

## LETTER CIRCULAR

### Institute for Education

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**Information:** X

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**Action Required:** X

**Ref:** IfE 16/2018

**To:** DGs, Directors, Assistant Directors, Service Managers, Education Officers, College Principals, Heads of Schools (State and Non-State) and Sections and Outstations.

**From:** Joanne Grima - CEO Institute for Education

**Subject:** Expression of Interest for Recognition of Prior Learning (RPL) Assessors.

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The Institute for Education is committed to increasing the diversity of its course participant population by presenting no unnecessary barriers in its admissions selection processes to prospective course participants currently underrepresented in higher education. The Institute recognises that some prospective course participants may not be able to evidence that they meet the Institute's entry requirements through the accepted qualifications detailed in Institute's website, but they are able to provide substantial and relevant alternative evidence that they have the potential to succeed on their chosen programme. The Institute's RPL policy sets out the process by which evidence of prior learning can be fairly and consistently assessed for the purpose of admission to a course offered by the Institute.

In light of the above, the Institute for Education is inviting Recognition of Prior Learning (RPL) Assessors who will assess applications presented by course participants who are seeking to gain credit for their experience against a particular module/s within a course offered by the Institute for Education.

The RPL Assessors, as part of a committee of three, will meet to vet the applications from course participants who apply to avail from the RPL possibility. Consequently, the committee will schedule meetings and send for the course participants to perform the assessment. The RPL Assessors shall develop assessment criteria to use as the RPL for the different modules. Such criteria will be sent to the Academic Board of the Institute for Education for validation and approval. Consequently, the RPL Assessors will send for the course participants who apply to be considered for RPL for one or more modules of the course. The maximum amount of RPL granted per course participant cannot exceed 30% of the ECTSs of the said course. The committee of RPL Assessors will issue results and write a report for the Institute.

## Eligibility Criteria

The eligibility criteria for the selection of the RPL Assessor shall be:

- A Master's degree or a recognised, appropriate, comparable qualification at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) or higher together with three (3) years teaching experience;

### OR

- A Master's degree or a recognised, appropriate, comparable qualification at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) or higher together with three (3) years experience in the industry in the areas indicated in the table below;
- In the absence of a qualification at MQF Level 7, applicants with a lower full MQF level qualification and a minimum of 10 years experience in Vocational Education Training (VET) will be considered;
- Communicate fluently in both English and Maltese.

VET Areas
<ul style="list-style-type: none"><li>▪ VET Hospitality</li><li>▪ VET Health &amp; Social Care</li><li>▪ VET Engineering Technology</li><li>▪ VET Information Technology</li><li>▪ VET Agribusiness</li><li>▪ VET Textiles &amp; Fashion</li><li>▪ VET Hairdressing &amp; Beauty</li><li>▪ VET Media Literacy</li><li>▪ VET Retail</li></ul>

All applicants are required to present **also** the following:

- Europass *Curriculum Vitae*;
- A motivation covering letter indicating the area/s from the above table and indicating an awareness about teacher development and formative assessment procedures.

## Selection criteria

RPL Assessors shall be selected by an *ad hoc* Selection Board through an assessment of the information obtained from their motivation letter, Europass *Curriculum Vitae* and scanned copies of original documents listed in the **Eligibility Criteria**. (Applicants might be asked to produce original documents for verification purposes).

## Remuneration

The selected applicants will enter into a contract for service, for a maximum of three (3) years starting on the day of signing. The contract for service could be renewed for another three (3) years after expiration. Remuneration for Assessors will be at €20 per person on the board per RPL evaluation.

## Submission of application

Interested applicants are kindly asked to submit their application through the following link: <https://goo.gl/sgTht2>. The motivation letter together with a Europass *Curriculum Vitae* and scanned documents and/or testimonials will be received in the first instance by the Institute at [ife@ilearn.edu.mt](mailto:ife@ilearn.edu.mt) by not later than **noon (Central European Time) of Monday, 12<sup>th</sup> February 2017**. Late applications will not be considered. Only applications submitted online will be considered.

Thank you.

**Joanne Grima**

**CEO Institute for Education**