

## LETTER CIRCULAR - Institute for Education

**Date:** 02/04/2020

**Ref:** IfE 23/2020

**From:** Joanne Grima – CEO

**To the attention of:** College Principals, Heads of Schools (State and Non-State) and sections

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**Subject:** Online Application for the course *Supporting Learners with Individual Educational Needs (Award)* for Supply Learning Support Educators (LSEs)

**Application Link:** <https://bit.ly/2Uinu6T>

**Deadline:** Noon (CET) 25<sup>th</sup> April 2020

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The Institute for Education is accepting applications submitted online for the course *Supporting Learners with Individual Educational Needs (Award)* for Supply Learning Support Educators (LSEs) and prospective LSEs, starting in **May 2020 (as per schedule below)**. Applications will be received on a first-come first-served basis with supply LSEs already working in a licenced school, given first preference over prospective LSEs.

### Important notice

Applicants who are not already employed as supply LSEs should note carefully that this course is not the only requirement for the post of supply LSE. There are other entry requirements for this position. Entry requirements are established by the employer as per relevant call for applications issued from time to time. There are specific entry requirements over and above this course that you need to satisfy to apply for the post of Supply Learning Support Educator. Please refer to the following link to have an idea on which qualifications you need in order to apply for the post of a supply Learning Support Educator: <https://bit.ly/2xBkgCL>

Please note that the Institute for Education does not issue calls for recruitment and thus any query related to employment must be directed at the institution issuing such recruitment applications.

### Entry requirements

Applicants interested in following this programme should:

- a. Have a minimum of four MQF level 3 (Ordinary Level) subjects, with at least a grade 5/C or a comparable, which must include Maltese, English Language, Mathematics and any other subject;

OR

- b. Have a minimum of a full MQF level 3 VET Qualification with at least 60 ECTS including successful completion of Mathematics, English and Maltese studied as key skills. Applicants applying under this criterion are requested to include an official Transcript as evidence together with their Certificate.

### Practicum Component

Applicants who do not hold a minimum of a subject at Advanced Level (MQF 4) with a minimum Grade E or a full qualification at MQF Level 4 (120 ECTS) are required to find their own placement in licenced compulsory education schools for the practicum component of this course.

### Fee

Upon receiving the acceptance letter by the Institute, the applicant is **required** to pay **€250** for the course. Modes and methods of payment will be communicated to accepted applicants. Students following this programme may apply for the Get Qualified Scheme which will enable them to benefit from a tax-credit for the cost incurred. For further details kindly refer to the Institute's Tuition Fees Policy 2019-2020 which can be accessed via the following link: <https://bit.ly/2NWvYfC>.



### Submission of applications

Interested applicants are kindly asked to submit an online application through the following link: <https://bit.ly/2Uinu6T> by **noon (Central European Time) of 25<sup>th</sup> April 2020**. Places are limited to the first **fifty (50) eligible** applicants who will be selected on a first-come first served basis. However, **Supply LSEs, who are already working in a licenced school, will be given preference over prospective LSEs**. Late applications will not be considered.

### Course Schedule

The course will commence on **Friday 29<sup>th</sup> May 2020** with an introductory session. Since at the time of publishing of this circular, all Institute for Education lectures are being held online due to the COVID 19 pandemic, lectures are being planned to be all online. Should the situation change in the weeks before or during the course, some lectures might be converted from online to face to face and be held at the Institute for Education, Martin Luther King Hall, Pembroke. The lecture dates and times will be as follows:

SLIEN/02/2020 - SCHEDULED SESSIONS		
Session	Date	Time
Introductory Session	Friday 29 <sup>th</sup> May 2020	15:30 – 18:15
Week 1	01/06, 03/06, 05/6	14:30 – 17:15
Week 2	08/06, 10/06, 12/06	14:30 – 17:15
Week 3	15/06, 17/06, 19/06	14:30 – 17:15
Week 4	22/06, 24/06, 26/06	14:30 – 17:15
Week 5	30/06, 01/07, 03/07	13:30 – 16:15
Week 6	06/07, 08/07, 10/07	13:30 – 16:15
Week 7	13/07, 15/07, 17/07	13:30 – 16:15
Week 8	20/07, 22/07, 24/07	13:30 – 16:15
Week 9	27/07, 29/07, 31/07	13:30 – 16:15
Week 10	03/08, 05/08, 07/08	13:30 – 16:15
Practicum	To be communicated	

*Whilst every effort will be made to keep to these dates, there might be last minute changes due to factors that the Institute does not have any control over.*

More information about the course can be found at: <https://goo.gl/87GUil>.

Thank you.

**Joanne Grima**  
**CEO Institute for Education**