

## LETTER CIRCULAR - Institute for Education

**Date:** 08/07/2019

**Ref:** IfE 60/2019

**From:** Joanne Grima – CEO

---

**Subject:** Expression of Interest for Work-based Learning and Internship Consultant

**Application Link:** <https://bit.ly/2KR43yq>

**Deadline:** 15/07/2019

**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).

---

The Institute for Education (IfE) invites applications from those interested to offer their services as Consultant on Internship and Work-based Learning with the Institute for Education on a contract for service basis.

### Duties and Responsibilities

1. Provide advice to develop a sound structure including all procedures and processes for an effective work-based learning and internship approach of courses.
2. Develop standards of procedures and all documents required in collaboration with the Institute's team for the processes required for the implementation of a work-based learning/internship approach.
3. Indicate possible work-based learning/internship sites.
4. Advise about the matching of course participants with sites.
5. Contribute to forming partnerships to support the work-based learning/internship programme of the Institute for Education.
6. Develop work-based learning/internship sites with employers and advise about establishing work-based learning/internship agreements among course participants and employers.
7. Advise on how to monitor and assess course participant progress and adherence to work-based agreement and develop the documentation required.
8. Establish procedures with regard to monitoring the employer's adherence to work-based agreement and risk management.

9. Advise on the promotion of work-based learning with course participants and employers through a planned communication process.
10. Contribute towards the internal review of programmes incorporating work-based learning and internship.
11. Advise and assist in the provision of job placement services.
12. Create and use quantifiable data to track success factors of the programme.

## Eligibility Criteria

Applicants are to be possession of the following:

- i. A recognised Master's degree (MQF Level 7 with a minimum of 90 ECTS);  
**AND**
- ii. A minimum of five (5) years experience in the area of internship and work-based learning with educational Institutions and industry.

Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities.

## Remuneration

Remuneration will be at €19 per hour excluding VAT on a contract for service basis for three (3) years. The Consultant will work for a maximum of forty (40) hours per four (4) weeks or according to the exigencies of the Institute for Education.

The services of the selected candidate may, for a justified reason, be terminated at any time at the discretion of the CEO Institute for Education. Applicants for the above mentioned post may be required to sit for a face-to-face interview.

## Submission of Applications

Interested applicants are asked to submit an online application by following the link: <https://bit.ly/2KR43yq>.

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](mailto:ife.recruitment@ilearn.edu.mt) by not later **15<sup>th</sup> July 2019**. Original certificates and/or testimonials are to be invariably produced for verification should the applicant be required to sit for interview.

Thank you.

**Joanne Grima**

**CEO, Institute for Education**