

LETTER CIRCULAR - Institute for Education

Date: 3rd September 2018

Ref: IfE 56/2018

From: Joanne Grima – CEO

To the attention of: Heads (College Network), Heads of Schools, Assistant Heads, Assistant Directors, Education Officers, Heads of Department, Teachers and Sections

Subject: Introductory Course for Supply Teachers without a Teaching Qualification (Code: IN/02/2018)

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

Deadline: Noon, 19th September 2018

Fee: €100

The Institute for Education is accepting applications submitted online for the **Introductory Course for Supply Teachers without a Teaching Qualification** commencing **5th October 2018** at San Ġorġ Preca College, Secondary School, Hamrun. Whilst applications are on a first come first-serve basis, preference will be given to those who have been teaching for 4 years or more, then to those who have been teaching for 3 years and so on.

Participants will have the option to either do the accredited or the non-accredited version of the course. The difference lies in the assessment in that, the accredited version is accompanied by assessment that leads to valued accreditation (15 ECTS at MQF Level 6) by the National Commission of Further and Higher Education (NCFHE).

Course Details

The Memorandum of understanding between the Government of Malta and the Malta Union of Teachers dated 26th May 2009 states that Supply Teachers who do not have a teacher's qualification that is recognised by the competent authority shall, by not later than the second consecutive and complete scholastic year in employment, be obliged to attend a basic introductory course as approved by the Education Authorities. Such course shall have a duration of thirty (30) hours and shall take place outside school hours. All such employees shall be obliged to attend and participate actively in this course at any time as may be determined by the Directorate for Educational Services (DES), without the right to claim any compensation, and any course costs shall be covered by the employee. Failure to attend and actively participate in such course will lead to the termination of contract of employment. More information about the course can be found at: <https://goo.gl/TPD7fV>.

Minimum Entry Requirements

The entry requirements are as follows:

1. Evidence of number of years teaching in a licensed school
2. Temporary warrant

Timetable

SCHEDULED SESSIONS		
Session	Date	Time
Introductory Session	5 th October 2018	15:30-16:15
Session 1	5 th October 2018	16:30-19:15
Session 2	10 th October 2018	15:30-18:15
Session 3	12 th October 2018	15:30-18:15
Session 4	17 th October 2018	15:30-18:15
Session 5	19 th October 2018	15:30-18:15
Session 6	22 nd October 2018	15:30-18:15
Session 7	24 th October 2018	15:30-18:15
Session 8	26 th October 2018	15:30-18:15
Session 9	29 th October 2018	15:30-18:15
Session 10	31 st October 2018	15:30-18:15
Practicum	6 th November – 14 th December 2018	

Fee

Upon receiving the acceptance letter by the Institute, applicants are required to pay €100. For further details kindly refer to the Institute's Tuition Fees Policy 2018-2019 which can be accessed via the following link: <https://goo.gl/DEs1AQ>. Modes and methods of payment will be communicated to the accepted applicants.

Submission of Applications

Interested applicants are kindly asked to submit an online application by following the link: <https://goo.gl/QjfSGd> by noon (Central European Time) of **Wednesday, 19th September 2018**. Places are limited to twenty five (25) eligible applicants.

Thank you.

Joanne Grima
CEO Institute for Education