

LETTER CIRCULAR - Institute for Education

Date: 6th November 2019

Ref: IfE 82/2019

From: Joanne Grima – CEO

To the attention of: Licensed Training Providers

Subject: Expression of Interest for Training Providers to develop and deliver modules in pedagogy for a Master of Education (Computing, ICT and Vocational and Applied IT)

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

Deadline: Thursday 21st November 2019

Further Info / Requirements: Short Portfolio; 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 licensed Training Providers interested to offer their services and facilities to the Institute for Education (IfE) for the development and delivery of modules in pedagogy as part of Master of Education (Computing, ICT and Vocational and Applied IT) (MQF 7).

The Contractees 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 Training Provider will 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 accreditation. The Training Provider will perform the necessary amendments as indicated in the feedback received from 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 at their licensed training facilities 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 trainers may also be filmed or create audio presentations 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 will 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. Trainers 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. Interested parties are required to indicate clearly on the online form which modules they are applying to develop. The Training Providers may apply to develop one or more modules. The *ad hoc* Selection Board may choose more than one provider to develop modules.

Ref. No.	Modules*	MQF Level	ECTS*	Eligibility Criteria
1	Pedagogical Practices for Programming in Computer Education	7	5	Programme Leader is to be in possession of an MQF Level 7 qualification in Computing and ICT Education, or a similar qualification deemed relevant by the Selection Board in addition to 10 years relevant work experience.
2	Teaching Creative Design in Computer Education	7	5	
3	Technical Training in Computer Education	7	5	

*Module titles are subject to change and allocation of ECTS may be adjusted in the initial contracting phase.

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Selection Criteria

Training Providers will be selected by an *ad hoc* Selection Board through an assessment of the information obtained from: a short Portfolio detailing the Training Provider's educational vision, years of experience in programme delivery as well as its already available IT training facilities/resources; a Europass Curriculum Vitae of the programme leader; and scanned certificates and/or testimonials listed in the **Eligibility Criteria**. Applicants may be asked to produce original documents for verification purposes. The Selection criteria shall give weight to the:

- The Portfolio demonstrating the Training Provider's Educational Vision, licensed Training Facilities already available as well as their grasp of:
 - The Malta Qualifications Framework and NCFHE documentation
 - MEDE Documentation
 - Computing, ICT and Vocational IT Pedagogy and Assessment
- Qualifications of the Programme Leader;
- Years of experience in training adult learners;

In addition to the above, applicants are required to submit a copy/evidence of their license as an adult Training Provider.

Remuneration

The selected Training Provider will enter into a contract for service for a maximum of three (3) years starting on the day of signing. Selected Training Providers will develop the module/s for which they have been chosen. Each one (1) ECTS shall have five (5) contact hours, which will be delivered after school hours at the licensed training facilities of the provider. The selected Training Providers will train and assess those educators who apply for the course. The selected Training Provider shall be entitled to €100 per ECTS once the module/s has been accredited by NCFHE in addition to €300 per one (1) ECTS for each cycle of delivery and assessment of course participants at their facilities.

In the event where the performance of the Training Provider 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 parties are asked to submit an online application by following the link:
<https://bit.ly/2AFkZRF>

The short Portfolio together with a copy of the license as a training provider, a Europass Curriculum Vitae and scanned certificates of the Programme Leader will be received by the Institute for Education at ife.recruitment@ilearn.edu.mt by not later than **noon (Central European Time) of Thursday 21st November 2019.**

Thank you.

Joanne Grima
CEO Institute for Education

