out. At the bottom left, there is a small illustration of a person standing on a path. At the bottom right, there is a small illustration of a tree.

At the bottom of the page, there are links: contact us, terms of use, cookie policy, faq, accessibility statement.

Figure 13 Session times are clashing

12. In the event, that the selected Programme or module does not have any dates available, the **Waiting List** checkbox will appear as shown in **Figure 14** below. In such cases select the **Waiting List** checkbox and once you submit your application, IPS officials will contact you directly to let you know when dates are scheduled and become available (as explained in the **Disclaimer**).

If the **Waiting List** is the only option for all courses, you must select it for all the modules to be able to Submit the application.

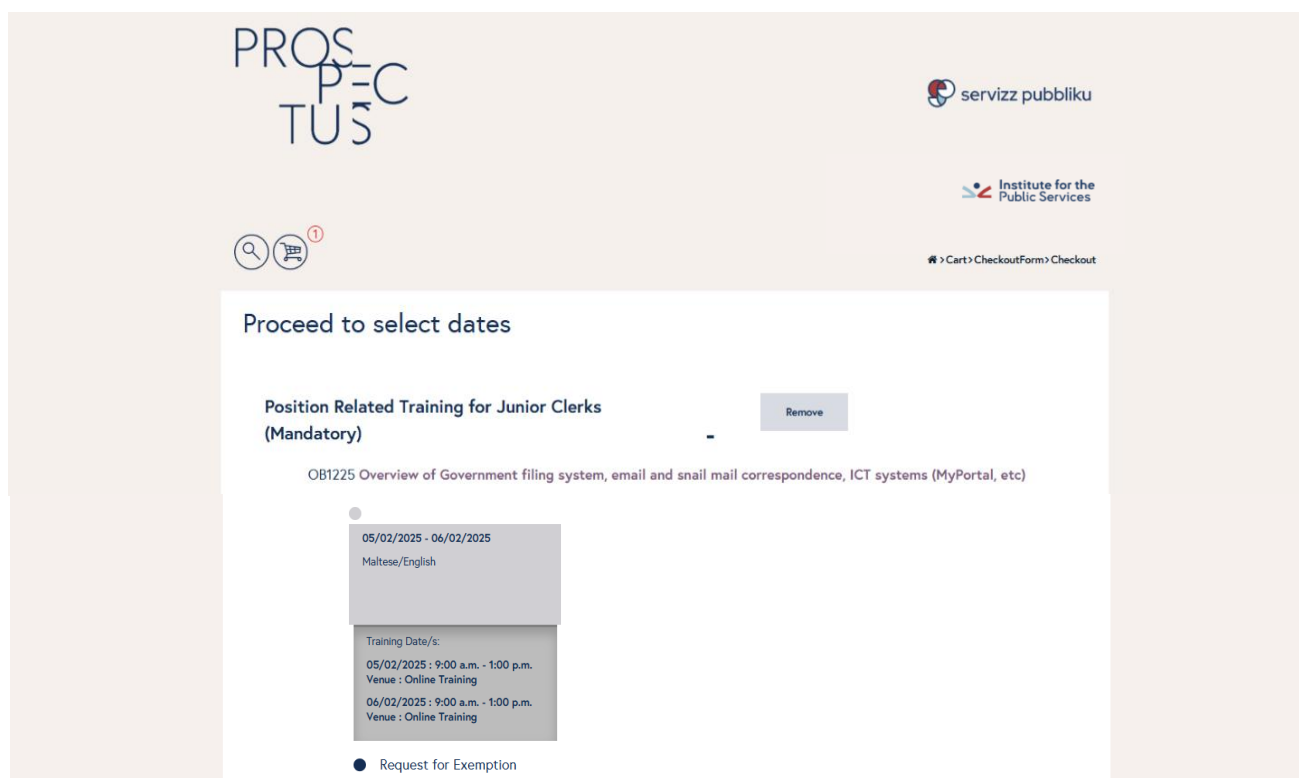
The screenshot displays the 'PROSPECTUS' application interface. At the top, there are logos for 'servizz pubblici' and the 'Institute for the Public Services'. A navigation bar shows 'Cart > CheckoutForm > Checkout'. The main heading is 'Proceed to select dates'. Below this, a list of modules is shown, each with a 'Waiting List' checkbox selected and a 'Request for Exemption' checkbox unselected. The modules are:

- Programme for Industrial and Supervisory Grades (Supervisor to Senior Foreman) - Remove button
- OB0219 Basic People Management Skills
- OB0519 Problem Solving and Conflict Management
- OF0125 Health and Safety

Each module has a red box labeled 'WAITING LIST' and a 'Request for Exemption' checkbox. A 'Submit' button is located at the bottom right of the form area. The footer contains links for 'contact us', 'terms of use', 'cookie policy', 'faq', and 'accessibility statement'.

