

LETTER CIRCULAR - Institute for Education

Date: 27/02/2018

Ref: IFE 29/2018

From: Joanne Grima – CEO

To the attention of: All

Subject: Expression of Interest for Internal Verifiers

Application Link: <https://goo.gl/m6KmN3>

Deadline: Noon (CET) of 16/03/2018

Further Info / Requirements: Motivation letter; Europass *Curriculum Vitae*; scanned certificates and/or testimonials to be sent by email to ife@ilearn.edu.mt Late applications will not be considered. Only applications submitted online will be considered.

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 Institute for Education is therefore inviting Internal Verifiers whose main task to ensure that assessors apply standards of assessment consistently to meet the Institute's principles of assessment highlighted above.

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:

- A 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 in the area together with three (3) years teaching experience;

OR

- A 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 experience in the industry in the areas indicated in the table overleaf;
- In the absence of a qualification at MQF Level 7, applicants with a lower full MQF level qualification in the area together with five (5) years teaching experience in the area will be considered;

- Communicate fluently in both English and Maltese.

VET Areas
<ul style="list-style-type: none">▪ VET Hospitality▪ VET Health & Social Care▪ VET Engineering Technology▪ VET Information Technology▪ VET Agribusiness▪ VET Textiles & Fashion▪ VET Hairdressing & Beauty▪ VET Media Literacy▪ VET Retail

All applicants are required to present **also** the following:

- Europass *Curriculum Vitae*;
- A motivation covering letter indicating an awareness about formative and summative assessment procedures.

Selection criteria

The Internal Verifiers 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).

Remuneration

The selected applicants will enter into a contract for service, for a maximum of three (3) years starting on the day of signing. The contract for service could be renewed for another three (3) years after expiration. Remuneration for Internal Verifiers shall be at **€2.00 per assessment**. Remuneration for Internal Verifiers for VET subjects shall be at **€24.00 per hour**

Thank you.

Joanne Grima

CEO Institute for Education