



INSTITUTE FOR EDUCATION

Tel: 2598 2710 / 2598 2233

Email: [joanne-rita.grima@ilearn.edu.mt](mailto:joanne-rita.grima@ilearn.edu.mt)

MEMORANDUM

**Information:** X **Date:** 1<sup>st</sup> February 2016  
**Action Required:** X **Ref:** IfE 001/2016  
**To:** Directors, Assistant Directors, Education Officers and Sections  
**From:** CEO, Institute for Education  
**Subject:** In-Service Courses 2016

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The Institute for Education has initiated the exercise of organising Professional Learning Courses for July and September 2016.

Details relevant to these courses are as follows:

**Dates:** 7, 8, 11 July 2016 and, 16, 19, 20 September 2016  
**Duration:** 08:30 to 12:30  
**Venues:** To be published in the Course Catalogue.  
**Catalogue:** In compliance with environmental issues, the Course Catalogue will be available only online and all schools will be informed of the uploading and relevant URL by a Circular.  
**Convocations:** All notifications are to be sent by email: Education Officers will send a notification to attend Professional Learning Courses to each individual school, listing the teachers who are to attend. Education Officers will copy this mail to each individual teacher they are listing, using the teacher's ilearn mailing address. No paper convocation will be sent. Schools are to notify teachers of the receipt of the email sent to school, and are to acknowledge receipt of mail, but teachers will need to read their own copy of the convocation, sent on their personal ilearn account, and to reply in acknowledgment of receipt. This will serve in lieu of the signed copy of the convocation sheet which used to be sent in past years, and will assure the Education Officer that the convocation has been received for record purposes.

Organisation of Professional Learning Courses for this year is scheduled as follows:

1. The **Course Booklet**, intended for use by Course Co-ordinators will be available online in pdf format by **Friday, 5<sup>th</sup> February 2016**. The Booklet will also be available to prospective Course Coordinators (who submit a Course Description) in Word format upon request.
2. Finalised **Course Descriptions** (see format overleaf) are to reach the Institute for Education by email (att. [marisa.scerri@gov.mt](mailto:marisa.scerri@gov.mt)) by not later than **Monday, 15<sup>th</sup> February 2016**.
3. The **Course Catalogue**, listing the courses on offer in July and September 2016 will be online by **Friday, 8<sup>th</sup> April 2016**. Schools will be notified of the relevant URL by a circular.

4. Education Officers can start the process of informing teachers (State and Non-State) who are to attend for Compulsory Courses as from **Friday, 4<sup>th</sup> March 2016**. It is important that all teachers who are to be called for Compulsory Courses be informed by not later than **Friday, 8<sup>th</sup> April 2016**.
5. The closing date for Education Officers to receive applications from teachers who wish to attend for a compulsory course on a voluntary basis is **Monday, 16<sup>th</sup> May 2016**.
6. **Course Design Forms (which can be downloaded from the Course Booklet on the internet)** are to reach the Institute for Education by email ([marisa.scerri@gov.mt](mailto:marisa.scerri@gov.mt)) not later than **Thursday, 12<sup>th</sup> May 2016**.
7. When sending Course Descriptions kindly use font *Times New Roman, 11pt* and the following format.

<b>COURSE NO.</b>	<i>State only whether course is compulsory or voluntary. The Course number will be given later on by the Institute for Education.</i>
<b>TITLE</b>	<i>Give a short and attractive title.</i>
<b>AIMS &amp; OBJECTIVES</b>	<i>State aims and objectives of the course as briefly as possible.</i>
<b>EXPECTED OUTCOMES</b>	<i>State more specifically what the participants are expected to gain from the course.</i>
<b>CO-ORDINATOR</b>	<i>Give name, grade, work address, telephone no, fax no. (if available) and email address.</i>
<b>PARTICIPANTS</b>	<i>State for whom the course applies.</i>
<b>DATES</b>	<i>7, 8, 11 July 2016 : 16, 19, 20 September 2016 (Delete as necessary)</i>
<b>TIME</b>	<i>8:30 – 12:30</i>
<b>VENUE</b>	<i>Insert venue of your choice.</i>

8. Course Co-ordinators for Compulsory Courses are to submit a full list of participants by **Friday, 29<sup>th</sup> April 2016**. Course Co-ordinators will submit a copy of the Programme for the Professional Learning Course by **Monday, 30<sup>th</sup> May 2016**. The programme is subject to approval by the Director, Curriculum Management and the CEO, Institute for Education
9. All attendance sheets are to be sent to the Institute for Education by not later than:
  - **Monday, 18<sup>th</sup> July 2016 for July Courses.**
  - **Friday, 30<sup>st</sup> September 2016 for the September Courses.**

Kindly contact the Institute for Education on **Tel: 2598 2233 / 2710** should you have any queries.

Thank you for your collaboration.

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