

LETTER CIRCULAR

Institute for Education

Expression of Interest

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Information: X

Date: 21st June 2017

Action Required: X

Ref: IFE 24 /2017

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

From: Joanne Grima - CEO Institute for Education

Subject: Expression of Interest for Learning Programme Development Experts for the development and delivery of the continuing professional development course for Teachers, Guidance teachers and Guidance Practitioners in Career Guidance and Development.

The Institute for Education in collaboration with the National Student Support Services is developing the **Award in An Understanding of Career Guidance and Development at MQF Level 7** for educators interested in career education and career guidance practice.

For this reason, applications are being invited from those interested to offer their services as Learning Programmes Development Experts (LPDE) to the Institute for Education. The LPDE shall undertake to:

1. Develop separate individual Modules as indicated in the Course Framework in the format required by the NCFHE Application for Partial Higher Education Qualification under the supervision of the IfE. This work will be carried out for every Module within the course. The LPDE will ensure that the work being developed is relevant to the Maltese educational context in line with Government policy. The LPDE would liaise with and be answerable to the CEO of the IfE, or the Officer in charge of the Project. The modules will be written **within 30 days of signing the contract**. The separate Modules will then be presented to 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. Two out of the 5 contact hours shall be delivered online and therefore shall require filming the expert doing the delivery and development of the digital content that accompanies the delivery. The content to be uploaded needs to be delivered in the following format:

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

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 per Module 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.

The Course Framework

This can be found at the end of this expression of interest.

Eligibility Criteria

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

- A Master's degree or a recognised, appropriate, comparable qualification at MQF level 7 or higher in Career Guidance or in a comparable qualification.
- Evidence of at least five years' experience in a career guidance setting
- Evidence of competence in the English and Maltese Languages
- *Europass Curriculum vitae*

The LPDEs will be engaged with the Institute for a maximum of 3 years and can develop one or more modules of a minimum value of one (1) ECTS. The selected candidates shall be entitled to one hundred seventy five Euro (€175) per one (1) ECTS. When the course is subsequently repeated for other groups the face-to-face lectures are delivered again as per course framework. Remuneration will then be of €30 per hour of face to face lecture.

Interested LPDEs are asked to follow the link <https://goo.gl/h9Aofp> to submit an online application. LPDE can develop one or more modules which they shall indicate on the online application. The Europass CV and scanned documents will be received in the first instance by the IfE secretary at ife@ilearn.edu.mt by not later than **12.00pm of Tuesday 4th July**

2017. Late applications will not be considered.

Intellectual Property Rights

All Intellectual Property Rights pertaining to all modules' applications developed as deliverables of this expression of interest shall be vested exclusively in The Institute for Education.

Course Framework: 'An Understanding of Career Guidance and Development'

Modules	Description and Content	ECTS	Contact hours per module face to face + online
1. SKILLS FOR CAREER GUIDANCE PRACTITIONERS	<ul style="list-style-type: none"> • EXPLORE THEORIES OF CAREER DEVELOPMENT, • UNDERSTAND THE SKILLS NEEDED FOR CAREER GUIDANCE PRACTITIONERS, • UNDERSTAND HOW TO STRUCTURE ONE TO ONE CAREER GUIDANCE INTERVENTIONS. 	1	5
2. UNDERSTANDING CLIENTS' NEEDS	<ul style="list-style-type: none"> • UNDERSTAND CAREER MANAGEMENT SKILLS, • DISCUSS CAREER GUIDANCE FOR DIFFERENT CLIENT GROUPS, • EXPLORE WAYS OF HOW TO PREPARE STUDENTS FOR TRANSITIONS. 	1	5
3. UNDERSTANDING THE LABOUR MARKET	<ul style="list-style-type: none"> • ENGAGE WITH THE LABOUR MARKET, • UNDERSTAND HOW TO USE CAREER AND LABOUR MARKET INFORMATION, • DISCUSS ETHICS IN CAREER GUIDANCE PRACTICE. 	1	5