

**The Institute for Education
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Phase Sessions

**for College Principals, Assistant Directors, Service Managers, Education Officers, Heads of Schools, Acting Heads and Assistant Heads
2016- 2017**

Date and Venue	Time	Session Title	Speaker	Outcomes
Monday 10/10/2016 Venue: IfE	08.30 – 11.45 (Coffee break around 10.30)	Education Strategy 2014- 2024	Dr Frank Fabri (DG Operations)	<ol style="list-style-type: none"> 1. Provide context of the Framework for the Education Strategy for Malta 2014-2024 2. Adopt a 360 degree perspective using local data and evidence 3. Highlight the Ministry's policies and initiatives and the need to achieve a number of set targets 4. Correlate the Strategic targets with the School Development Planning, School Classification and HR planning. 5. Correlate measures and values in the Education Strategy and European targets and benchmarks

<p>MONDAY 10/10/2016</p> <p>Venue: IfE</p>	<p>11.45 – 14.30 (Lunch break around 12.30)</p>	<p>Support Services offered by the Assessment for Learning HoDs</p>	<p>Ms. Joanne Grima (CEO – IFE)</p>	<ol style="list-style-type: none"> 1. Explain the different Assessment for Learning Strategies 2. Recognise the strategies in lessons 3. Access support
<p>Wednesday 12/10/2016</p> <p>Venue: IfE</p>	<p>08.30 – 11.30</p>	<p>Policies in Education</p>	<p>Ms Dolores Gauci (Head Project Team Education)</p>	<ol style="list-style-type: none"> 1. Awareness on the context of the Policies 2. Awareness on the implementation of the Policies 3. Awareness on how to implement the Policies at school level.
<p>Wednesday 12/10/2016</p> <p>Venue: IfE</p>	<p>11.30 – 14.30 (break around 12:30)</p>	<p>Education for All</p>	<p>Ms Dolores Gauci (Head Project Team Education)</p>	<ol style="list-style-type: none"> 1. Understanding the structure of MEDE in relation to Education for All. 2. Revisiting the concept of inclusion 3. Awareness of proposals that emerge from Education for All.
<p>Friday 14/10/2016</p> <p>Venue: IfE</p>	<p>08:30 – 11:30</p>	<p>Secondary School reform</p>	<p>Dr Frank Fabri (DG Operations)</p>	<ol style="list-style-type: none"> 1. Provide evidence about the students' attainment and progression by and after Year 11 2. Provide context of the Reform 3. Analyse different scenarios of implementation 4. Discuss various aspects of the reform

Friday 14/10/2016 Venue: IfE	11:30 – 12:30	Student Services Department	Mr. George Said Zammit (Director, DSS)	<ol style="list-style-type: none"> 1. To explain the role of the Student Services Department within the context of the DES 2. To explain the various services provided by the Student Services Department
Friday 14/10/2016 Venue: IfE	13.00 – 14.30	Support Services offered by the Literacy Teams	Mr. David Muscat (CEO - National Literacy Agency)	<ol style="list-style-type: none"> 1. A National Literacy Strategy for All in Malta and Gozo 2. Language Policy in Education 3. The National Literacy Agency and the Literacy Teams
Monday 17/10/2016 Venue: IfE	08.30 – 10.00	The Migrant Unit	Mr Ray Facciol Head of Migrant Learners' Unit/Ms Jane Farrugia Buhagiar Education Officer	<ol style="list-style-type: none"> 1. Understand the context of migrant education 2. Understand how the service is being delivered
Monday 17/10/2016 Venue: IfE	10.15 – 11.45	Servizz Ghozza	Ms Melanie Bonavia	<ol style="list-style-type: none"> 1. Description of service and programmes offered for teenage pregnant mothers 2. Description of prevention programmes offered to Colleges 3. Use of practical experiences and explanation of the referral system

Monday 17/10/2016 Venue: IfE	11.15 – 13.30	Youth Workers	Ms Anne Grech & Ms Stephanie Cassar	<ol style="list-style-type: none"> 1. Description of role of youth workers 2. Description of programmes offered to students by the youth worker.
Monday 17/10/2016 Venue: IfE	13.30 – 14.30	College Prefect of Discipline	Ms Alison Scicluna & Mr. Philip Pace	<ol style="list-style-type: none"> 1. Description of role 2. Overview of policy and procedures re Addressing Behaviour Policy re their role.
Wednesday 19/10/2016 Venue: IfE	08.30 – 10.00	Access Arrangements	Ms. Carmen Muscat (Education Officer, EAU)	<p>The participants will be able to:</p> <ol style="list-style-type: none"> 1. Outline and understand the different provisions students may be given to gain access to assessments and demonstrate their achievements without having an unfair advantage on their peers. 2. Identify entities (School Psychological Services -SPS, the Specific Learning Difficulties Unit -SpLD, Visually Impaired specialists, Access to Communication Unit - ACTU, etc..) and resources (DCM Letter Circulars, special equipment, etc..) that can assist in the provision of access arrangements during the whole learning process. 3. Understand the process involved in the application for and the provision of access arrangements for the End of Primary Benchmark assessments.

