

LETTER CIRCULAR
Institute for Education
Expression of Interest

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To: College Principals, Heads of Schools (State and Non-State) and Sections

From: Joanne Grima - CEO Institute for Education

Subject: Expression of Interest for Learning Programme Development Experts to develop and deliver the Award in The Writing Process: Teachers to Teach Better Writing at MQF Level 7

The development of effective writing skills is one of the key teaching and learning tasks in schools from the early years and throughout lifelong learning. As indicated in the National Literacy Strategy of 2014, such skills should be part of a balanced literacy approach that blends the four literacy competences in real contexts. Skills are best taught by active practitioners; it is therefore essential that teachers who teach writing are writers themselves, for creative, persuasive and writing-to-learning purposes. To address this need the Institute for Education is developing the **Award in The Writing Process: Teachers to Teach Better Writing** at MQF Level 7. This course is intended for delivery during an intensive full-day two-(2)-week period in a writing workshop format.

The Institute for Education therefore invites applications from those interested to offer their services as Learning Programmes Development Experts (LPDE) to the Institute for Education (IfE) to develop the modules within this Award.

The LPDEs shall undertake to:

1. Develop one or more modules of the course as indicated in the Course Framework in the format required by the NCFHE Application for Partial Higher Education Qualification under the supervision of the IfE. The LPDEs would ensure that the work being developed is relevant to the Maltese educational context in line with Government policy. The LPDEs would liaise with and be answerable to the CEO of the IfE, or the Officer in charge of the Project. The modules will be written **within 30 days of signing the engagement letter**. Each module of the course will then be presented to NCFHE for

validation and accreditation. The Learning Programme Development Experts will perform the necessary amendments as indicated in the feedback sent by the NCFHE validators within the timeframe indicated. Each module will have a minimum of 5 contact hours.

2. Deliver the number of contact hours of professional learning as outlined in the Course Framework while providing guidance throughout the self-study hours through e-mails.
3. Assess the individual participants with a diversity of tools against the outcomes set for the course 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.

The Course Framework

This can be found at the end of this expression of interest.

Eligibility Criteria

The eligibility criteria for the selection of the LPDEs shall be:

- A full Master's degree or a recognised, appropriate, comparable qualification at MQF level 7 or higher in the subject/area to be developed and delivered
- At least 10 years' experience in the development and provision of CPD for teachers in the teaching of writing
- Teacher's permanent warrant
- Fluent in the English and Maltese Languages
- Europass Curriculum vitae
- Motivation Letter expressing competence in teacher development, writing competences and formative assessment procedures.

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:

- Awareness of teacher development (through motivation letter)
- Awareness of formative assessment procedures (through motivation letter)

The LPDE will give service for a maximum of 1 year starting from the date of signing the engagement letter. The LPDEs can develop one or more modules as indicated in the Framework. Each ECTS shall have five (5) contact hours. The selected candidates shall be entitled to one hundred seventy five Euro (€175) per one (1) ECTS. They shall develop the

modules, train and assess the participants. It is understood that the LPDEs are required to deliver at least 5 hours of lecturing duties for each (1) ECTS.

Interested applicants are kindly asked to submit their application through the following link: <https://goo.gl/5g2OpP>. 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 the **23rd June 2017**. Late applications will not be considered.

Intellectual Property Rights

All Intellectual Property Rights pertaining to all modules' applications developed as deliverables of this expression of interest shall be vested exclusively in The Institute for Education.

Course Framework: Writing Process: Teachers to Teach Better Writing

Modules	Description and Content	ECTS	Contact hours per module
1. Discovering the Writer Within	<ul style="list-style-type: none"> Experiencing different forms of writing and entry into writing The reading-writing connection Response to literature on writing and the teaching of writing 	4	20
2. Writing Process and Writing feedback	<ul style="list-style-type: none"> The different stages and mechanisms of the writing process The different types and levels of feedback Managing feedback and publication 	4	20
3. Teaching Writing in Context	<ul style="list-style-type: none"> Writing process applied to writing-to-learn contexts Writing process in differentiated contexts Writing process in the context of national educational development Development of resources and delivery of model lessons 	4	20

Thank you.

Joanne Grima

CEO, Institute for Education