

Institute for Education

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LETTER CIRCULAR

Information: X

Date: 3rd July 2017

Action Required: X

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To: College Principals, Heads of Schools and Assistant Heads of Schools and Heads of Department in the Secondary Sector (State and Non-State)

From: Joanne Grima, CEO Institute for Education

Subject: Train the Trainer sessions in Assessment for Learning for the Senior Management Team

The Institute for Education is offering Train the Trainer intensive Sessions on Assessment for Learning Strategies as indicated in the table below. Such sessions are intended for Heads of Schools, Assistant Heads of School and Heads of Department in Secondary Schools who intend to support the teachers in their school during subject meetings and during lessons as part of their 'Teaching and Learning' Action Plan. These sessions intend to empower and provide the skills and competences required to assist teachers in the implementation of the strategies. One can choose to attend one or more sessions depending on the strategy/strategies that the school is envisaging to implement throughout the scholastic year. All sessions will be from 9.00 till 14.15.

All sessions will be held at the Institute for Education in Pembroke.

Sessions	Date/s
1. Sharing Learning Intentions	Wednesday 27 th September 2017
2. Understanding where the learner stands in learning	Thursday 28 th September 2017
3. Developing Success Criteria	Friday 29 th September 2017 and Thursday 5 th October 2017
4. Questioning and Creating Opportunities to produce evidence	Monday 2 nd October 2017 and Wednesday 11 th October 2017
5. Effective Feedback	Tuesday 3 rd October 2017 and Friday 13 th October 2017
6. Assessment Policy Development	Friday 20 th April 2018

Interested applicants are kindly asked to submit their application for any of the sessions by following the link: <https://goo.gl/gLJKaS>. Applications can be submitted till the noon of the 31st of August 2017. The first thirty (30) applicants for each session will be accepted on a first-come, first-served basis.

Thank you.

Joanne Grima
CEO Institute for Education