

## LETTER CIRCULAR

### Institute for Education

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Action Required: X

Ref: IfE 64/2017

From: Joanne Grima - CEO Institute for Education

**Subject: EXPRESSION OF INTEREST FOR LEARNING PROGRAMME DEVELOPMENT EXPERTS TO DEVELOP A NUMERACY MODULE**

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The Institute for Education (IfE) invites applications from those interested to offer their services as Learning Programmes Development Experts to the Institute for Education (IfE) for the development of **a 1 ECTS module in Numeracy for the Primary Sector as part of the course for LSAs 'Supporting Learners with Individual Educational Needs' MQF 4.**

The Learning Programmes Development Experts (LPDE) shall undertake to:

1. Develop modules from those indicated at the end of this expression of interest in the format required by the NCFHE Application for Programme Development under the supervision of the IfE. The LPDE would ensure that the work being developed is relevant to the Maltese educational context in line with Government policy while liaising with and be answerable to the CEO of the IfE, or the Officer in charge of the Project. The modules will be written in the NCFHE Application for **within 30 days of signing the contract.** The modules will then be presented as a whole course to NCFHE for validation and accreditation. The LPDE will perform the necessary amendments as indicated in the feedback sent by the NCFHE validators within the timeframe indicated.
2. Deliver the number of contact hours of professional learning per module as outlined in the Course Framework while providing guidance throughout the self-study hours through e-mails. Contact hours will be delivered face-to-face, online and in-class in the proportions indicated in the framework. Therefore the expert will be filmed or will be asked to do a voice over for the online component and develop the digital content that accompanies the delivery.

The content to be uploaded needs to be delivered in the following format:

<p><b>To Do List:</b></p> <ol style="list-style-type: none"> <li>1. Outcomes of the session.</li> <li>2. Tasks to do during the online session.</li> </ol>	<p>Presentation to be uploaded and/or filming of the speaker delivering the session.</p>
<p>Suggested Articles/Books</p>	<p>Suggested clips that participants need to view.</p>

The filming and the content shall be uploaded on the IfE website and accessed by the participants as part of the course.

3. Assess the individual participants with a diversity of tools against the outcomes set per Module in the NCFHE application. Experts are to give feedback to the participants and the results shall be reported in soft copy in a template developed by the IfE.

### Eligibility Criteria

- A qualification at MQF Level 6 or equivalent in Education (subject to a minimum of 180 ECTS/ECVET credits, or equivalent);
- **Applicants with additional qualifications in the area of Inclusion and Numeracy will be given preference.**

### Selection criteria

Experts shall be selected by an *ad hoc* Selection Board through an assessment of the information obtained from their *Europass Curriculum Vitae*, scanned copies of original documents listed in the **Eligibility Criteria**. (Applicants might be asked to produce original documents for verification purposes). The Selection criteria shall give weight to the:

- Information in the motivation letter that will include:
  - Knowledge of the NCFHE documentation;
  - Knowledge of DQSE documentation;
  - Expression of Educational Vision.
- Qualifications (over and above the eligibility criteria)
- Years of experience in the area

The selected applicant will enter into a contract for service, for a maximum of three years starting on the day of signing. The contract for service could be renewed for another three years after expiration. He/She shall develop the Module applied for. Each one (1) ECTS shall have five (5) contact hours which will be delivered after school hours. The LPDE will also train and assess those educators who apply for the course. The selected candidates shall be entitled to € 175 per one (1) ECTS. They shall develop, execute the module and assess the participants.

In the event where the performance of the Learning Programmes Development Expert is deemed to be unsatisfactory or not up to the required standards, the Contract shall be immediately terminated and the Learning Programme Development Expert shall forfeit all remuneration due.

### **Intellectual Property Rights**

All Intellectual Property Rights pertaining to the Courses as deliverables of this expression of interest shall be vested exclusively in The Institute for Education.

### **Submission of application**

Interested applicants are asked to submit an online application by following the link: <https://goo.gl/Bth814>. The motivation letter together with a *Europass Curriculum Vitae* and scanned certificates and/or testimonials will be received in the first instance by the Institute for Education at [ife@ilearn.edu.mt](mailto:ife@ilearn.edu.mt) by not later than **noon (Central European Time) of Friday, 12<sup>th</sup> January 2018**.

Thank you.

**Joanne Grima**  
**CEO Institute for Education**