

Tel: 2598 2005 / 2598 2006

Email: joanne-rita.grima@ilearn.edu.mt

MEMORANDUM

Information: X **Date:** 1st February 2018
Action Required: X **Ref:** IfE 01/2018
To: Directors, Assistant Directors, Education Officers and Sections
From: Joanne Grima, CEO, Institute for Education
Gaetano Bugeja, DLAP Director for Learning and Assessment Programmes
Subject: In-Service Courses 2018

The Institute for Education has initiated the exercise of organising Professional Learning Courses (In-Service Courses) for July 2018.

Details relevant to these courses are as follows:

Dates: 9, 10, 11 July 2018
Duration: 08:30 to 12:30
Venues: To be published in the Course Catalogue.
Catalogue: In compliance with environmental issues, the Course Catalogue will be available only online and all schools will be informed of the uploading and relevant URL by a Circular.
Convocations: All notifications will be sent by email: Education Officers will send a notification to attend Professional Learning Courses to each individual school, listing the teachers who are to attend. Education Officers will copy this mail to each individual teacher they are listing, using the teacher's ilearn mailing address. No paper convocation will be sent. Schools are to notify teachers of the receipt of the email sent to school, and are to acknowledge receipt of mail, but teachers will need to read their own copy of the convocation, sent on their personal ilearn account, and to reply in acknowledgment of receipt. This will serve in lieu of the signed copy of the convocation sheet which used to be sent in past years, and will assure the Education Officer that the convocation has been received for record purposes.

Organisation of Professional Learning Courses for this year is scheduled as follows:

1. The **Course Booklet**, intended for use by Course Co-ordinators will be available online in pdf format by **Monday, 16th February 2018**. The Booklet will also be available to prospective Course Coordinators (who submit a Course Description) in Word format upon request.
2. Finalised **Course Descriptions** (see format overleaf) are to reach the Institute for Education by email (att. marisa.schembri@ilearn.edu.mt) by not later than **Monday, 26th February 2018**.
3. The **Course Catalogue**, listing the courses on offer in July 2018 will be online by **Monday 9th April 2018**. Schools will be notified of the relevant URL by a circular.

4. Education Officers can start the process of informing teachers (State and Non-State) who are to attend for Compulsory Courses as from **Monday, 5th March 2018**. It is important that all teachers who are to be called for Compulsory Courses be informed by not later than **Monday, 9th April 2018**.
5. The closing date for Education Officers to receive applications from teachers who wish to attend for a compulsory course on a voluntary basis is **Friday, 18th May, 2018**.
6. **Course Design Forms (which can be downloaded from the Course Booklet / Institute website ife.gov.mt)** are to reach the Institute for Education by email (marisa.schembri@ilearn.edu.mt) not later than **Monday, 14th May 2018**.
7. When sending Course Descriptions kindly use the following format.

Please use Times New Roman, 11pt

COURSE NO.	<i>State only whether course is compulsory or voluntary. The Course number will be given later on by the Institute for Education.</i>
TITLE	<i>Give a short and attractive title.</i>
AIMS & OBJECTIVES	<i>State aims and objectives of the course as briefly as possible.</i>
EXPECTED OUTCOMES	<i>State more specifically what the participants are expected to gain from the course.</i>
CO-ORDINATOR	<i>Give name, grade, work address, telephone no, fax no. (if available) and email address.</i>
PARTICIPANTS	<i>State for whom the course applies.</i>
DATES	<i>9, 10, 11 July 2018</i>
TIME	<i>8:30 – 12:30</i>
VENUE	<i>Insert venue of your choice.</i>

8. Course Co-ordinators for Compulsory Courses are to submit a full list of participants by **Friday, 27th April 2018**.
9. Course Co-ordinators will submit a copy of the Programme for the Professional Learning Course by **Monday, 28th May 2018**. The programme is subject to approval by the Director for Learning and Assessment Programmes and the CEO, Institute for Education
10. All signed attendance sheets together with any medical certificated attached, are to be sent to the Institute for Education **by not later than Friday, 20th July 2018**

Kindly contact the Institute for Education on **Tel: 2598 2005 / 2006** should you have any queries.

Thank you for your collaboration.

Joanne Grima
CEO Institute for Education

Gaetano Bugeja
Director for Learning and Assessment Programmes