Figure 14 No Dates Available - Waiting List

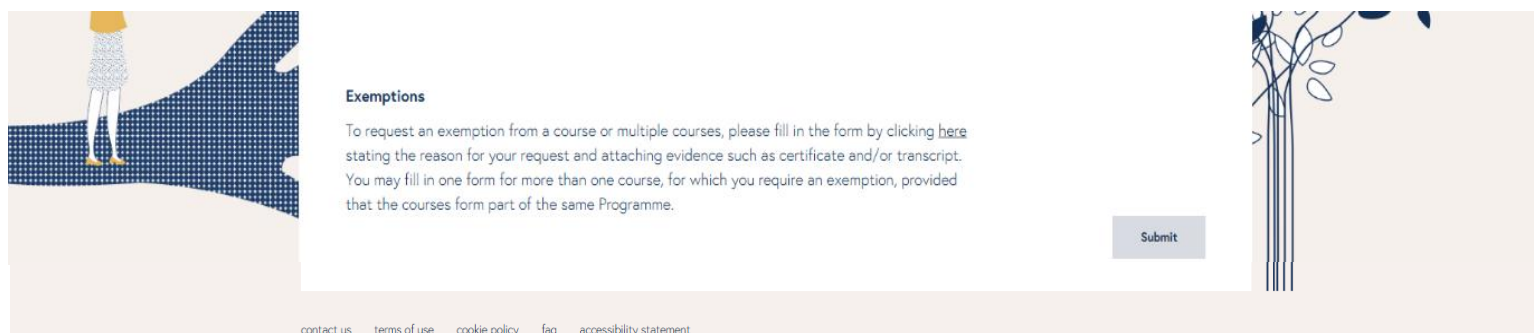
13. If you have already attended courses which make part of your selected Programme or you believe that you are already well versed in the relevant subjects by virtue of your qualifications or work experience you can select the **Request for Exemption** checkbox, as illustrated in **Figure 15** below. If you would like to submit a request for exemption formore than one course, you must select the **Request for Exemption** checkbox for each course for which you would like to request exemption, for the request to be submitted correctly. **If the Request for Exemption is not applicable for you, go directly to Step 23.**



The screenshot shows the PROSPECTUS website interface. At the top, there are logos for 'servizz pubbliku' and 'Institute for the Public Services'. Below the logos, there are navigation icons (search, cart) and a breadcrumb trail: 'Cart > CheckoutForm > Checkout'. The main content area is titled 'Proceed to select dates'. It displays a course titled 'Position Related Training for Junior Clerks (Mandatory)' with a 'Remove' button. Below the course title, there is a description: 'OB1225 Overview of Government filing system, email and snail mail correspondence, ICT systems (MyPortal, etc)'. A date range '05/02/2025 - 06/02/2025' and language 'Maltese/English' are shown. A 'Training Date/s:' section lists two dates: '05/02/2025 : 9:00 a.m. - 1:00 p.m.' and '06/02/2025 : 9:00 a.m. - 1:00 p.m.', both with 'Venue : Online Training'. At the bottom, there is a radio button labeled 'Request for Exemption' which is currently selected.

Figure 15 Request for Exemption Checkbox

14. Once you choose the **Request for Exemption** button for each course on the application process page, a Disclaimer regarding the **Exemptions** appears at the bottom of the screen, as seen in **Figure 16** below. To fill in the exemption eForm, click on [here](#) and then when you are ready continue with the submission of your application.



The screenshot shows a page titled 'Exemptions'. The text reads: 'To request an exemption from a course or multiple courses, please fill in the form by clicking [here](#) stating the reason for your request and attaching evidence such as certificate and/or transcript. You may fill in one form for more than one course, for which you require an exemption, provided that the courses form part of the same Programme.' There is a 'Submit' button on the right. The footer contains links: 'contact us', 'terms of use', 'cookie policy', 'faq', and 'accessibility statement'.

Figure 16 Exemption Disclaimer

15. When Exemption is selected for one or more courses, the system will display the window shown in **Figure 17** after the Submit button has been pressed. The link to the exemption request form can be accessed by clicking [here](#). To gain a better understanding on the **Request for Exemption**, read the **Request for Exemption Instructions** below. As specified in the instructions, you may fill in one exemption eForm for more than one course, provided that the courses form part of the same Programme. If the courses do not form part of the same programme, then you need to submit a separate exemption form for each course.