Wednesday 19/10/2016 Venue: IfE	10.15 – 12.30	Half yearly Examinations Committee	Ms. Clare Wigg (Education Officer, EAU)	<ol style="list-style-type: none"> 1. Recognise the areas to focus on as an examinations committee 2. Plan and implement a procedure that delivers half-yearly examination papers on time 3. Discuss steps to take in order to produce effective examination papers and marking schemes
Wednesday 19/10/2016 Venue: IfE	13.30 – 14.30	Statementing	Ms. Doris Conchin	<ol style="list-style-type: none"> 1. Explain the role of the Statementing Board 2. Explain the main procedures leading to the statementing of learners
Friday 21/10/2016 Venue: IfE	08.30 – 10.00	Nurture Groups/Learning Zones	Ms. Josanne Ghirxi (Service Manager DSS)	<ol style="list-style-type: none"> 1. Explain the purposes and functions of NGs and LZs 2. Explain referral system
Friday 21/10/2016 Venue: IfE	10.15 – 13.30	Learning Support Centres & Resource Centres	Ms. Darlene Borg (Service Manager, DSS)	<ol style="list-style-type: none"> 1. Explain the purposes and functions of LSCs 2. Explain the way learners are referred to LSCs 3. Explain the purposes and functions of RCs 4. Explain the way learners are referred to RCs

Friday 21/10/2016 Venue: IfE	13.30 – 14.30	Education for Sustainable Development	Mr. Francesco Debono	<ol style="list-style-type: none"> By the end of the session, participants will be able to explain, by using appropriate examples, the role of ESD as a cross curricular theme in learning across all levels / cycles. Participants will be able to list various skills and competences that students will acquire through effective implementation of ESD strategies in learning programmes. Participants will be able to describe ways how learners will use the acquired skills and competences to affect positively the three pillars of sustainability.
Monday 24/10/2016 Venue: IfE	08.30 – 11.45	Peripathetic Services, ACTU, Early Intervention and the INCO	Ms. Josanne Ghirxi (Service Manager DSS) & Ms. Darlene Borg (Service Manager, DSS)	<ol style="list-style-type: none"> Explain the role and functions of the different peripatetic services and ACTU Explain the referral system to these services Explain the role of the INCO
Monday 24/10/2016 Venue: IfE	11.45 – 13.45	The Role of the Learning Support Assistant	Ms. Josanne Ghirxi (Service Manager DSS)	<ol style="list-style-type: none"> Explain the role of the LSA Working collaboratively in the classroom
Monday 24/10/2016 Venue: IfE	13.45 – 14.30			

<p>Wednesday</p> <p>26/10/2016</p> <p>Venue: IfE</p>	<p>08.30 – 11.30</p>	<p>The Internal Review</p>	<p>Dr. Jacqueline Vanhear (Director, QAD)</p>	<ol style="list-style-type: none"> 1. Value the philosophy behind a whole school approach to the internal review process. 2. Become aware of the essential components of the internal review process which lead to effective School Development Planning. 3. Identify different essential components and how they can contribute to an effective internal review process.
<p>Wednesday</p> <p>26/10/2016</p> <p>Venue: IfE</p>	<p>11.30 – 14.30</p>	<p>The Individualised Educational Programme (IEP)</p>	<p>Ms. Josanne Ghirxi (Service Manager DSS) & Ms. Darlene Borg (Service Manager, DSS)</p>	<ol style="list-style-type: none"> 1. Explain all the relevant documents leading up to the compiling of the IEP 2. Recognising smart goals 3. Evaluating the IEP
<p>Friday</p> <p>28/10/2016</p> <p>Venue: IfE</p>	<p>08.30 – 14.30</p>	<p>The induction of NQTs</p>	<p>Ms Isabella Ciangura</p>	<ol style="list-style-type: none"> 1. Knowing the policies and procedures of the induction programme for newly qualified/recruited teachers (NQT/NRTs) employed in state schools. [Session 1] 2. Knowing the induction requirements which NQT/NRTs are to fulfil in the first and the second year of their induction process within state schools. [Session 1] 3. Knowing the roles of different stakeholders involved in the induction processes.[Session 2] 4. Becoming familiar with the required record-keeping to document the induction process and the purposes which these documents serve. [Session 2]

