

LETTER CIRCULAR - Institute for Education

Date: 25th January 2019

Ref: IfE 10/2019

From: Joanne Grima – CEO

To the attention of: DGs, Directors, Assistant Directors, Service Managers, Education Officers, Heads (College Network), Heads of Schools (State and Non-State) and Sections and Outstations.

Subject: Expression of Interest for Internal Verifiers

Application Link: <https://goo.gl/9B5jtb>

Deadline: 8th February 2019

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

The Institute for Education is inviting Internal Verifiers whose main task to ensure that assessors apply standards of assessment consistently to meet the Institute's principles of assessment highlighted below. For this reason, applications are invited from those interested to offer their services for the next three (3) years on a contract for service basis. **Internal Verifiers who are already offering their services to the Institute under calls IfE 29/2018 and IfE 37/2018 are not required to apply.**

Internal Verification is integral to the Institute for Education's commitment to continuous improvement in the quality of all the learning programmes that are offered. The National Commission for Further and Higher Education (NCFHE) places an emphasis on providers being able to demonstrate that adequate Internal Verification arrangements are in place.

The Institute implements an effective internal quality assurance system to ensure that all requirements are met and that the learning programmes provide national and internationally-recognised standards of attainment. This system is based on our principles of assessment, which state that all assessments must be:

- Valid
- Reliable
- Practicable
- Equitable and fair

The Internal Verifier

The role of the Internal Verifier is to ensure that:

- Assessment is appropriate, consistent, fair and transparent and does not unintentionally discriminate against any learner;
- Learners' assessed work presented as evidence for the award of credit is authentic;
- Lecturers are providing learners with clear and constructive feedback on their work;
- Evidence of learner achievement is clearly mapped to the assessment criteria;
- Recommendations for the award of credit are valid, reliable and consistent;
- Relevant and complete records relating to Internal Verification and Assessment are kept.

The Internal Verifier is responsible for:

- Reviewing assessments set against the assessment criteria;
- Sampling and reviewing assessments completed by learners and assessed by lecturers;
- Determining and implementing an effective sampling strategy and sampling plan;
- Ensuring internal standardisation activities take place which inform parity and consistency and quality improvement;
- Keeping accurate and appropriate records of the Internal Verification process;
- Giving support and advice to lecturers where necessary to ensure they provide adequate support advice and feedback to learners and understand their roles and responsibilities;
- Completing report forms and evaluations for internal review as required.

Eligibility Criteria

The eligibility criteria for the selection of the **Internal Verifier** are the following:

1. A relevant Master's degree or a recognised, appropriate, comparable qualification at MQF level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) or higher together with three (3) years teaching experience in the areas indicated in the areas overleaf;

OR

2. A relevant qualification at MQF Level 6 or equivalent in Education (subject to a minimum of 180 ECTS/ECVET credits or equivalent) or a qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent) and a Postgraduate Certificate in Education (PGCE) in the areas indicated with a minimum of (5) five years teaching experience;

3. Communicate fluently in both English and Maltese.

All applicants require;

- A Permanent Teachers' Warrant;
- A *Europass Curriculum Vitae* and motivation covering letter explaining the reasons of interest for providing this service.

Areas

The areas requiring Internal Verifiers include:

- Primary Education
- Inclusive Education
- Educational Management and Leadership
- Assessment
- Pedagogy
- Educational Theory
- English
- Sciences (Chemistry, Biology, Physics)
- Humanities (Social Studies, History, Geography, European Studies and Philosophy)
- Physical Education
- Mathematics
- Maltese
- Religious Education
- VET Engineering Technology
- VET Agribusiness
- VET Hospitality
- VET Textiles & Fashion
- VET Hairdressing & Beauty Therapy
- VET Media Literacy

Selection criteria

Experts shall be selected by an *ad hoc* Selection Board through an assessment of the information obtained from their motivation letter, *Europass Curriculum Vitae* and scanned copies of original documents listed in the **Eligibility Criteria**. (Applicants might be asked to produce original documents for verification purposes). The Selection criteria shall give weight to the:

- Awareness of teacher development (through motivation letter)
- Awareness of formative assessment procedures (through motivation letter)

Remuneration

Remuneration for Internal Verifiers shall be at **€2.00 per assessment**. Remuneration for Internal Verifiers for VET practical projects shall be at **€24.00 per hour**.

Submission of applications

Interested applicants are kindly asked to submit their application through the following link:
<https://goo.gl/9B5jtb>.

The motivation letter together with a Europass *Curriculum Vitae* and scanned documents and/or testimonials will be received by the Institute at ife.recruitment@ilearn.edu.mt by not later than **noon (Central European Time) of Friday, 8th February 2019**. Late applications will not be considered. Only applications submitted online will be considered.

Thank you.

Joanne Grima

CEO Institute for Education