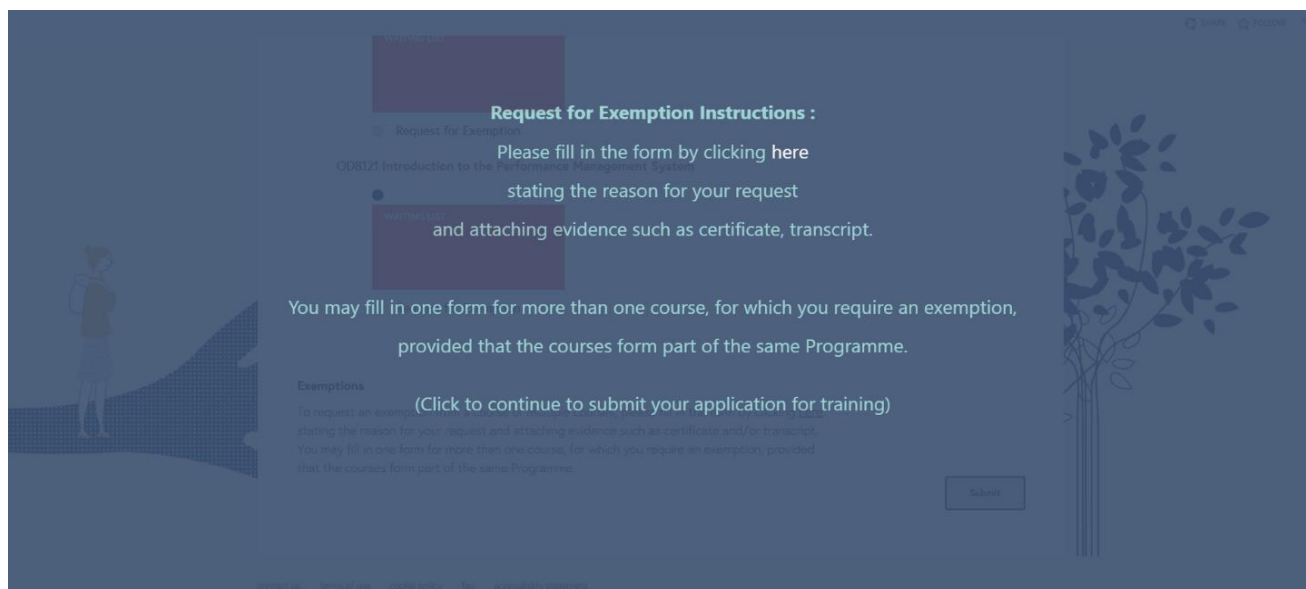


Figure 17 Request for Exemption Instructions - Click on here

16. Once you click on the click [here](#) link, a new page will appear, as illustrated in **Figure 18** below. Select your preferred means of accessing the eForm, which includes **eID**, **CORP**, and **ILearn** accounts.

