

LETTER CIRCULAR - Institute for Education

Date: 28/06/2018

Ref: IfE 50/2018

From: Joanne Grima – CEO

To the attention of: All Educators

Subject: Expression of Interest for Experts to Deliver Professional Development Sessions

Application Link: <https://goo.gl/cw99gX>

Deadline: 28/06/2019

Further Info / Requirements: Motivation letter; Europass Curriculum Vitae; scanned certificates and/or testimonials to be sent by email to ife@ilearn.edu.mt

The Institute for Education (IfE) is in the process of compiling a database of experts in different areas who would be ready to support schools and deliver professional development sessions during and/or after school hours. Those who want to form part of this database need not be from the Education sector but can contribute with their expertise to the continuing professional development of educators. Such contributions can be done during or after school hours according to the need of the school/Institute and availability of the expert. The experts who have already applied as per Letter Circular IfE67/2017, IfE23/2018 and IfE40/2018 already form part of the database and therefore they do not need to re-apply.

Eligibility Criteria

- A minimum qualification at MQF Level 6 in the area;
- Lower qualifications and/or qualifications from specific entities will also be considered if the area is very specific and accredited higher qualifications in the area are very limited.

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 section. (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 Education policies;
 - Expression of Educational Vision.
- Qualifications (over and above the eligibility criteria);
- Experience in the area;
- Years of adult/teacher training.

The selected applicant/s will enter into a contract for service, for a maximum of three (3) years with the possibility of extension for another three (3) years starting on the day of signing.

In the event where the expert is deemed to be unsatisfactory or not up to the required standards, the Contract shall be immediately terminated and the Expert shall forfeit all remuneration due.

Remuneration

The Expert shall be paid;

- a) €22 per hour of professional development which is non-accredited;
- b) €30 per hour of professional development which is accredited at MQF Level 4 and 5;
- c) €35 per hour of professional development which is accredited at MQF Level 6 and 7.

Submission of application

Interested applicants are asked to submit an online application by following the link: <https://goo.gl/cw99gX>.

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 Friday, 28th June 2019**.

Thank you.

Joanne Grima
CEO Institute for Education