

## LETTER CIRCULAR

### Institute for Education

### Expression of Interest

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**Information:** X

**Date:** 7<sup>th</sup> August 2017

**Action Required:** X

**Ref:** IfE 34 /2017

**To:** DGs, Directors, Assistant Directors, Service Managers, Education Officers, College Principals, Heads of Schools (State and Non-State), Sections and Out Stations.

**From:** Joanne Grima - CEO Institute for Education

**Subject:** Development and delivery of 'Supporting Learners with Individual Educational Needs' – LSA Course - MQF Level 4

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The Institute for Education invites applications from those interested to offer their services as Learning Programmes Development Experts and/or In-Class Tutors for the course 'Supporting Learners with Individual Educational Needs' MQF 4 on a contract for service basis.

#### **A. Learning Programmes Development Experts (LPDEs) 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 Learning Programme Development Experts would ensure that the work being developed is relevant to the Maltese educational context in line with Government policy and with the recommendations outlined in the External Audit Report - Education for All- Special needs and Inclusive Education in Malta by the European Agency. The contact hours of every module will be divided as follows:
  - a) 5 hours face to face sessions
  - b) 2 hours In-Class sessions
  - c) 3 hours online sessions



The Learning Programmes Development Experts 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 in the NCFHE Application for Partial Higher Education Qualification **within 30 days of signing the contract**. The separate Modules will then be presented to NCFHE for validation and accreditation. The Learning Programme Development Experts 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 through a combination of;
  - a) Face-to-face workshops;
  - b) Online filmed/voice over delivery.

Guidance has to be provided throughout the self-study hours through e-mails. Learning Programme Development Experts will prepare presentations to be uploaded for the online delivery.

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.

## Eligibility Criteria

The eligibility criteria for the selection of the Learning Programmes Development Experts is indicated in the course framework table at the end of this call for expression of interest.

The LPDEs will be engaged with the Institute for three (3) years on a contract for service which can be renewed for another three (3) years. They shall develop the Course Modules as described in the Course Framework. When the course is subsequently repeated for other groups the face-to-face is delivered again as per course framework.

The LPDEs shall fill in the NCFHE Application Form for Accreditation for Partial Higher Education Qualification with the required information therein. The LPDEs will also train and assess those educators who apply for the course. The selected candidates shall be entitled to thirty Euro (€30) per one (1) hour of face to-face/online. Subsequent to the first course LPDEs will be remunerated at €25 for each hour of delivery face to face and they will also be



remunerated for the assessment of course participants. Such remuneration will be of €2 per assessed course participant.

## B. In-Class tutors

The In-Class Co-teaching Tutor shall implement the outcomes of the module in a practical manner within the class of the course participant and therefore the tutor and the course participant shall co-plan and co-teach, the aims being those developed in the module's outline. The In-Class Tutor shall assist and support the course participant achieve the outcomes of the module while in class and on the job. The In-class tutor will give a short report to the participant and a copy to the Institute after all the sessions would have been done.

### Eligibility Criteria

The eligibility criteria for the selection of the In-Class Tutor shall be as indicated in the course framework next to each module at the end of this expression of interest. The In-Class tutor is required to have at minimum of 5 years teaching experience.

Interested LPDEs and/or In-Class tutors are asked to follow the link <https://goo.gl/3jKFRo> to submit an online application. One can apply to develop one or more modules which they shall indicate in the online application and can also apply to be considered to offer any one or more of the three services. The Europass CV and scanned documents will be received in the first instance by the IfE secretary at [ife@ilearn.edu.mt](mailto:ife@ilearn.edu.mt) by not later than **noon of Wednesday 23<sup>rd</sup> August 2017**. Late applications will not be considered.

All those who will be selected through this process will be required to attend a minimum of 2 day seminar prior to the development of the course modules. The dates will be communicated after the selection process.

### 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

### Course for LSAs: Supporting Learners with Individual Educational Needs

*Online Sessions:* Introductory Session including support services offered by NSSS  
Submission of Assignments

Modules	Description and Content	Eligibility of LPDE	ECTS	Contact hours per module
<b>The Inclusive Classroom</b>	<ul style="list-style-type: none"> <li>Roles of LSA and teacher</li> <li>Working Collaboratively with teacher and parents</li> <li>Models of inclusion</li> <li>Definitions and Practical strategies</li> <li>Multiculturalism</li> <li>Gender equality</li> <li>Accommodations and modifications</li> </ul>	Degree MQF 7 in Inclusive Education or related area to Inclusive Education	2	10
<b>Supporting Students with Different Needs</b>	<ul style="list-style-type: none"> <li>ADD/ADHD</li> <li>Autism Spectrum Disorder</li> <li>Intellectual Impairment</li> </ul>	Degree MQF 7 in Inclusive Education or related area to Inclusive Education.	2	10
<b>Behavioural Challenges</b>	Behaviour Management strategies (including Social and emotional) <ul style="list-style-type: none"> <li>Acting in and acting out</li> <li>De-escalation and restraining strategies</li> </ul>	Degree MQF 7 in Inclusive Education or SEBD	2	10
<b>Communication Challenges</b>	<ul style="list-style-type: none"> <li>Dealing with Communication difficulties</li> <li>Assistive technologies</li> </ul>	Degree MQF 6 in Speech and Language Therapy	2	10
<b>Physical Disability</b>	<ul style="list-style-type: none"> <li>Feeding Issues</li> <li>Handling Learners</li> <li>Occupational therapy</li> </ul>	MQF 6 Degree in occupational therapy	2	10
<b>Literacy and numeracy</b>	Learning styles to Adapt the curriculum	Literacy Agency	2	10
<b>Provisional Mapping tool</b>	Online + 2 hours practical session	Degree MQF 7 in Inclusive Education or related area to Inclusive Education. EO (Inclusion) /INCO supporting one of the schools piloting the Provision mapping will be given preference.	1	
<b>Reflection on Practice</b>	6 weeks practice	Degree MQF 6 in Education or Degree MQF 6 and PGCE. Preference will be given to those who have qualifications in Inclusive Education	10	Minimum of 2 visits during 6 weeks of practice placement