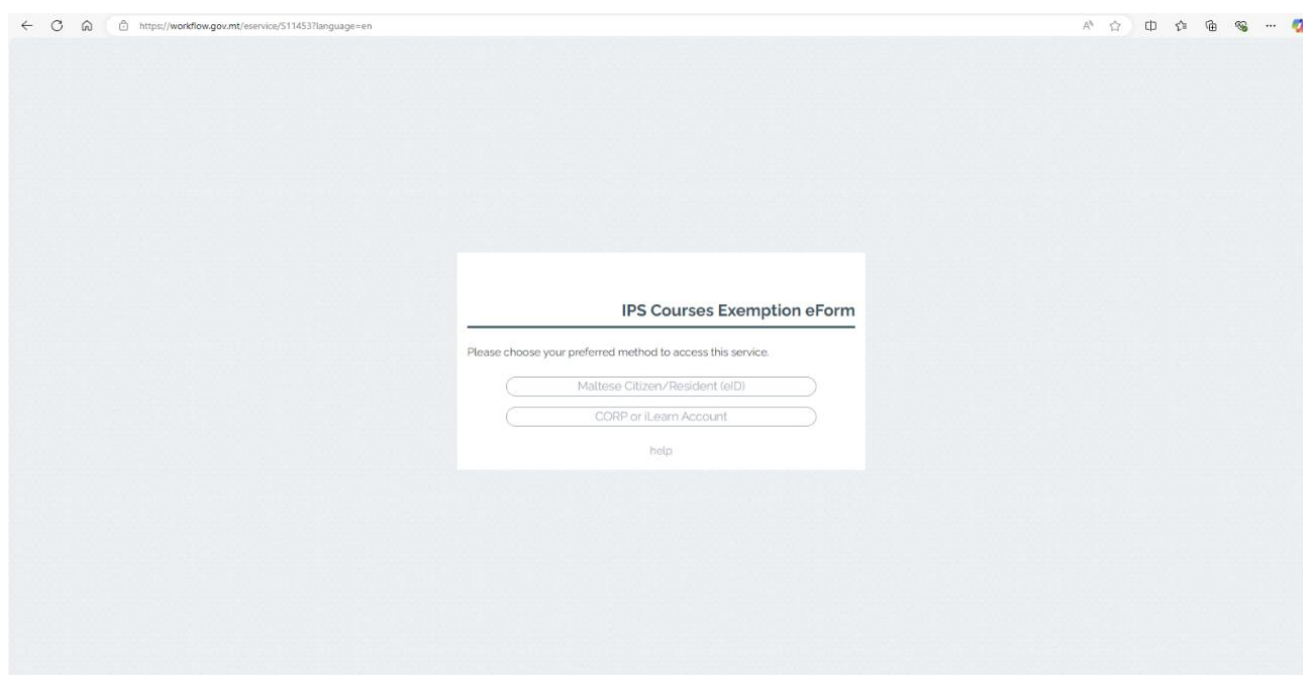
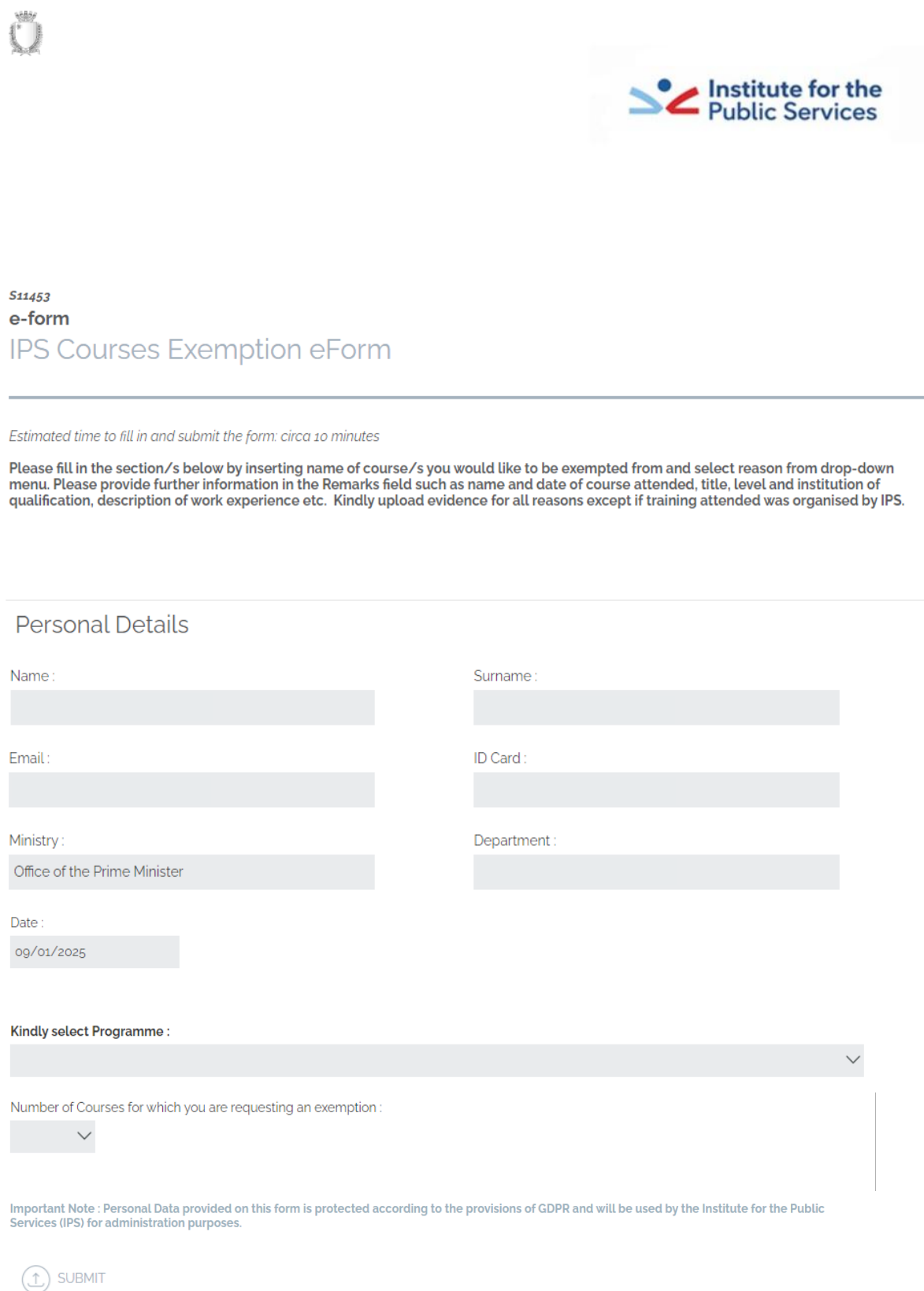


Figure 18 IPS Courses Exemption eForm

17. Once you have selected a method for authentication, all the **Personal Details** are automatically populated in the eForm. **Figure 19** below shows the IPS Courses Exemption eForm.



