

2020

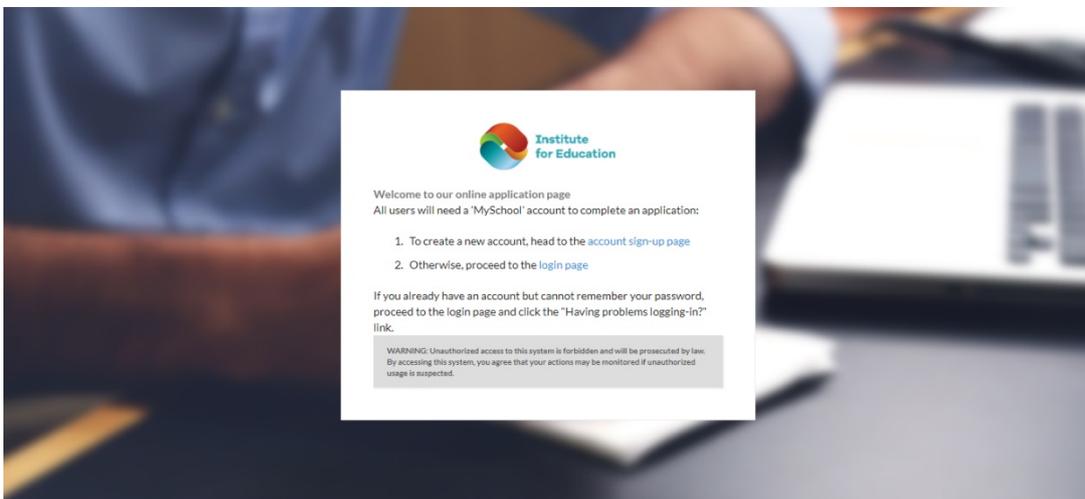
MySchool IfE's Online Portal

How to apply for a Programme

IT DEPARTMENT

How to apply for a Programme

- One needs to navigate to the prospectus page <https://ife.portal.gov.mt/programme/apply> from where he/she would need to choose the desired programme.
- Additional information can be obtained by clicking on the overview button.
- Once the user is sure to proceed with the application he/she needs to press on the “**Apply**” button
- The system would prompt the user to either **log in** (if he had already made any other programmes with the Institute) or else to create a new account by heading to the **sign-up page** (should this is the first time the user would be doing something with the Institute).



- To create a new account, the user would need to fill in the name and surname, an email to be used for login and set a password as shown below. The system is not linked to the Ilearn platform thus, any email address and password can be used to create an account on the Institute’s Platform. Having an Ilearn account does not mean one could automatically log into the platform.


Create your new account

In order to access our portal, you will first need to create an account for yourself. Fill the form below and, once submitted, you will receive an email with instructions on how to proceed.

Title* Your first name* Your last name*

Your email*

Password* Confirm Password*

CREATE YOUR NEW ACCOUNT

WARNING: Unauthorized access to this system is forbidden and will be prosecuted by law. By accessing this system, you agree that your actions may be monitored if unauthorized usage is suspected.

- Once this is done, the user would receive an automated email to activate the account.
- Once the account would have been activated, the user could then continue to log in and proceed with filling the questionnaire. This questionnaire will be requesting personal details from the applicant. All items marked with an * are mandatory fields.

[Applicant's Details](#) Emergency Contact Details Consent

Applicant's Identity

Title* First name* Surname*

ID Card/Passport No.* Gender* Date of birth*

Nationality*

Contact details

Email Address* Secondary Email Address

Address line 1* Address line 2

Town/Village* Postcode*

- At the end of the three-tab questionnaire, the applicant would need to give us consent to manage the provided details through the Portal and then hit on the **Complete** button to save the questionnaire. Now the applicant will be continuing with his/her application to the selected programme.

Applicant's Details Emergency Contact Details Consent

General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 440):

The Institute for Education collects and processes personal data required in the process of carrying out its functions. All personal data is collected and processed limitedly for processing of this application in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 440).

I hereby give my consent to the Institute for Education to process and record my personal data in this application form. I am aware that for the purposes of the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act (Cap 440) the Data Controller is the Permanent Secretary of the Ministry for Education and Employment.

