

## LETTER CIRCULAR - Institute for Education

**Date:** 23<sup>rd</sup> January 2019

**Ref:** IfE 07/2019

**From:** Joanne Grima – CEO

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

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**Subject:** Expression of Interest for Practicum Visitors

**Application Link:** <https://goo.gl/gahvbE>

**Deadline:** 6<sup>th</sup> February 2019

**Further Info / Requirements:** Motivation letter; Europass *Curriculum Vitae*; scanned certificates and/or testimonials to be sent by email to [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt).

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The Institute for Education (IfE) is delivering programmes which require the service of Practicum Visitors. For this reason, applications are invited from those interested to offer their services for the next three (3) years on a contract for service basis. The contract may be renewed for another three (3) years. **Practicum Visitors who are already offering their services under call IfE 58/2018 to the Institute are not required to apply.**

The Practicum Visitor shall use the assessment tool provided by the Institute for Education and shall perform a number of visits per course participant as required by the particular course. The Practicum Visitor will visit the participant, observe him/her, support and assess him/her against the criteria set in the assessment tool. The Practicum Visitor will give a report to the participant. The Practicum Visitor shall also conference to provide support to the participant right after the visit.

### Eligibility Criteria

The eligibility criteria for the selection of the **Practicum Visitor** shall be:

- 1a. A relevant Master degree or a recognised, appropriate, comparable qualification at MQF Level 7 (subject to a minimum of 90ECTS/ECVET credits, or equivalent) or higher in the areas indicated with a minimum of (5) five years teaching experience;

**OR**

- 1b. A relevant qualification at MQF Level 6 or equivalent in Education (subject to a minimum of 180 ECTS/ECVET credits or equivalent) or a qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent) and a Postgraduate Certificate in

Education (PGCE) in the areas indicated with a minimum of (10) ten years teaching experience;

2. Communicate fluently in both English and Maltese.

**All applicants** require;

- A Permanent Teachers' Warrant;
- A *Europass Curriculum Vitae* and motivation covering letter explaining the reasons of interest for providing this service.

## Areas

The subject areas requiring Practicum Visitors include:

- Primary Education
- English
- Mathematics
- Maltese
- Sciences (Biology, Chemistry, Physics)
- Physical Education
- Religious Education
- Humanities (Social Studies, History, Geography, European Studies and Philosophy)
- VET Agribusiness
- VET Engineering Technology
- VET Hairdressing and Beauty Therapy
- VET Hospitality
- VET Media Literacy
- VET Textiles and Fashion

## Selection criteria

Experts 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). The Selection criteria shall give weight to the:

- Awareness of teacher development (through motivation letter)
- Awareness of formative assessment procedures (through motivation letter)

## Remuneration

The Practicum Visitors shall perform a minimum of two (2) visits per participant. The Institute for Education will assign a number of participants to each Practicum Visitor. The number of participants can vary between one (1) and a maximum of six (6) participants according to the number of participants in the courses and the Practicum Visitor's availability. **Remuneration will be of €20 per visit.**

## Training

The chosen Practicum Visitor **will be required to attend a compulsory training session** to discuss methodology, pedagogy and assessment. The date will be communicated after the selection of the Practicum Visitors is completed.

## Submission of Applications

Those interested to offer their services to the Institute for Education as Practicum Visitors are kindly asked to submit their application through the following link: <https://goo.gl/gahvbE>. The motivation letter together with a Europass CV and scanned documents will be received in the first instance by the Institute at [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt) by not later than **noon of Wednesday 6<sup>th</sup> February 2019**. Late applications will not be considered. Only applications submitted online will be considered.

Thank you.

**Joanne Grima**  
**CEO Institute for Education**