The image shows a screenshot of the 'IPS Courses Exemption eForm' from the Institute for the Public Services. The form is titled 'S11453 e-form IPS Courses Exemption eForm'. It includes a header with the Institute for the Public Services logo and a crest. Below the title, it states 'Estimated time to fill in and submit the form: circa 10 minutes'. The main section is titled 'Personal Details' and contains several input fields: 'Name', 'Surname', 'Email', 'ID Card', 'Ministry' (pre-filled with 'Office of the Prime Minister'), 'Department', and 'Date' (pre-filled with '09/01/2025'). There is a dropdown menu for 'Kindly select Programme' and another for 'Number of Courses for which you are requesting an exemption'. At the bottom, there is an 'Important Note' about GDPR and a 'SUBMIT' button with an upload icon.

S11453
e-form
IPS Courses Exemption eForm

Estimated time to fill in and submit the form: circa 10 minutes

Please fill in the section/s below by inserting name of course/s you would like to be exempted from and select reason from drop-down menu. Please provide further information in the Remarks field such as name and date of course attended, title, level and institution of qualification, description of work experience etc. Kindly upload evidence for all reasons except if training attended was organised by IPS.

Personal Details

Name :	Surname :
Email :	ID Card :
Ministry :	Department :
Office of the Prime Minister	
Date :	
09/01/2025	

Kindly select Programme :

Number of Courses for which you are requesting an exemption :

Important Note : Personal Data provided on this form is protected according to the provisions of GDPR and will be used by the Institute for the Public Services (IPS) for administration purposes.

Figure 19 Request for Exemption eForm

18. It is crucial that you select the **correct Programme** from the List, which corresponds to your application option. You must specify the **number of course/s** you are requesting to be exempted from, select the reason for request from the drop-down menu and include a more detailed explanation on the reason for your request in the remarks field, such as information on your experience or if 'Other' was selected as a reason. It is also important to attach the **evidence of the qualification/s and/or certificate of training attended** based on which you are asking for an exemption. The **eForm cannot be submitted without attached evidence** where required.



S11453
e-form

IPS Courses Exemption eForm

Estimated time to fill in and submit the form: circa 10 minutes

Please fill in the section/s below by inserting name of course/s you would like to be exempted from and select reason from drop-down menu. Please provide further information in the Remarks field such as name and date of course attended, title, level and institution of qualification, description of work experience etc. Kindly upload evidence for all reasons except if training attended was organised by IPS.

Personal Details

Name :

Surname :

Email :

ID Card :

Ministry :

Office of the Prime Minister

Department :

Date :

24/01/2025

Kindly select Programme :

AE0125 ICT Support Officer Development Programme

Number of Courses for which you are requesting an exemption :

1

Important Note : Personal Data provided on this form is protected according to the provisions of GDPR and will be used by the Institute for the Public Services (IPS) for administration purposes.

Course 1

Course Title :

Reason for Request :

Remarks :

Attach relevant documentation (2MB Max. PDF Only)



SUBMIT

Figure 20 Exemption eForm - Programme Selection

19. To attach evidence, select the attachment icon () at the bottom of the application, as per **Figure 21** below.

Course 1

Course Title :

Reason for Request :

Remarks :

Attach relevant documentation (2MB Max. PDF Only)



 SUBMIT

Figure 21 Request for Exemption eForm – Attach Evidence

20. When the **Directory** window appears, as shown in **Figure 22 below**, select the document you wish to attach and click the **Open** button to upload the necessary document. The only file format that is supported is **PDF**.

