

LETTER CIRCULAR - Institute for Education

Date: 10th June 2019

Ref: IfE 52/2019

From: Joanne Grima – CEO

To the attention of: All Educators

Subject: Development modules in Business Education and Retail Pedagogy for a Master of Education (Business Education and Retail).

Application Link: <https://bit.ly/2MMIeCe>

Deadline: Sunday 23rd June 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

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 modules in Business Education and Retail Pedagogy as part of Master of Education (Business Education and Retail) (MQF 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 delegate. The modules will be written on the NCFHE Application for Programme Accreditation **within 35 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 (via discussion forums or live sessions) and in-class in the proportions indicated in the framework. Therefore, the expert may also be filmed

or create a voiceover for the online component as well as develop the online resource content that accompanies the delivery.

The online 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 with audio 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 Online Portal which may be accessed by the participants as part of the course.

3. Assess the individual participants through 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 below. 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.

Ref. No.	Modules	MQF Level	ECTS	Eligibility Criteria
1	Business Education (including Accounts) and Retail: Pedagogy & Curriculum	7	9	A minimum of an MQF Level 7 qualification in Business Education, Vocational Education, or a similar qualification deemed relevant by the Selection Board in addition to 10 years relevant work experience.
2	Entrepreneurial Education	7	2	
3	School-based Assessment for Business Education and Retail	7	4	

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 may also be requested to attend an interview and produce original documents for verification purposes. The Selection criteria shall give weight to the:

- Motivation Letter which should demonstrate their Educational Vision as well as the candidate's grasp of:
 - The Malta Qualifications Framework and NCFHE documentation
 - MEDE Documentation
 - Business and Retail Education and Vocational Pedagogy and Assessment;
- Qualifications in the subject area;
- Years of experience in teaching;
- Years of experience in teacher training or relevant work experience.

Remuneration

The selected applicants will enter into a contract for service, for a maximum of two (2) years starting on the day of signing. Selected applicants will develop the Module for which they have applied. 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 €50 per ECTS once the module has been accredited by NCFHE in addition to €175 per one (1) ECTS per cycle of delivery and assessment of course 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://bit.ly/2MMIeCe>

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.recruitment@ilearn.edu.mt by not later than **noon (Central European Time) of Sunday 23rd June 2019**.

Thank you.

Joanne Grima
CEO Institute for Education