				<p>5. Designing an induction programme for the NQT/NRT in your school based on the national induction principles, policies and procedures, to further develop the strengths and to address the needs of the NQT/NRTs at school. [Session 3]</p> <p>6. Knowing the policies and procedures of the induction programme for newly qualified/recruited teachers (NQT/NRTs) employed in state schools. [Session 1]</p> <p>7. Knowing the induction requirements which NQT/NRTs are to fulfil in the first and the second year of their induction process within state schools. [Session 1]</p> <p>8. Knowing the roles of different stakeholders involved in the induction processes.[Session 2]</p> <p>9. Becoming familiar with the required record-keeping to document the induction process and the purposes which these documents serve. [Session 2]</p> <p>10. Designing an induction programme for the NQT/NRT in your school based on the national induction principles, policies and procedures, to further develop the strengths and to address the needs of the NQT/NRTs at school. [Session 3]</p>
Monday 07/11/2016 Venue: IfE	08.30 – 11.45	The Role of an Assistant Head	Mr. Patrick Decelis	<p>1. Various Roles and Duties when deputising</p> <p>2. Management & Leadership Skills</p> <p>3. Working in a team (SMT)</p> <p>4. Bridging between the HoS and the staff</p> <p>5. A curriculum leader and an agent of change</p> <p>6. Trainee Head of School</p>

Monday 07/11/2016 Venue: IfE	11.45 – 14.30	Responsibilities of the SMT with respect of the VET subjects	Mr. Alex Pizzuto	<p>1 SMT will understand their responsibilities with respect to the implementation of the SEC examinations of the VET subjects</p> <p>2 SMT will know what is required from their end with regards to internal and external moderation, monitoring of teachers' work and records that need to be kept at school level</p> <p>3 SMT will know what needs to be communicated to SEC during and at the end of each scholastic year</p>
Wednesday 09/11/2016 Venue: IfE	08.30 - 11.45			
Wednesday 09/11/2016 Venue: IfE	11.45 – 14.30	Maths Support Services	Ms Melanie Sammut Casha	<p>1. Define the role of the Maths Support Team (MSTeam): its values, philosophy and target.</p> <p>2. Outline the services offered by the MS Team and give examples of the team's initiatives and projects at national, college and/or classroom level</p> <p>3. Suggest avenues for strengthening the maths support services at primary level and seek future collaborations</p>

Friday 11/11/2016 Venue: IfE	08.30 – 10.30	Practical Tips re Administration	Ms Maria Ciappara	<ol style="list-style-type: none"> 1. Sharing my experiences as a teacher an Asst. HOS, HOS, College Principal. 2. Empowering the newly appointed Asst. Heads of School. 3. Sharing good practices and giving them practical tips they will be needing in their new post. 4. Encouraging them to keep me as their “critical friend” and ask for any “help” they might need in their new job.
Friday 11/11/2016 Venue: IfE	10.45 – 12.00	Accessing EU Funds	Dr Lynn Faure & Ms Cynthia Misokova	<p>Erasmus + Programme – Educators applying for funding under the School Education Sector may opt to submit under one of the 3 Key Actions available:</p> <p>Key Action 1: Mobility Project for School Education Staff:</p> <p>Key Action 2: Cooperation for innovation and the exchange of good practices in school education.</p> <p>Key Action 3: Opportunity for Youths to engage with politicians on policies which give special focus on young people.</p>
Friday 11/11/2016 Venue: IfE	12.30 – 14.30	The Role of an Assistant Head (Secondary)	Ms Maria Mc Namara (College Principal)	<ol style="list-style-type: none"> 1. Different Leadership Styles. 2. Duties and responsibilities. 3. How to build and maintain a healthy relationship with SMT, teaching staff, students and parents.

Monday 14/11/2016 Venue: IfE	08.30 - 10.30	School Social Work Service	Ms Maria Zahra	<ol style="list-style-type: none"> 1. Description of respective roles of social workers and social support worker with regards to service provision at college level. 2. Explain how service operates in collaboration with schools and other support services within and outside Educational Directorates 3. Case Studies
Monday 14/11/2016 Venue: ifE	10.45 - 12.15	Educational Psycho-Social Services	Ms Sandra Cortis	<ol style="list-style-type: none"> 1. Overview of the Education Psycho-Social Services. 2. The main objectives of the services. 3. Mission and vision of the provision of services including ethical working practices and professional provision of service.
Monday 14/11/2016 Venue: IfE	12.45 - 14.30	Counselling Services in Schools	Mr. Karl Coleiro	<ol style="list-style-type: none"> 1. Explain what counselling is and its benefits 2. Explain how the whole system works 3. Examples of practical situations
Wednesday 16/11/2016 Venue: IfE	08.30 - 10.30	Educational vocational and career guidance in the schools	Ms Dorianne Gravina	<ol style="list-style-type: none"> 1. Explain the service and its benefits 2. Explain how the service works at national, college and school level 3. Provide examples of practice
Wednesday 16/11/2016 Venue: IfE	10.45 – 11.30	Education Medical Service	Ms Marita Sacco	<ol style="list-style-type: none"> 1. General explanation of the head lice screening 2. General information of the administration of medicine in schools re service provision

