

LETTER CIRCULAR

Information: X

Date: 24/10/2016

Action Required: X

Ref: IfE 022/2016

Subject: Learning Programme Development Experts for the development and delivery of the continuing professional development course for parents wanting to collaborate with schools

The Institute for Education in collaboration with the Gozo College is developing the **Course Parents collaborating with Schools at MQF Level 5**.

For this reason, the Permanent Secretary within the Ministry for Education and Employment invites applications from those interested to offer their services as Learning Programmes Development Experts to the Institute for Education (IfE) within the Ministry of Education and Employment on a contract for service basis.

The Learning Programmes Development Experts shall undertake to:

1. Develop separate individual Modules as indicated in the Course Framework in the format required by the NCFHE Application for Partial Higher Education Qualification under the supervision of the IfE. This work will be carried out for every Module within the course. The Learning Programmes Development Experts would ensure that the work being developed is relevant to the Maltese educational context in line with Government policy. The Learning Programmes Development Experts would liaise with and be answerable to the CEO of the IfE, or the Officer in charge of the Project. The modules will be written in the NCFHE Application for Partial Higher Education Qualification **within 30 days of signing the contract**. The separate Modules will then be presented to NCFHE for validation and accreditation. The Learning Programme Development Experts will perform the necessary amendments as indicated in the feedback sent by the NCFHE validators within the timeframe indicated.

2. Deliver the number of contact hours of professional learning per module as outlined in the Course Framework while providing guidance throughout the self-study hours through e-mails.
3. Assess the individual participants with a diversity of tools against the outcomes set per Module in the NCFHE application. Experts are to give feedback to the participants and the results shall be reported in soft copy in a template developed by the IfE.

The Course Framework

This can be found at the end of this expression of interest. The Course Framework shall be annexed to the Contract for service as one legally binding document.

Eligibility Criteria

The eligibility criteria for the selection of the Learning Programmes Development Experts shall be:

- A First Degree or a recognised, appropriate, comparable qualification at MQF level 6 or higher in the subject/area to be developed and delivered.
- Teacher's permanent warrant
- Evidence of competence in the English and Maltese Languages
- *Europass Curriculum vitae*

The Learning Programme Development Experts (LPDE) will enter into a Contract for service for a maximum of 1 year starting from the date of signing the contract. They shall develop the Course Modules as described in the Course Framework. The Course ECTS value is nine (9) ECTS- Award at Level 5. The LPDEs can develop one or more modules of a minimum value of one (1) ECTS. Each ECTS shall have five (5) contact hours. The LPDEs shall fill in the NCFHE Application Form for Accreditation for Partial Higher Education Qualification with the required information therein. The LPDEs will also train and assess those educators who apply for the course. The selected candidates shall be entitled to one hundred fifty Euro (€150) per one (1) ECTS. They shall develop, train and assess the participants. It is understood that the LPDEs are required to deliver at least 5 hours of lecturing duties for each (1) ECTS.

LPDEs can develop one or more modules which they shall indicate in the letter accompanying the CV. The Europass CV and scanned documents will be received in the first instance by the IfE secretary at ife@ilearn.edu.mt or at the **Institute for Education, Martin**

Luther King Road, Pembroke by not later than **10.00am of the 31st October 2016**. An acknowledgement will be sent within 2 days.

Intellectual Property Rights

All Intellectual Property Rights pertaining to all modules' applications developed as deliverables of this expression of interest shall be vested exclusively in The Institute for Education.

Course Framework: Course for parents Collaborating with Schools

Modules	Description and Content	ECTS	Contact hours per module
Democratic Values	The Education Act MEDE Structures, Policies and Procedures	2	10
Well being	Intra and interpersonal skills	2	10
Parental involvement in Schooling	Examples of local and international practices	1	5
Project based learning	Development of projects and tasks that involve parents working together to enhance learning	2	10
Leadership skills	Develop strategic skills and have a vision of what needs to be achieved	1	5
Receiving and Giving Feedback	Strategies to give and receive feedback to and from those in contact with the persons collaborating in the various ways in schools	1	5



Operational Programme II - European Structural and Investment Funds 2014-2020
"Investing in human capital to create more opportunities and promote the well-being of society"

Project may be considered for part-financing by the European Social Fund
 Co-financing rate: 80% European Union; 20% National Funds

