

Institute for Education

Tel: 25983701

joanne-rita.grima@ilearn.edu.mt

LETTER CIRCULAR

Information: X

Date: 16th September 2016

Action Required: X

Ref: IfE 012/2016

To: College Principals, Heads of Schools (State and Non-State)

From: Joanne Grima CEO Institute for Education

Subject: Introductory Course

The Memorandum of understanding between the Government of Malta and the Malta Union of Teachers dated 26th May 2009 states that Supply Teachers who do not have a teacher's qualification that is recognised by the competent authority shall, by not later than the second consecutive and complete scholastic year in employment, be obliged to attend a basic introductory course as approved by the Education Authorities. Such course shall have a duration of thirty (30) hours and shall take place outside school hours. All such employees shall be obliged to attend and participate actively in this course at any time as may be determined by the Directorate for Educational Services (DES), without the right to claim any compensation, and any course costs shall be covered by the employee. Failure to attend and actively participate in such course will lead to the termination of contract of employment.

In view of this, the Institute for Education is organising the **Introductory Course for** Supply Teachers who do not have a teacher's qualification. Participants will have the **option** to either do the accredited or the non-accredited version of the course. The difference lies in the assessment in that, the accredited version is accompanied by assessment that leads to valued accreditation (6 ECTS at MQF 6) by the National Commission of Further and Higher Education (NCFHE).

Preference will be given to those who have been teaching for 4 years or more in the Primary sector, then to those who have been teaching for 3 years and so on.

The course will be held every Tuesday and Friday between 16.00 and 18.30 at San Ġorġ Preca College Boys Secondary, Hamrun. The date of commencement will be announced in the coming weeks through a letter circular and on the Institute's website **ife.gov.mt**. The course framework can be found at the end of this circular. The course fee is €100 payable to the Institute for Education.

The **entry requirements** are as follows:

- 1) Evidence of number of years teaching in a licensed school (GP 47 – Leave and Record form if teaching in state schools)
- 2) Copy of Temporary warrant

The participants who succeed in completing the accredited version of the course and the accompanying assessment will receive a certificate describing the accreditation and the outcomes achieved. Those who choose the non-accredited version will receive a certificate of attendance.

Participants who succeed in completing the accredited or the non-accredited version of the course shall fulfill the requirement outlined in the section of the Memorandum of Understanding as reproduced in the first paragraph.

Interested applicants are kindly asked to fill in the attached application and send it together with the required scanned documents to Dr Antoine Vassallo at antoine.vassallo.2@ilearn.edu.mt by 12.00 pm 30th September 2016. An acknowledgement will be received within a working day from submission of application. Late applications cannot be considered.

Joanne Grima

CEO Institute for Education