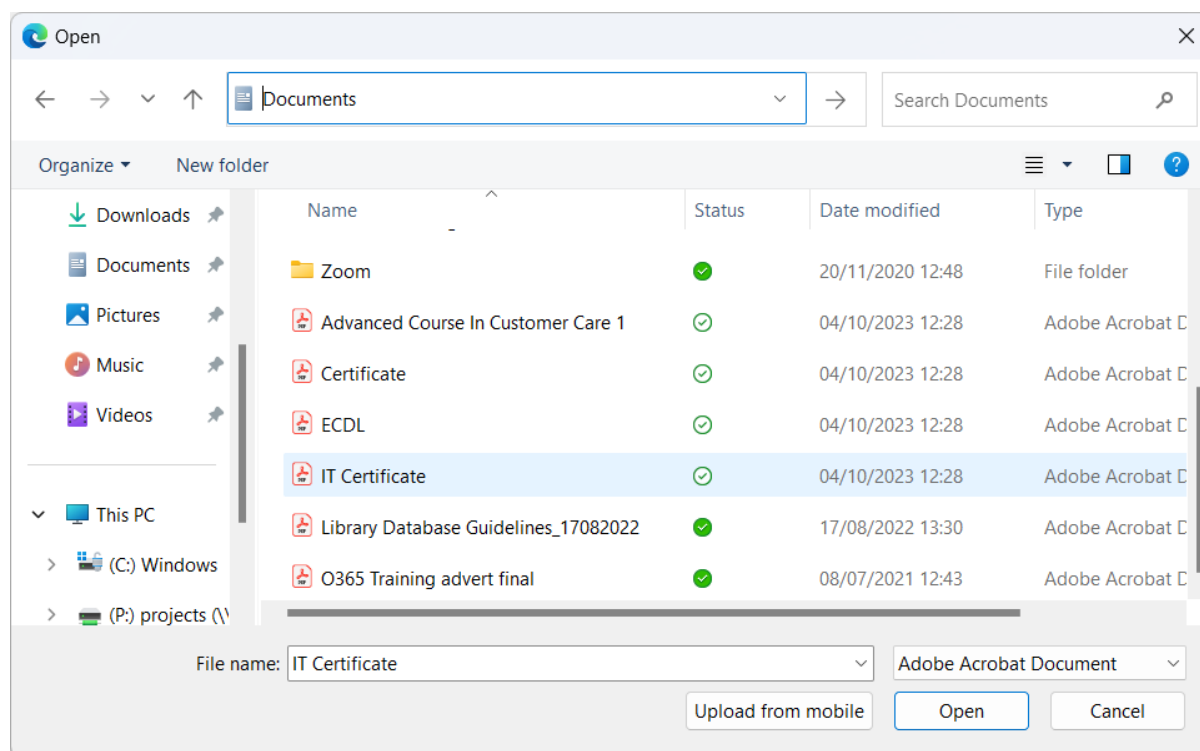


Figure 22 Directory Window

21. Once the required document has been attached, as shown in **Figure 23**, double-check the eForm to ensure that all the information provided is correct. Then, to complete the Request for Exemption eForm submission, click the **Submit** button at the bottom of the page.



S11453
e-form
IPS Courses Exemption eForm

Estimated time to fill in and submit the form: circa 10 minutes

Please fill in the section/s below by inserting name of course/s you would like to be exempted from and select reason from drop-down menu. Please provide further information in the Remarks field such as name and date of course attended, title, level and institution of qualification, description of work experience etc. Kindly upload evidence for all reasons except if training attended was organised by IPS.

Personal Details

Name :	Surname :
Email :	ID Card :
Ministry :	Department :
Office of the Prime Minister	
Date :	
24/01/2025	

Kindly select Programme :

Number of Courses for which you are requesting an exemption :

Important Note : Personal Data provided on this form is protected according to the provisions of GDPR and will be used by the Institute for the Public Services (IPS) for administration purposes.

Course 1

Course Title :

Reason for Request :

Remarks :

Attach relevant documentation (2MB Max, PDF Only)



 **SUBMIT**

Figure 23 Exemption eForm - Submission

22. As a final step ensure that for each course you have selected either the **Available dates** or the **Waiting List**, as shown in **Figure 24** below. Once ready, click the **Submit** button at the bottom of the page.

PROSPECTUS

servizz pubbliku

Institute for the Public Services

Cart CheckoutForm Checkout

Proceed to select dates

Position Related Training for Junior Clerks (Mandatory) Remove

OB1225 Overview of Government filing system, email and snail mail correspondence, ICT systems (MyPortal, etc)

05/02/2025 - 06/02/2025
Maltese/English

Training Date/s:
05/02/2025 : 9:00 a.m. - 1:00 p.m.
Venue : Online Training
06/02/2025 : 9:00 a.m. - 1:00 p.m.
Venue : Online Training

☐ Request for Exemption

OC0625 The Role of the Junior Clerk

WAITING LIST

☐ Request for Exemption

OC9525 Telephone Skills and Dealing with Customers

WAITING LIST

☐ Request for Exemption

OD8121 Introduction to the Performance Management System

WAITING LIST

☐ Request for Exemption

Exemptions

To request an exemption from a course or multiple courses, please fill in the form by clicking [here](#) stating the reason for your request and attaching evidence such as certificate and/or transcript. You may fill in one form for more than one course, for which you require an exemption, provided that the courses form part of the same Programme.