For further information kindly visit the GDPR section on the Institute's website (<https://goo.gl/Fnus3u>). Kindly also refer to the Institute's Data Protection Policy, the CCTV Policy and the Course Participants' Records Policy which may be accessed via the following link: <https://goo.gl/41WxZ3>.

I consent

PRINT SAVE AS DRAFT **COMPLETE**

- Not the applicant would be asked to proceed with the application. If applying for a programme which involves streams, the applicant would need to select a stream and then hit the **Confirm** button as shown below.

Global Kids, Skills and Competencies needed to help our kids to become Global Citizens

Global Kids, Skills and Competencies needed to help our kids to become Global Citizens - PS45/01/2020

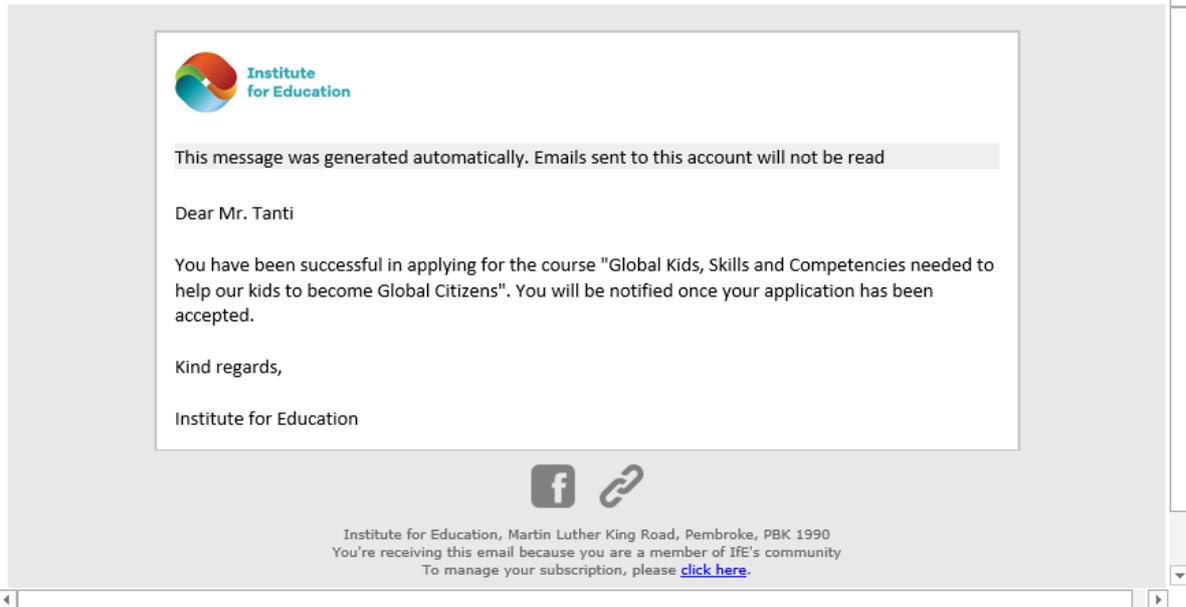
Programme audience Parents	Programme Type Parental session	Delivery method Online	Location IFE Portal (Online)
Programme duration 1 session(s)	Application opens on 07/04/2020	Application closes on 30/06/2020	

Programme overview
This session offers Parents/Guardians the perfect opportunity to develop their knowledge and acquire skills which would help them support their children at home.

Programme objective
The session aims at addressing the challenges faced in parenting and educating kids in a multicultural society: how to create inclusive classes, schools and societies, how to prevent the development of reactive identities and extremism, how to deal with cultural shock, how to handle a clash of values, how to address difficult, sensitive and controversial discussions like racism, islamophobia, extremist views, how to identify the needs of the kids related to language and culture. These will be some of the topics that will be discussed and addressed during the session, proving tools and strategies and

CANCEL **CONFIRM**

- On successful submission of the application, the user would receive an email stating that the application has been received successfully.



- Once the applications would be thereafter vetted by the respective team, an email would be sent out to the respective applicants informing them that they have been accepted and therefore are requested to affect payment should there is the need.