Experiential Learning Policy

Version 1.0

Author: Manager Internal Evaluation and Internship
Quality Assurance Department
1. Purpose
The primary goal of the experiential learning modules offered by the Institute for Education is to give course participants an opportunity to gain an additional work experience which is different from their routine within the classroom. The experiential learning module will provide a hands-on learning experience that future educators will be able to recount and pass on to future generations within the classrooms. Through these modules the institute will equip future educators with necessary 21st century soft skills, which they will eventually make use and pass on to their students within the classrooms. These modules shall equip course participants with skills such as teamwork, effective communication, social interaction and professional networking, an understanding of business procedures, leadership, and critical thinking. These modules shall provide course participants with work experience within a semi-formal academic framework that carries with it official course credit from the Institute for Education.

2. Definition
Experiential learning integrates knowledge and theory learned with practical application and skills development in a professional setting. The Experiential learning process gives an opportunity to organise micro-placements, which are structured, short-term and supervised and are often focused on particular tasks or short-term projects.

3. Introduction to Experiential Learning

- The experiential learning modules shall carry a stipulated number of ECTS as part of the qualification that a course participant is reading for.
- The modules will be graded only on a pass-fail basis.
- The experiential Learning Module shall be guided by written agreement which outlines the mutual expectations and responsibilities of Institute, the organisation, and the course participant (learner).
- The Experiential Learning Agreement will be kept in a file in the Institute’s office for ten (10) years.

The ‘Experiential Learning Agreement’ shall include the following:

- The timeframe of the placement period.
- The name and address of the origination where the placement is going to be held.
- The obligations of the Institute for Education.
- The obligations of the course participants (the learner).
- The obligations of the contributor i.e the host of the placement
- The end and termination of the experiential learning placements.
4. **The Experiential Learning Procedures**

The experiential learning process is mainly undertaken through online procedures. The institute highly encourages that the process is kick-started by the course participants themselves. This will ensure that the placements are more relevant and closely related to the interests of the course participants. The procedures are outlined as follows:

1) The course participants shall seek a contributor where to undertake the placement.
2) The course participants shall contact the contributor to check whether they are listed on the [Contributor’s list](#) on the IfE’s webpage.
3) If the contributor is listed on the IfE’s webpage, the course participant shall fill in the [interest form](#), indicating clearly the name of the contributor where they are interested in following the placement.
4) If the contributor is **NOT** listed on the IfE’s webpage, the course participant shall ask the contributor to fill in the [contributor’s form](#). The course participants shall be responsible to ensure that the contributor fills in the form.
5) Once the contributor’s form is submitted to the IfE, the Institute shall vet the application and undertake the necessary checks at the contributor.
6) The Institute shall issue a decision, based on the process undertaken within step 5 above, within two (2) months.
7) If the Contributor meets the [selection criteria](#) of the institute, the contributor is listed on the [Contributor’s list](#) and the course participant, may fill in the [interest form](#) as per step 3 above.

5. **Forms to be used and completed during the Experiential Learning placement period.**

- Course Participant’s Interest Form
- Contributor’s Form
- Experiential Learning – Course Participant’s Feedback Form
- Experiential Learning – Contributor’s Feedback Form

6. **Roles and Responsibilities**

- **The Institute for Education (IfE)** is the administrator of the experiential learning module.
• **The Manager Internal Evaluation and Internship at IfE** is the coordinator of the experiential learning modules.

• **The Course participants** are the learners reading for a qualification at IfE

• **The Contributors** are the hosts of the experiential learning placements such as: employers, NGOs, public sector, public service and the private sector.

### 6.1 Responsibilities of the Institute

The Institute shall:

1. Act as the administrator of the training programme.
2. Issue the qualification or award for each training programme in accordance with the Malta Qualifications Framework.
3. Issue the EUROPASS Certificate/Diploma Supplement or similar to learners on the successful completion of the programme.
4. Supervise the suitability of the placement provider and the suitability of the premises.
5. Take all necessary actions to ensure the wellbeing of the learners.
6. Mediate on issues which may arise between the learner and the placement provider.
7. Conduct any inspection and request information from the sponsor as it may deem necessary.

### 6.2 Responsibilities of the Learners

Learners shall:

1. Understand that experiential learning credits will not be awarded retroactively for duties/tasks performed at an earlier time.
2. Ensure that the timetable, dates and times stipulated in the experiential learning information sheet are respected and adhered to.
3. Perform tasks entrusted to them as part of their training.
4. Follow the rules, regulations and procedures as stipulated by the Contributor.
5. Notify the Institute for Education if the contributor is not adhering to the conditions established within the agreement.
6. Be bound by confidentially, therefore s/he cannot pass any information about the organisation where s/he undertook the training. This clause shall remain viable even after the termination of this agreement.
7. Recognize that they are representing the Institute as an ambassador to the community and abide by the Institute’s Policies and Procedures.
6.3 Responsibilities of the Contributor

The Contributor shall:

1. Ensure that the learner is familiar with its rules, regulations and procedures.
2. Ensure that learners are provided with the appropriate environment to achieve the learning outcomes as defined in the experiential learning information sheet.
3. Provide proper health and safety equipment and facilities in accordance with the Occupational Health and Safety Authority Act;
4. Ensure that learners are covered by the sponsor’s public liability insurance and vehicle insurance, where appropriate.
5. Ensure that the learners’ well-being is safeguarded and that they are trained in an environment that is free from discrimination, workplace bullying or harassment.
6. Inform the Institute for Education of any learner’s shortcomings in order for necessary action to be taken.
7. Allow access for monitoring purposes by the Institute for education official representatives and any other official who is authorised by the Institute for Education.

Version history

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<th>Date</th>
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