

## INSTITUTE FOR EDUCATION

### LETTER CIRCULAR

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**Information:** X

**Date:** 20<sup>th</sup> April 2017

**Action Required:** X

**Ref:** IfE 19 /2017

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

**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 (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 four (4) or more years, than to those who have been teaching for 3 years and so on. Those supply teachers who have previously applied and are on the waiting list need NOT apply again.**

The course will be held on Tuesdays and Fridays between 13.30 and 16.15 at St Ġorġ Preca College, Secondary School, Ħamrun, Triq Wenzu Mallia, ĦMR 1241, Malta. The course will commence on **Tuesday 13<sup>th</sup> June 2017**.

SCHEDULED SESSIONS		
Session 1	Tuesday 13 <sup>th</sup> June 2017	13.30 – 16.15
Session 2	Friday 16 <sup>th</sup> June 2017	13.30 – 16.15
Session 3	Tuesday 20 <sup>th</sup> June 2017	13.30 – 16.15
Session 4	Friday 23 <sup>rd</sup> June 2017	13.30 – 16.15
Session 5	Tuesday 27 <sup>th</sup> June 2017	13.30 – 16.15
Session 6	Friday 30 <sup>th</sup> June 2017	13.30 – 16.15
Session 7	Tuesday 4 <sup>th</sup> July 2017	13.30 – 16.15
Session 8	Friday 7 <sup>th</sup> July 2017	13.30 – 16.15
Session 9	Tuesday 11 <sup>th</sup> July 2017	13.30 – 16.15
Session 10	Friday 14 <sup>th</sup> July 2017	13.30 – 16.15
Practicum Visits	Monday 9 <sup>th</sup> October 2017 – Friday 17 <sup>th</sup> November 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 (2016-2017).

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 fulfil 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/N3dfa1> and send scanned copies of the documents as per entry requirements to Ms Adriana Milic at [ife@ilearn.edu.mt](mailto:ife@ilearn.edu.mt) by **noon of Friday 5<sup>th</sup> May 2017**. An acknowledgement **of receipt of documents** will be sent within five (5) working days from submission of application. Applicants will be notified whether they have been accepted for the course after the 5<sup>th</sup> May 2017. Late applications will not be considered.

Thank you.

**Joanne Grima**

**CEO Institute for Education**