

Letter Circular

Institute for Education

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Information: X

Date: 13th February 2018

Action Required: X

Ref: IfE 22/2018

From: Joanne Grima - CEO Institute for Education

Subject: Expression of Interest for Learning Programme Development Experts to develop an accredited module entitled **Financial Management**.

The Institute for Education (IfE) invites applications from those interested to offer their services as Learning Programmes Development Experts to the Institute for Education (IfE) for the development of a standalone module entitled:

Financial Management (5 ECTS at MQF 7)

The Learning Programmes Development Experts (LPDE) shall undertake to:

1. Develop the module in this expression of interest in the format required by the NCFHE Application for Programme Accreditation under the supervision of the IfE. The LPDE would ensure that the work being developed is relevant to the Maltese educational context in line with Government policy while liaising with and be answerable to the CEO of the IfE, or the Officer in charge of the Project. The module will be written in the NCFHE Application Programme Accreditation **within 30 days of signing the contract**. The modules will then be presented to the NCFHE for validation and accreditation. The LPDE will perform the necessary amendments as indicated in the feedback sent by the NCFHE validators within the timeframe indicated.
2. Deliver the number of contact hours of professional learning per module as outlined in the Course Framework while providing guidance throughout the self-study hours through e-mails. Contact hours will be delivered online through synchronous and asynchronous learning activities under the tutor's supervision. Therefore, the expert will be filmed or will be asked to do a voice over for the online component and develop the digital content that accompanies the delivery.

The content to be uploaded needs to be delivered in the following format:

<i>To Do List:</i>	
<ol style="list-style-type: none"> 1. Outcomes of the session. 2. Tasks to do during the online session. 	Presentation to be uploaded and/or filming of the speaker delivering the session.
Suggested Articles/Books	Suggested clips that participants need to view.

The filming and the content shall be uploaded on the IfE website and accessed by the participants as part of the course.

3. Assess the individual participants with a diversity of tools against the outcomes set in the NCFHE application. Experts are to give feedback to the participants and the results shall be reported in soft copy in a template developed by the IfE.

Eligibility Criteria

The eligibility criteria for the selection of the Learning Programmes Development Experts shall be:

- A qualification at MQF Level 8 or equivalent in the area;
- In the absence of applicants with a qualification at the MQF Level 8 as requested above, applicants holding a full Master's qualification at MQF Level 7 and demonstrating a minimum of 10 years work experience in the field of study will be considered.

Selection criteria

Experts shall be selected by an *ad hoc* Selection Board through an assessment of the information obtained from their Europass *Curriculum Vitae*, 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:

- The motivation letter exposing reasons why the applicant should be chosen to give this service
- Qualifications in the subject area
- Years of work experience in the area of expertise

The selected applicant will enter into a contract for service, for a maximum of three years (3) starting on the day of signing. The contract for service could be renewed for another three (3) years after expiration. The selected applicant shall develop the Module. Each one (1) ECTS shall have five (5) contact hours which will be delivered and supervised online. The LPDE will also train and assess those educators who apply for the course. The selected candidates shall be entitled to €175 per one (1) ECTS. Fifty (€50) out of the One Hundred Seventy-five (€175) will be paid to the Learning

Programme Development Expert as soon as the module is accredited by NCFHE. The rest, One hundred and twenty five Euro (€125) per ECTS will be paid upon training, assessment and presentation of the results of the course participants. Subsequent to the first completed course cycle LPDEs will be remunerated at €175 per ECTS for contact time, assessment and presentation of results.

In the event where the performance of the Learning Programmes Development Expert is deemed to be unsatisfactory or not up to the required standards, the Contract shall be immediately terminated and the Learning Programme Development Expert shall forfeit all remuneration due.

Intellectual Property Rights

All Intellectual Property Rights pertaining to the Courses as deliverables of this expression of interest shall be vested exclusively in The Institute for Education.

Submission of application

Interested applicants are asked to submit an online application by following the link:

<https://goo.gl/zBCqfN>

The motivation letter together with a Europass *Curriculum Vitae* and scanned certificates and/or testimonials will be received in the first instance by the Institute for Education at ife@ilearn.edu.mt by not later than **noon (Central European Time) of Wednesday, 21st February 2018.**

Thank you.

Joanne Grima
CEO Institute for Education