

LETTER CIRCULAR - Institute for Education

Date: 19th February 2020

Ref: IfE 12/2020

From: Joanne Grima – CEO

To the attention of: All Educators.

Subject: Expression of Interest for the Development and delivery of modules for a Master in STEM Engagement at MQF Level 7

Application Link: <http://bit.ly/2wsr6K8>

Deadline: Sunday 1st March 2020

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 as part of the following courses:

Master in STEM¹ Engagement at MQF Level 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 30 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.

¹ Science, Technology, Engineering and Mathematics.

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 electronic mean. Contact hours will be delivered in blended format both face-to-face and online (through synchronous and asynchronous learning activities). Therefore, the expert will be filmed or will be asked to do a voice over for the online component and develop the digital content that accompanies the delivery. There will also be the possibility of face-to-face workshops and practical sessions when necessary.

The content to be uploaded needs to be delivered in the following format:

<p><i>To Do List:</i></p> <ol style="list-style-type: none"> 1. Outcomes of the session. 2. Tasks to do during the online session. 	<p>Presentation to be uploaded and/or filming of the speaker delivering the session.</p>
<p>Suggested Articles/Books</p>	<p>Suggested clips that participants need to view.</p>

The filming and the content shall be uploaded on the IfE website and 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.

The Modules within the courses

The list of modules can be found at the end of this expression of interest. The 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 academic board may choose more than one person to develop the same module. In that case, the chosen Experts need to be ready to work in a team.**

Eligibility Criteria

The eligibility criteria for the selection of the Learning Programmes Development Experts shall be:

- A qualification at MQF Level 8 or equivalent in the area;
- In the absence of applicants with a qualification at the MQF Level 8 as requested above, applicants holding a full Master's qualification, minimum 90 ECTS at MQF Level 7 and

demonstrating a minimum of 10 years work experience in the field of study will be considered.

Selection criteria

Experts shall be selected by an *ad hoc* Selection Board through an assessment of the information obtained from their Europass *Curriculum Vitae*, 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:

- The motivation letter, besides expressing the Educational vision, should demonstrate the applicant's grasp of the NCFHE documentation and procedures
- Qualifications in the subject area
- Years of work experience in the area of expertise
- Years of experience in teacher training
- Teaching experience

The applicants may also be requested to attend an interview for selection.

The selected applicants will enter into a contract for service, for a maximum of three (3) years starting on the day of signing. Selected applicants will develop the Module for which they have applied. Each one (1) ECTS will 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 will 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 will be immediately terminated, and the Learning Programme Development Expert will 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: <http://bit.ly/2wsr6K8>

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 **Sunday, 1st March 2020**.

Thank you.

Joanne Grima
CEO Institute for Education

MODULES REQUIRING DEVELOPMENT:

Ref No.	Module Title	ECTS Value
1	Managing practical STEM in liaison with Industry	5
2	Identifying types of inquiry in STEM	5
3	Emerging Technologies	6
4	Applied Everyday Mathematics	6

