

LETTER CIRCULAR**Institute for Education****Expression of Interest****Tel:** 2598 2001**Email:** ife@ilearn.edu.mt**Information:** X**Date:** 7th August 2017**Action Required:** X**Ref:** IfE 33 /2017**To:** College Principals, Heads of Schools (State and Non-State) and Sections**From:** Joanne Grima - CEO Institute for Education**Subject:** Expression of Interest to attend a course of your choice related to Career Guidance and Development.

The Institute for Education in collaboration with the National Student Support Services is providing the opportunity to Career Guidance Practitioners to search for a course they would like to attend to with the aim to enhance their professional development. Such a course can be held locally or abroad.

An academic board will consequently evaluate all applications and choose to sponsor those which

- a) are most relevant to the area of career guidance
- b) support the Educational Strategy for Malta 2014-2024
- b) support the implementation of the 'My Journey' strategy
- b) are value for money

For this reason, applications are being invited from those Career Guidance Practitioners who are interested. One is required to send

- a) the course name and
- b) the place where it will be held
- c) the agenda
- d) the cost of the course
- e) the cost of travel and stay (if abroad)
- f) a rationale explaining how the course will enhance his/her professional development and how it will be of use in his/her practice.
- g) a Europass CV

Courses are required to be completed by the 5th of December 2017.

The Europass CV and scanned documents will be received in the first instance by the IfE secretary at ife@ilearn.edu.mt by not later than **12.00pm** of **23rd August 2017**.
Late applications will not be considered.

Thank you.

Joanne Grima
CEO Institute for Education

Sandra Cortis
Director National School Support Services