

**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	Speakers	Outcomes
Wednesday 01/03/2017 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

Wednesday 01/03/2017 Venue: IfE	11.45 – 14.30 (Lunch break around 12.30)	Support Services offered by the Assessment for Learning HoDs	Ms. Joanne Grima (CEO – IFE)	<ol style="list-style-type: none"> 1. Explain the different Assessment for Learning Strategies 2. Recognise the strategies in lessons 3. Access support
Friday 03/03/2017 Venue: IfE	08.30 – 11.30	Policies in Education	Ms Dolores Gauci (Head Project Team Education)	<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.
Friday 03/03/2017 Venue: IfE	11.30 – 14.30 (Lunch break around 12:30)	Education for All	Ms Dolores Gauci (Head Project Team Education)	<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.
Monday 06/03/2017 Venue: IfE	08:30 – 11:30	Secondary School reform	Dr Frank Fabri (DG Operations)	<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

Monday 06/03/2017 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
Monday 06/03/2017 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
Wednesday 08/03/2017 Venue: IfE	08.30 - 12.30	The School Development Plan	Dr. Jacqueline Vanhear	<ol style="list-style-type: none"> 1. Understand the philosophy behind whole school approach to School Development Planning. 2. Understand what SWOT analysis entails. 3. Be able to contribute to the writing of SMART action plans. 4. Understand and be able to contribute in compiling the SDP template.
Wednesday 08/03/2017 Venue: IfE	13.00 - 14.30	The Migrant Unit	Mr Ray Facciol Head of Migrant Learners' Unit and 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

Friday 10/03/2017 Venue: IfE	08.30 – 12.30	The School Development Plan	Dr. Jacqueline Vanhear	<ol style="list-style-type: none"> 1. Understand the philosophy behind whole school approach to School Development Planning. 2. Understand what SWOT analysis entails. 3. Be able to contribute to the writing of SMART action plans. 4. Understand and be able to contribute in compiling the SDP template.
Friday 10/03/2017 Venue: IfE	13.00 – 14.30	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

<p>Monday 13/03/2017 Venue: IfE</p>	<p>08.30 – 10.00</p>	<p>Access Arrangements</p>	<p>Ms. Carmen Muscat (Education Officer, EAU)</p>	<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.
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Monday 13/03/2017 Venue: IfE	10.15 – 12.45	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
Monday 13/03/2017 Venue: IfE	13.15 – 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
Wednesday 15/03/2017 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
Wednesday 15/03/2017 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

<p>Wednesday 15/03/2017 Venue: IfE</p>	<p>13.30 – 14.30</p>	<p>Education for Sustainable Development</p>	<p>Mr. Francesco Debono</p>	<ol style="list-style-type: none"> 1. 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. 2. Participants will be able to list various skills and competences that students will acquire through effective implementation of ESD strategies in learning programmes. 3. Participants will be able to describe ways how learners will use the acquired skills and competences to affect positively the three pillars of sustainability.
<p>Friday 17/03/2017 Venue: IfE</p>	<p>08.30 – 11.45</p>	<p>Peripathetic Services, ACTU, Early Intervention and the INCO</p>	<p>Ms. Josanne Ghirxi (Service Manager DSS) & Ms. Darlene Borg (Service Manager, DSS)</p>	<ol style="list-style-type: none"> 1. Explain the role and functions of the different peripatetic services and ACTU 2. Explain the referral system to these services 3. Explain the role of the INCO
<p>Friday 17/03/2017 Venue: IfE</p>	<p>11.45 – 13.45</p>	<p>The Role of the Learning Support Assistant</p>	<p>Ms. Josanne Ghirxi (Service Manager DSS)</p>	<ol style="list-style-type: none"> 1. Explain the role of the LSA 2. Working collaboratively in the classroom

Friday 17/03/2017 Venue: IfE	13.45 – 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.
Monday 20/03/2017 Venue: IfE	08.30 – 11.30	The Individualised Educational Programme (IEP)	Ms. Josanne Ghirxi (Service Manager DSS) & Ms. Darlene Borg (Service Manager, DSS)	<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
Monday 20/03/2017 Venue: IfE	11.30 – 12.00	The Secondary School Certificate and Profile	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
Monday 20/03/2017 Venue: IfE	12.30 - 14.30	School Psychological Service	Mr. Bernard Cauana	<ol style="list-style-type: none"> 1 Services offered by the School Psychological 2 Filling up the Referral Form Adequately 3 What Outcomes to expect 4 How to foster a more collaborative approach

Wednesday	08.30 – 14.30				
22/03/2017					
Venue: IfE					
					<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] 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] 6. Knowing the policies and procedures of the induction programme for newly qualified/recruited teachers (NQT/NRTs) employed in state schools. [Session 1]
		The induction of NQTs	Ms Isabella Ciangura		

				<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>
<p>Friday 24/03/2017 Venue: IfE</p>	<p>08.30 – 11.45</p>	<p>The Role of an Assistant Head (Primary)</p>	<p>Mr. Patrick Decelis</p>	<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>

<p>Friday 24/03/2017 Venue: IfE</p>	<p>11.45 – 14.30</p>	<p>Responsibilities of the SMT with respect of the VET subjects</p>	<p>Mr. Alex Pizzuto</p>	<ol style="list-style-type: none"> 1 SMT will understand their responsibilities with respect to the implementation of the SEC examinations of the VET subjects 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 3 SMT will know what needs to be communicated to SEC during and at the end of each scholastic year
<p>Monday 27/03/2017 Venue: IfE</p>	<p>08.30 - 11.45</p>	<p>The Role of an Assistant Head (Secondary)</p>	<p>Ms Maria Mc Namara (College Principal)</p>	<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 27/03/2017 IfE	Venue: 11.45 – 14.30	Maths Support Services	Ms Melanie Sammut Casha	<ol style="list-style-type: none"> 1. Define the role of the Maths Support Team (MSTeam): its values, philosophy and target. 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 3. Suggest avenues for strengthening the maths support services at primary level and seek future collaborations
Wednesday 29/03/2017 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.

<p>Wednesday 29/03/2017 Venue: IfE</p>	<p>10.45 – 12.00</p>	<p>Accessing EU Funds</p>	<p>Dr Lynn Faure & Ms Cynthia Misokova</p>	<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>
<p>Wednesday 29/03/2017 Venue: IfE</p>	<p>12.30 – 14.30</p>	<p>Youth Workers</p>	<p>Ms Anne Grech & Ms Stephanie Cassar</p>	<ol style="list-style-type: none"> 1. Description of role of youth worker. 2. Description of programmes offered to students by the youth worker.
<p>Monday 03/04/2017 Venue: IfE</p>	<p>08.30 - 10.30</p>	<p>School Social Work Service</p>	<p>Ms Maria Zahra</p>	<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 03/04/2017 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 03/04/2017 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 05/04/2017 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 05/04/2017 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 05/04/2017 Venue: IfE	11.30 – 14.30			

Friday 07/04/2017 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 07/04/2017 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 07/04/2017 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 07/04/2017 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.

Friday 21/04/2017 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
Friday 21/04/2017 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
Friday 21/04/2017 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
Monday 24/04/2017 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

<p>Wednesday 26/04/2017 Venue: IfE</p>	<p>08.30 – 12.15</p>	<p>Classification Exercise and Deployment of Human Resources in Schools</p>	<p>Mr. Peter Paul Carabott</p>	<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
<p>Wednesday 26/04/2017 Venue: IfE</p>	<p>12.45 – 14.30</p>	<p>SIS – Information session – Time Tabler</p>	<p>Mr Chris Borg</p>	<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