Submit

contact us terms of use cookie policy faq accessibility statement

Figure 24 Final Step for Application Submission

23. After pressing the **Submit** button, a **Processing Booking** message page will appear, as per **Figure 26** below.

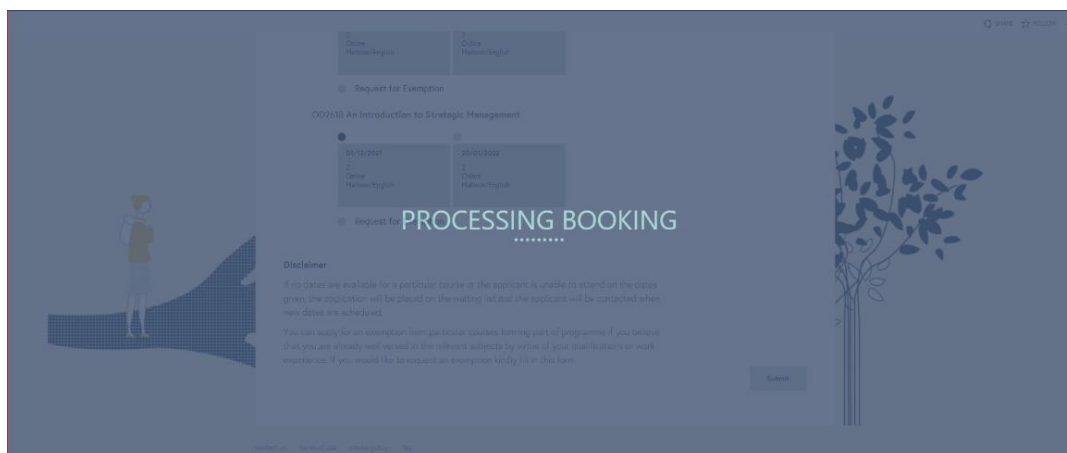


Figure 25 Processing Booking

24. Once your application has been submitted, a **Thank You** message page will appear, confirming that your application has been received by IPS and is being processed.

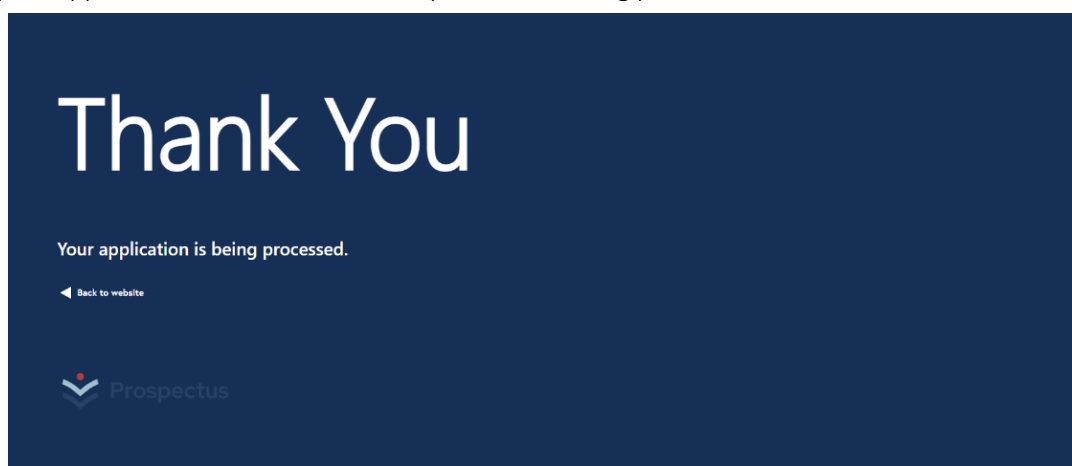


Figure 26 Thank You Page

25. Each applicant will then receive an email entitled **Receipt for IPS Prospectus Bookings**, as shown in **Figure 28** below. This email is sent to the email address entered by the applicant during the application stage and provides details on the **Modules** and/or **Programmes** applied for.

Receipt for IPS Prospectus Bookings

 IPS.PROSPECTUS at OPM <ips.prospectus@gov.mt>
To

Dear Applicant,

This is to confirm that your application for **OB0119 Supervisory Skills** has been submitted to IPS for further processing.

OB0119 - Supervisory Skills [23/01/2025 - 24/01/2025];

- 23/01/2025 | 10:00:00 - 11:00:00 at Online Training
- 24/01/2025 | 10:00:00 - 11:00:00 at Online Training

Prospectus
Institute for the Public Services

t +356 22001884 e ips@gov.mt
www.opm.gov.mt | www.publicservice.gov.mt

Kindly consider your environmental responsibility before printing this e-mail



OFFICE OF THE PRIME MINISTER
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FLORIANA, MALTA

Figure 27 Receipt for IPS Prospectus Bookings

26. As explained earlier on in **step 10**, those employees who do not fall under the Senior Management Category require the approval of their Direct Manager and need to include the Direct Manager's email when filling in the application. The Direct Manager receives an email to **APPROVE/REJECT** the application as shown in **Figure 29** below.

