

LETTER CIRCULAR - Institute for Education

Date: 13th April 2018

Ref: IfE 37/2018

From: Joanne Grima – CEO

To the attention of: All Educators

Subject: Expression of Interest for Internal Verifiers for courses run by the Institute for Education

Application Link: <https://goo.gl/oTFK6s>

Deadline: Noon (CET) of 04/05/2018

Further Info / Requirements: Motivation letter; Europass *Curriculum Vitae*; scanned certificates and/or testimonials to be sent by email to ife@ilearn.edu.mt

With reference to the Letter Circular IfE 29/2018, an Expression of Interest for Internal Verifiers for courses run by the Institute for Education is once again being issued.

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 together with three (3) years teaching experience in the areas indicated in the table overleaf;

OR

- In the absence of a qualification at MQF Level 7, applicants with a lower full MQF level qualification together with five (5) years teaching experience in the areas indicated in the table overleaf will be considered;
- Communicate fluently in both English and Maltese.

Areas	
1.	Primary Education
2.	Inclusive Education
3.	ICT and Education
4.	Educational Management and Leadership
5.	Assessment
6.	Pedagogy
7.	Educational Theory
8.	English
9.	Sciences
10.	Humanities
11.	Design and Technology
12.	Physical Education
13.	Religion
14.	VET Hospitality
15.	VET Health & Social Care
16.	VET Engineering Technology
17.	VET Agribusiness
18.	VET Textiles & Fashion
19.	VET Hairdressing & Beauty
20.	VET Media Literacy
21.	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 practical projects shall be at **€24.00 per hour**.

Submission of applications

Interested applicants are kindly asked to submit their application through the following link:
<https://goo.gl/oTFK6s>.

The motivation letter together with a Europass *Curriculum Vitae* and scanned documents and/or testimonials will be received by the Institute at ife@ilearn.edu.mt by not later than **noon (Central European Time) of Friday, 4th May 2018**. Late applications will not be considered. Only applications submitted online will be considered.

Thank you.

Joanne Grima

CEO Institute for Education