

LETTER CIRCULAR - Institute for Education

Date: 9th October 2018

Ref: IfE 66/2018

From: Joanne Grima – CEO

Subject: Expression of Interest for Learning Programme Development Experts to develop an accredited module entitled: **Entrepreneurship through Education**.

Application Link: <https://goo.gl/Uzbl6u>

Deadline: Noon, (CET) of 31/10/2018

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) in collaboration with the Ministry for the Economy, Investment and Small Business invites applications from those interested to offer their services as Learning Programmes Development Experts to the Institute for Education (IfE) for the development of a stand-alone module entitled:

Entrepreneurship through Education (5 ECTS at MQF 7)

The Learning Programmes Development Experts (LPDE) shall undertake to:

1. Develop the module in 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 module will be written in the NCFHE Application Programme Accreditation **within 45 days of signing the contract**. The modules will then be presented to the 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 online through synchronous and asynchronous learning activities under the tutor's supervision. 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:

<i>To Do List:</i>	
<ol style="list-style-type: none"> 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 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.

Eligibility Criteria

The eligibility criteria for the selection of the Learning Programmes Development Experts shall be:

- A qualification at MQF Level 6 in a related area;
- Communicate fluently in both Maltese and English.

Those having experience in the area will be given preference.

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**. (Applicants might be asked to produce original documents for verification purposes). The Selection criteria shall give weight to the:

- The motivation letter exposing reasons why the applicant should be chosen to give this service;
- Qualifications in the subject area;
- Years of work experience in the area of expertise.

The selected applicant will enter into a contract for service, for one year starting on the day of signing. The contract for service could be renewed for another one year after expiration. The selected applicant shall develop the Module. Each one (1) ECTS shall have five (5) contact hours which will be delivered and supervised online. The LPDE will also train and assess those educators who apply for the course. The selected candidates shall be entitled to €75 per one (1) ECTS for writing the module in the NCFHE programme application. This amount will be paid to the Learning

Programme Development Expert upon accreditation by NCFHE. Two hundred and fifty Euro (€250) per ECTS will be paid upon uploading the material on the online platform training, assessment and presentation of the results of the course participants. Subsequent to the first completed course cycle LPDEs will be remunerated at one hundred and seventy-five Euro (€175) per ECTS for contact time, assessment and presentation of results.

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/Uzbl6u>. 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 Wednesday 31st October 2018**. Late applications will not be considered. Only applications submitted online will be considered.

Module Content

- Idea Generation and Brainstorming
- Working individually and in teams
- Explanation of what is a business and types of ownership
- Advantages / disadvantages of a small business
- Identification of resources and setting operations
- Understanding the market and competition
- Marketing and selling techniques
- Quantification methods, simple costings and profit estimation
- Rounding Up: Developing a simple Business Plan

Thank you.

Joanne Grima
CEO Institute for Education