

LETTER CIRCULAR - Institute for Education

Date: 30th January 2020

Ref: IFE 08/2020

From: Joanne Grima - CEO

To the attention of: All Educators

Subject: Expression of Interest for Programme Reviewers

Application Link: <https://bit.ly/3aUtcC6>

Deadline: Friday 18th December 2020

Further Info / Requirements: Motivation letter; Europass *Curriculum Vitae*; scanned certificates and/or testimonials to be sent by email to ife.recruitment@ilearn.edu.mt

As part of its internal quality assurance processes, the Institute for Education invites Programme Reviewers for the evaluation, enhancement and re-development of modules offered by the Institute for Education.

Selected Programme Reviewers shall undertake to:

1. Review the assigned module's content, outcomes, and assessment; thereby, ensuring their relevancy to the Maltese educational context and alignment with current education policy and practices.
2. Adjust the module's outcomes and modes of teaching and assessment to incorporate online/blended-learning to enhance the learning experience and increase accessibility to educators and key stakeholders in education.
3. Adjust the assigned module in the format required by the NCFHE Application for Programme Accreditation under the supervision of the Institute for Education **within 30 days** of signing the contract. Modules will then be presented as a whole programme to NCFHE for accreditation.
4. Perform the necessary amendments as indicated in the feedback received from the NCFHE validators within deadlines.

1 | Institute for Education, Martin Luther King Road, Pembroke PBK 1990. | Tel: 25982001 | Email: ife@ilearn.edu.mt | Web: ife.gov.mt

Eligibility Criteria

Programme Reviewers are to be in possession of a minimum qualification at MQF Level 6 in the assigned module's subject area.

In the absence of such a qualification, lower MQF Level qualifications and/or sector qualifications from specific entities will also be considered if the area is very specific and higher qualifications in the area are not available and/or limited.

Selection Criteria

Programme Reviewers will be selected by an *ad hoc* Selection Board through an assessment of the information obtained from their Europass Curriculum Vitae; and scanned qualification certificates and/or testimonials. Applicants may be asked to produce original documents for verification purposes. The Selection process shall give weight to the following:

- Qualifications and knowledge of pedagogy and/or the subject area;
- Experience in the subject area;
- Knowledge of current education policies and strategies.

Remuneration

The selected Programme Reviewer will enter into a contract for service for three (3) years starting on the day of signing. The selected Programme Reviewer shall be entitled to €50 per ECTS for the evaluation, enhancement and re-development of the module once the module has been re-accredited by the National Commission for Further and Higher Education (NCFHE).

In the event where the performance of the Programme Reviewer is deemed to be unsatisfactory or not up to the required standards, the Contract shall be terminated and the Programme Review shall forfeit all remuneration due.

Intellectual Property Rights

All Intellectual property rights pertaining to the courses as deliverables of this expression of interest will be vested exclusively in The Institute for Education.

Submission of application

Interested parties are asked to submit an online application by following the link: <https://bit.ly/3aUtcC6> by not later than **noon (Central European Time) of Friday 18th December 2020**.

The Europass Curriculum Vitae and scanned qualification certificates are to be received by the Institute for Education at ife.recruitment@ilearn.edu.mt. **Applicants already on contract with the Institute for Education are not required to resubmit the above documentation.**

Thank you.

Joanne Grima
CEO Institute for Education