

## Letter Circular

### Institute for Education

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**Information:** X

**Date:** 10<sup>th</sup> January 2018

**Action Required:** X

**Ref:** IfE 06/2018

**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

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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 (15 ECTS at MQF Level 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, then to those who have been teaching for 3 years and so on.**

The course, which will commence on the 2<sup>nd</sup> March 2018, will be held at St. Ġorġ Preca College, Secondary School, Ħamrun. For further details kindly refer to the time-table overleaf.

SCHEDULED SESSIONS		
Session	Date	Time
Introductory Session	2 <sup>nd</sup> March 2018	15.30-16.15
Session 1	2 <sup>nd</sup> March 2018	16.15-19.00
Session 2	6 <sup>th</sup> March 2018	15.30-18.15
Session 3	9 <sup>th</sup> March 2018	15.30-18.15
Session 4	13 <sup>th</sup> March 2018	15.30-18.15
Session 5	16 <sup>th</sup> March 2018	15.30-18.15
Session 6	20 <sup>th</sup> March 2018	15.30-18.15
Session 7	23 <sup>rd</sup> March 2018	15.30-18.15
Session 8	27 <sup>th</sup> March 2018	15.30-18.15
Session 9	Online	
Session 10	Online	
Practicum	9 <sup>th</sup> April 2018 – 18 <sup>th</sup> May 2018	

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 at: <https://goo.gl/TPD7fV>.

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/zRH728> and send scanned copies of the documents as per entry requirements to [ife@ilearn.edu.mt](mailto:ife@ilearn.edu.mt) by **noon of Monday, 29<sup>th</sup> January 2018**. Late applications will not be considered.

Thank you.

**Joanne Grima**  
CEO Institute for Education