

## LETTER CIRCULAR - Institute for Education

**Date:** 22/05/2019

**Ref:** IfE 45/2019

**From:** Joanne Grima – CEO

**To the attention of:** All Educators

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**Subject:** Development of Modules for the Award in Educational Neuroscience at MQF Level 6

**Application Link:** <http://bit.ly/2YoUIGc>

**Deadline:** 29/05/2019

**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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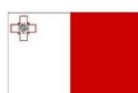
The Institute for Education (IfE) invites applications from those interested to offer their services as Learning Programmes Development Experts to the Institute for Education (IfE) for the development of the Award in Educational Neuroscience (10 ECTS), the chosen candidate will be required to develop the following modules that make up this Award:

1. Brain and Genetics: An introduction to Educational Neuroscience (3 ECTS)
2. Cognitive Neuroscience and Learning (4 ECTS)
3. Developmental Neuroscience (3 ECTS)

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

1. Develop modules from those listed above in the format required by the NCFHE Application for Programme Accreditation under the supervision of the Institute for Education. 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 Institute for Education, or delegate. The modules will be written on the NCFHE Application for Programme Accreditation **within 30 days of signing the contract**. The modules will then be presented 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 either face-to-face and/or blended and/or completely online as required by the Institute for Education and in line with the approved NCFHE application.

1 | Institute for Education, Martin Luther King Road, Pembroke PBK 1990. | Tel: 25982001 | Email: [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt) | Web: [ife.gov.mt](http://ife.gov.mt)



Therefore, the expert may be required to give Online Synchronous or Asynchronous sessions which may include filming, voiceovers, and the development of 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.               | Presentation with audio to be uploaded and/or filming of the speaker delivering the session. |
| 2. Tasks to do during the online 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 with 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.

### Eligibility Criteria

A minimum of a full Master degree at MQF Level 7 in Educational Neuroscience. A minimum of three years' experience as an Educator in a licenced school in Malta are also required.

### Selection Criteria

Experts will 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 might be asked to produce original documents for verification purposes. The Selection criteria will 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
- Years of experience in teaching.

## Remuneration

The selected applicant will enter into a contract for service, for a maximum of two (2) years starting on the day of signing. The LPDE will develop the module, train and assess those 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 for 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 course/s 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:  
<http://bit.ly/2YoUIGc>.

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 than **noon (Central European Time) of Wednesday 29<sup>th</sup> May 2019**.

Thank you.

**Joanne Grima**  
CEO Institute for Education