Wednesday 16/11/2016 Venue: IfE	11.30 – 14.30			
Friday 18/11/2016 Venue: IfE	08.30 – 10.00	Child Safety Service	Ms Lauren Kenely & Ms Moira Sammut	<ol style="list-style-type: none"> 1. Services offered by the Child Safety Services 2. Description of prevention programmes offered to the schools <p>Overview of policy re Child Protection re their role (Child safety Services)</p>
Friday 18/11/2016 Venue: IfE	10.15 – 11.45	Anti-Bullying Service	Ms Sarah Baldacchino & Ms Joanna Buhagiar	<ol style="list-style-type: none"> 1. Services offered by the Anti-Bullying Services 2. Description of prevention programmes offered to the schools <p>Overview of policy & policy document re Addressing Bullying Behaviour in Schools re their role (Anti Bullying Services)</p>
Friday 18/11/2016 Venue: IfE	11.45 – 12.45	Anti-Substance Abuse	Ms Daniela Bugeja & Ms Ruth Stivala	<ol style="list-style-type: none"> 1. Services offered by the Anti – Substance Abuse Services 2. Description of prevention programmes offered to the schools 3. Overview of the policy re Tackling substance Abuse in relation to their role (Anti-Substance Abuse Services)
Friday 18/11/2016 Venue: IfE	13.15 – 14.30	Support services from E-Learning Centre	Mr Jeffrey Zammit	<ol style="list-style-type: none"> 1. Explain the meaning of Digital Literacies 2. The role of staff in schools 3. The importance of digital tools towards transformation with a dedicated area to tablets.

Monday 21/11/2016 Venue: IfE	08.30 – 9.30	SIS – Information session – Fronter	Ms Rose Anne Xerri	<ol style="list-style-type: none"> 1. Make use of school Fronter Room (Staff Room and Carers Room) 2. Be able to notify Staff and Parents through SMS service
Monday 21/11/2016 Venue: IfE	9.30 – 12.30	SIS information session - MIS	Mr Chris Borg	<ol style="list-style-type: none"> 1. Search for student and personnel information 2. View student attendance 3. View class list or class timetable 4. Import marksheets and view results 5. Manage Monitoring of students 6. Run basic reports
Monday 21/11/2016 Venue: IfE	13.00 – 14.30	Financial Management and Procurement	Ms Maria Galea	<ol style="list-style-type: none"> 1. Brief officials with regards to school imprest funding, related procedures and financial management 2. Overview of the Public Procurement regulations
Wednesday 23/11/2016 Venue: IfE	08.30 – 14.30	SIS – Information session – e1 Finance	Ms Shirley Poulton	<ol style="list-style-type: none"> 1. Search for an invoice or payment 2. Understand how inventory items are recorded 3. Generate reports (Imprest and School Council) 4. Check balances and reconcile Accounts 5. Accounting deadlines and procedures

Friday 25/11/2016 Venue: IfE	08.30 – 12.15	Classification Exercise and Deployment of Human Resources in Schools	Mr. Peter Paul Carabott	<ol style="list-style-type: none"> 1. Overview of Classification Primary Schools. 2. Overview of Classification Secondary Schools & post Secondary Schools. 3. Overview of Classification Res Centres & Learning Support Centres. 4. Class distribution in Secondary Schools. 5. Curricular Plan – Option Static Blocks 6. Time-Table Issues
Friday 25/11/2016 Venue: IfE	12.45 – 14.30	SIS – Information session – Time Tabler	Mr Chris Borg	<ol style="list-style-type: none"> 1. Start planning timetable structure 2. Make changes to a timetable 3. Start using Timetabler program on own laptop
Wednesday 11/01/2017 Venue: IfE	08.30 – 11.45	The Internal review	Dr Jacqueline Vanhear	<ol style="list-style-type: none"> 1 Value the philosophy behind a whole school approach to the internal review process. 2 Become aware of the essential components of the internal review process which lead to effective School Development Planning. 3 Identify different essential components and how they can contribute to an effective internal review process.
Wednesday 11/01/2017 Venue: IfE	11.45 – 12.15	The Secondary School	Mr. Joseph Micallef	<ol style="list-style-type: none"> 1. An overview of the SSC&P 2. Deadlines to be met 3. Instructions to schools

<p>Wednesday 11/01/2017 Venue: IfE</p>	<p>12.45 – 14.30</p>	<p>School Psychological Service</p>	<p>Mr. Bernard Caruana</p>	<ol style="list-style-type: none"> 1 Services offered by the School Psychological Services 2 Filling up the Referral Form Adequately 3 What Outcomes to expect 4 How to foster a more collaborative approach
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