

**Institute for Education**

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**LETTER CIRCULAR**

**Information:** X

**Date:** 12<sup>th</sup> January 2017

**Action Required:** X

**Ref:** IfE 03/2017

**To:** College Principals, Heads of Schools (State and Non-State)

**From:** Joanne Grima - CEO Institute for Education

**Subject:** Introductory Course for Supply teachers without a teaching qualification

The Memorandum of understanding between the Government of Malta and the Malta Union of Teachers dated 26<sup>th</sup> May 2009 states that Supply Teachers who do not have a teacher's qualification that is recognised by the competent authority shall, by not later than the second consecutive and complete scholastic year in employment, be obliged to attend a basic introductory course as approved by the Education Authorities. Such course shall have a duration of thirty (30) hours and shall take place outside school hours. All such employees shall be obliged to attend and participate actively in this course at any time as may be determined by the Directorate for Educational Services (DES), without the right to claim any compensation, and any course costs shall be covered by the employee. Failure to attend and actively participate in such course will lead to the termination of contract of employment.

In view of this, the Institute for Education is again organising the **Introductory Course for Supply Teachers** who do not have a teacher's qualification. Participants will have the **option** to either do the accredited or the non-accredited version of the course. The difference lies in the assessment in that, the accredited version is accompanied by assessment that leads to valued accreditation (6 ECTS at MQF 6) by the National Commission of Further and Higher Education (NCFHE).

**Preference will be given to those who have been teaching for 4 years or more in the Primary sector, then to those who have been teaching for 3 years and so on.**

The course will be held on Tuesdays and Fridays between 15.30 and 18.15 at St Theresa College, Secondary School Mrieħel. The course will commence on the 21<sup>st</sup> of February 2017.

<b>Scheduled Sessions</b>		
Session 1	21 <sup>st</sup> February 2017	15.30-18.15
Session 2	24 <sup>th</sup> February 2017	15.30-18.15
Session 3	3 <sup>rd</sup> March 2017	15.30-18.15
Session 4	7 <sup>th</sup> March 2017	15.30-18.15

Session 5	10 <sup>th</sup> March 2017	15.30-18.15
Session 6	14 <sup>th</sup> March 2017	15.30-18.15
Session 7	17 <sup>th</sup> March 2017	15.30-18.15
Session 8	21 <sup>st</sup> March 2017	15.30-18.15
Session 9	24 <sup>th</sup> March 2017	15.30-18.15
Session 10	28 <sup>th</sup> March 2017	15.30-18.15
Practicum Visits	1 <sup>st</sup> March 2017 - 7 <sup>th</sup> April 2017	

The course fee is €100 payable to the Institute for Education upon acceptance.

The **entry requirements** are as follows:

- 1) Evidence of number of years teaching in a licensed school
- 2) Copy of Temporary warrant

More information about the course can be found from <http://instituteforeducation.gov.mt/en/Pages/News%20and%20Events/Introductory-Course.aspx>

The participants who succeed in completing the accredited version of the course and the accompanying assessment will receive a certificate describing the accreditation and the outcomes achieved. Those who choose the non-accredited version will receive a certificate of attendance.

**Participants who succeed in completing the accredited or the non-accredited version of the course shall fulfill the requirement outlined in the section of the Memorandum of Understanding as reproduced in the first paragraph.**

Interested applicants are kindly asked to submit an online application by following the link <https://goo.gl/8365r2> and send scanned copies of the documents as per entry requirements to Dr Antoine Vassallo at [antoine.vassallo.2@ilearn.edu.mt](mailto:antoine.vassallo.2@ilearn.edu.mt) by 12.00 pm 27<sup>th</sup> January 2017. Late applications cannot be considered.

**Joanne Grima**

**CEO Institute for Education**