

LETTER CIRCULAR
Institute for Education
Expression of Interest

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Information: X

Date: 5th October 2017

Action Required: X

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To: College Principals, Heads of Schools, Assistant Heads of State and Non-State, Assistant Directors, Education Officers, Heads of Department, Teachers and Sections

From: Joanne Grima - CEO Institute for Education

Subject: Expression of Interest for Lecturers to deliver Accredited Stand-Alone Modules with the Institute for Education

The Institute for Education invites applications from those interested to offer their services as Lecturers to the Institute for Education (IfE) on a contract for service basis.

The Lecturer shall undertake to:

1. Develop material to deliver the Module/s as per NCFHE application. The Lecturer would ensure that the work being developed is relevant to the Maltese educational context in line with Government policy. The Lecturer would liaise with and be answerable to the CEO of the IfE, or the Senior Manager Programme Development.
2. Deliver the number of contact hours of professional learning per module as defined in the NCFHE application while providing guidance throughout the self-study hours through e-mails. The Lecturer may be filmed and the content 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 Modules

The list of modules can be found here under. The candidates are required to indicate clearly in the motivation letter which modules they are applying for. **The applicants can apply for more than one module.**

Course Code	Name of Module	MQF Level	ECTS Value	Contact Hrs
M/24	Award in Summative Assessment	7	2	10
M/41	Award in Innovative reporting and conferencing	6	2	10
M/42	Award in Effective digital learning communities	6	2	10

Eligibility Criteria

The eligibility criteria for the selection of the Lecturers shall be:

- A Master's degree or a recognised, appropriate, comparable qualification at MQF Level 7 or higher in the subject/area applied for;
- Evidence of at least two (2) years teaching experience;
- Evidence of competence in the English and Maltese Languages;
- Europass Curriculum Vitae and motivation covering letter.

Selection Criteria for Lecturers

Lecturers 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). The Selection Criteria shall give weight to the:

- Knowledge of the NCFHE documentation;
- Knowledge of DQSE documentation;
- Expression of Educational Vision;
- Qualifications in the subject or area (over and above the eligibility criteria);
- Years of experience in the teaching and/or pedagogy of the subject or area (over and above the eligibility criteria);
- Years of experience in teacher training.

The selected Lecturers will enter into a Contract for service, for a maximum of three (3) years starting January 2018 with the possibility of extension. The Lecturers will train and assess those educators who apply to follow that Module. The selected Lecturers shall be entitled to thirty Euro (€30) per one hour. The number of hours per module is as per NCFHE application of the accredited module.

In the event where the performance of the Lecturer is deemed to be unsatisfactory or not up to the required standards, the Contract shall be immediately terminated and the Lecturer shall forfeit all remuneration due.

Interested Lecturers are asked to apply through the following link: <https://goo.gl/95zuMY>. Lecturers can deliver one or more modules which they shall indicate in the online application. The Motivation Letter, Europass CV and scanned documents will be received in the first instance by the IfE Secretariat at ife@ilearn.edu.mt by not later than **noon of Friday 20th October 2017**.

Thank you.

Joanne Grima
CEO Institute for Education