



LETTER CIRCULAR - Institute for Education

Date: 23rd March 2022

Ref: IfE 07/2022

From: Joanne Grima – CEO

To the attention of: College Principals, Heads of Schools (State and Non-State) and sections

Subject: Online Application for the course Supporting Learners with Individual Educational Needs (Award) for Supply Learning Support Educators (LSEs)

Applications Open: 09.00hrs (CET) 23 March 2022

Application Deadline: Noon (CET) 6 May 2022

Application Link: [SLIEN/02/2022](https://slie.n/02/2022)

Tuition Fee:

Home/EU/EEA €350 (**€105.00 following Get Qualified Scheme rebate or €87.50 following Training Pays Scheme cash rebate**)

Non-EU/EEA €2,035

The Institute for Education is accepting applications submitted online for the course *Supporting Learners with Individual Educational Needs (Award)* for Supply Learning Support Educators (LSEs) and prospective LSEs, starting on **30 May 2022 (as per schedule below)**. **Applications will be received on a first-come first-served basis with supply LSEs already working in a licenced school, given first preference over prospective LSEs*.**

Important notice

Applicants who are not already employed as supply LSEs should note carefully that this course is not the only requirement for the post of supply LSE. There are other entry requirements for this position. Entry requirements are established by the employer as per relevant call for applications issued from time to time. There are specific entry requirements over and above this course that you need to satisfy to apply for the post of Supply Learning Support Educator. Please note that the Institute for Education does not issue calls for recruitment and thus any query related to employment must be directed at the institution issuing such recruitment applications.

** Applicants already employed as supply LSEs are required to provide proof of employment through a GP47 / Jobsplus Employment History. CVs and letters of reference are not considered as proof of experience.*



Entry requirements

Applicants interested in following this programme should:

- a. Have a minimum of four MQF level 3 (Ordinary Level) subjects, with at least a grade 5/C or a comparable, which must include Maltese, English Language, Mathematics and any other subject;

OR

- b. Have a minimum of a full MQF level 3 VET Qualification with at least 60 ECTS including successful completion of Mathematics, English and Maltese studied as key skills. Applicants applying under this criterion are requested to include an official Transcript as evidence together with their Certificate.

Practicum Component

Applicants who are not employed as supply LSE's require a minimum of one (1) subject at Advanced Level (MQF 4) with a minimum Grade E or a full qualification at MQF Level 4 (120 ECTS) in order to be offered a placement for the practicum component. Applicants who do not hold the above qualifications are required to find their own placement in licenced compulsory education schools for the practicum component of this course.

Tuition Fee



Upon receiving acceptance confirmation by the IfE, the applicant is **required** to pay **€350** for the course. Modes and methods of payment will be communicated to accepted applicants. Course Participants following this course may apply for the Training Pays Scheme which offers up to 75% cash refund to aid participants with costs relating to training.

This refund will be awarded to the individual (trainee) after successful completion of his/her training. Applicants may alternatively wish to apply for the Get Qualified Scheme which will enable them to benefit from a tax-credit for the cost incurred. The Training Pays Scheme is administered by Jobsplus while the Get Qualified Scheme is administered by the Ministry for Education. Both are independent from the Institute for Education.



For further details kindly refer to the Institute's [Tuition Fees Policy](#).



Submission of applications

Interested applicants are kindly asked to submit an online application through the following link: [SLIEN/02/2022](https://slie.nm.gov.mt/SLIEN/02/2022) by **noon (Central European Time) of 12 May 2022**. Places are limited to the first **twenty-five (25) eligible** applicants who will be selected on a first-come first served basis. However, **Supply LSEs, who are already working in a licenced school, will be given preference over prospective LSEs***. Late applications will not be considered.

Course Schedule

The course will commence on **Monday 30 May 2022** with an Introductory session. The course is being offered through blended learning which comprises a mix of synchronous (live) online sessions, asynchronous sessions with follow-up tasks as well as face-to-face sessions which will be held at the Institute for Education, Martin Luther King Hall, Pembroke. Applicants are encouraged to make the necessary arrangements to be available on the dates and times listed hereunder.

SLIEN/02/2022 - SCHEDULED SESSIONS		
Session	Date	Time
Introductory Session	Monday 30 May 2022	15:30 – 16:00
Week 1	01/06, 03/06	14:15 – 17:00
Week 2	06/06, 08/06, 10/06	14:15 – 17:00
Week 3	13/06, 15/06, 17/06	14:15 – 17:00
Week 4	20/06, 22/06, 24/06	14:15 – 17:00
Week 5	27/06, 28/06	14:15 – 17:00
Week 5	01/07	13:30 – 16:15
Week 6	04/07, 06/07, 08/07	13:30 – 16:15
Week 7	11/07, 13/07, 15/07	13:30 – 16:15
Week 8	18/07, 20/07, 22/07	13:30 – 16:15
Week 9	25/07, 27/07, 29/07	13:30 – 16:15
Week 10	01/08, 03/08	13:30 – 16:15
Practicum	To be communicated	

Whilst every effort will be made to keep to these dates, there might be last minute changes due to factors that the IfE does not have any control over.

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Technological Requirements

All accepted course participants must ensure that they have a strong internet connection and a working microphone and camera for synchronous (live) online sessions.

More information about the course can be found at: [Course Outline](#).

Thank you.

Joanne Grima
CEO Institute for Education