Approval Request for IPS Prospectus Bookings

IA IPS.PROSPECTUS at OPM <ips.prospectus@gov.mt>
To (

Dear Manager,

This request for approval will be automatically approved if no response from you is received within three working days.

Ms/Mr *name surname*, ID 514770M has applied for the IPS training listed below:

OC7818 - Train the Trainer [Waiting List - Applicant will be contacted when dates are available.]

You are kindly requested to APPROVE or REJECT this request from this [link](#)

Notes:

- Where no dates are available IPS will contact applicant with dates once these are confirmed. Applicants will be asked to copy in their Manager when confirming their attendance to IPS.
- Justification for approval/rejection is required.

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FLORIANA, MALTA

Figure 28 Email received by Direct Manager

27. The Direct Manager is asked to **approve/reject** the application within three working days by clicking on the [link](#) in the email. A **reason for approval/rejection** is required by the Direct Manager before the application can be submitted to IPS as per **Figure 30** below.

00001234M ABC XYZ has applied for the following module:
Kindly review the application below

OC4418 Report Writing (Core Development Skills for Assistant Principals/Assistant Managers)

All fields marked with an * are mandatory.

Reason for Approval/Rejection*

REPORT WRITING IS ONE OF THE MAIN TASKS OF THE OFFICER. IT IS THEREFORE IMPORTANT TO FURTHER IMPROVE THE SKILLS IN THIS REGARD.

Approve

Reject

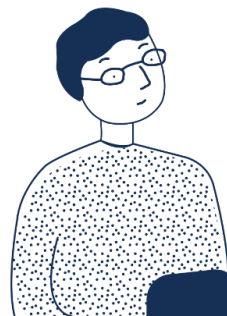


Figure 29 Screenshot of page where application can be approved/rejected

28. When the Direct Manager **approves/rejects** the application the applicant receives an email as per **Figures 31 and 32** below.

IPS Booking OC0519 Conflict Management (Core Development Skills for Executive Officers) Refused

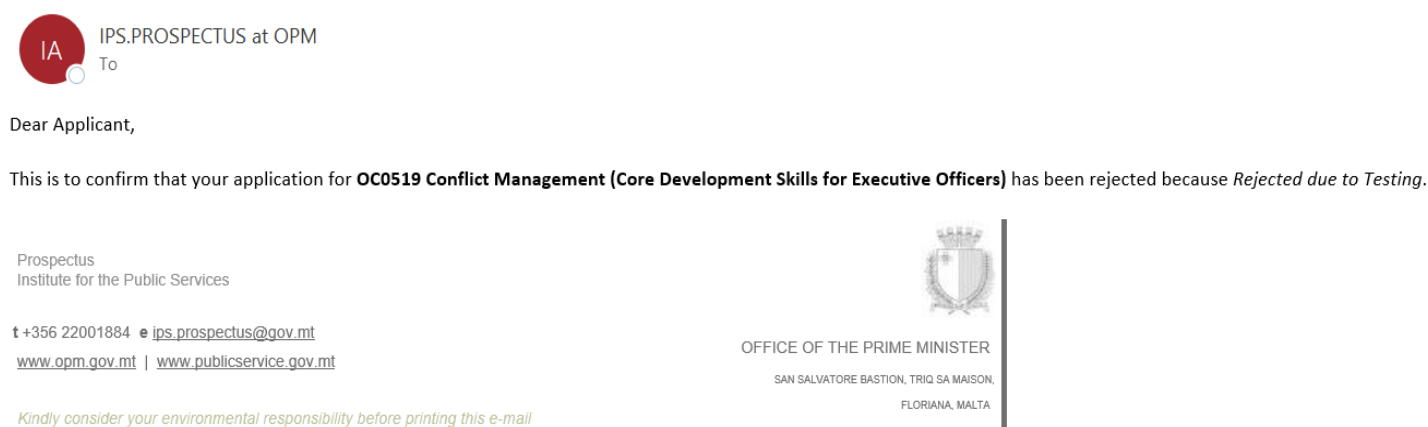


Figure 30 Email sent to applicant when application is rejected by Direct Manager

IPS Booking OC7818 Train the Trainer Approved



Figure 31 Email sent to applicant when application is approved by Direct Manager

29. Applications which are not approved or rejected by the Direct Manager within **three working days are automatically approved**.
30. Once the application is received by IPS, it is vetted, and if approved applicants receive more information closer to the date of the training. In case that an application cannot be accepted, IPS contacts the applicant with information on why the application cannot be accepted.

