

LETTER CIRCULAR

Institute for Education

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Information: X

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Action Required: X

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From: Joanne Grima - CEO Institute for Education

Subject: Expression of Interest for Learning Programme Development Experts to Develop VET Modules for a Master's and Bachelor's Degree in Education and to Train and Assess Course Participants and Report Results

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 VET modules as part of the following courses:

- a) **Bachelor's Degree in Educational Studies (Hons.) (MQF Level 6)**
- b) **Master's Degree in Education (MQF Level 7)**

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 Accreditation 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 Partial Higher Education Qualification **within 40 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:

1. Outcomes of the session. 2. Tasks to do during the online session.	Presentation to be uploaded and/or filming of the speaker delivering the session.
Suggested Articles/Books	Suggested clips that participants need to view.

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.

The Modules

The list of modules can be found at the end of this expression of interest alongside eligibility criteria. **The candidates are required to indicate clearly on the online form which modules they are applying to develop. The applicants can apply to develop one or more modules. The *ad hoc* Selection Board may choose more than one person to develop modules larger than 5 ECTS.**

Selection Criteria

Experts shall be selected by an *ad hoc* Selection Board through an assessment of the information obtained from the Motivation Letter, Europass Curriculum Vitae; and scanned certificates and/or testimonials 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 should demonstrate their Educational Vision as well as the candidate's grasp of:
 - The Malta Qualifications Framework and NCFHE documentation
 - The needs of the specific industry
 - Pedagogy and Assessment
- Qualifications in the subject area
- Years of experience in teaching;
- Years of experience in teacher training or relevant work

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. They shall develop the Module they 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. €50 out of the €175 will be paid to the Learning programme Development Expert as soon as the module is accredited by NCFHE. The rest, (€125 per ECTS) will be paid upon training, assessment and presentation of the results of the course participants. They shall develop, execute 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/KmNK6X>

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 by not later than **noon (Central European Time) of Thursday, 25th January 2018.**

Thank you.

Joanne Grima
CEO Institute for Education

Ref. No.	Modules	MQF Level	ECTS Value	Eligibility Criteria
1	Information Technology (VET) – Subject Content for VET Secondary Teachers	6	60	MQF Level 7 (90 ECTS or equivalent) in IT*
2	Beauty Therapy – Subject Content for VET Secondary Teachers	6	30	A full qualification in an area of Beauty Therapy in addition to 10 years related work experience and training.
3	Health and Social Care – Subject Content for VET Secondary Teachers	6	20	MQF Level 7 in Health Science, or a related area.
4	Information Technology (VET) – Subject content with VET teaching methodology incorporated.	7	20	A relevant MQF Level 8 qualification.*
5	Information Technology (VET) – Teaching Methodology	7	15	A relevant MQF Level 8 qualification*
6	Health and Social Care – VET Subject content with teaching methodology incorporated.	7	20	A relevant MQF Level 8 qualification.*
7	Health and Social Care (VET) – Teaching Methodology	7	15	A relevant MQF Level 8 qualification.*
8	Hairdressing – VET Subject content with teaching methodology incorporated.	7	10	A full qualification in Hairdressing in addition to 10 years related work experience and training.
9	Beauty Therapy – VET Subject content with teaching methodology incorporated.	7	10	A full qualification in an area of Beauty Therapy in addition to 10 years related work experience and training.
10	Hairdressing (VET) - Teaching Methodology	7	8	A full qualification in an area of Hairdressing in addition to 10 years related work experience and training.
11	Beauty Therapy (VET) - Teaching Methodology	7	7	A full qualification in an area of Beauty Therapy in addition to 10 years related work experience and training.
12	Textiles and Fashion (VET) -Teaching Methodology	7	20	A full qualification in an area of Textiles and Fashion in addition to 10 years related work experience and training.

*In the absence of applicants with a qualification at the MQF Level requested above, applicants holding a qualification at one MQF Level lower and in possession of 10 years work experience in the subject area will be considered.