

LETTER CIRCULAR - Institute for Education

Date: 3rd August, 2020

Ref: IFE 49/2020

From: Joanne Grima – CEO

To the attention of: Heads (College Network), Heads of Schools, Assistant Heads, Assistant Directors, Education Officers, Heads of Department, Teachers and Sections

Subject: Introductory Course for Supply Teachers without a Teaching Qualification (Code: IN/01/2020)

Application Link: <https://ife.portal.gov.mt/programme/apply>

Deadline: Friday, 4th September 2020

Fee: €100

The Institute for Education is accepting applications submitted online for the **Introductory Course for Supply Teachers without a Teaching Qualification (Award) (MQF 6, 15 ECTS)** commencing **2nd October 2020** at the Institute for Education, Martin Luther King Road, Pembroke PBK1990. Whilst applications are on a first come first-serve basis, preference will be given to those already engaged as supply teachers.

Course Details

The Memorandum of Understanding between the Government of Malta and the Malta Union of Teachers dated 26th May 2009 states that Supply Teachers who do not have a teacher's qualification that is recognised by the competent authority will, by not later than the second consecutive and complete scholastic year in employment, be obliged to attend a basic introductory course as approved by the Education Authorities. Such course will take place outside school hours. All such employees will be obliged to attend and participate actively in this course at any time as may be determined by the Directorate for Educational Services (DES), without the right to claim any compensation, and any course costs will be covered by the employee. Failure to attend and actively participate in such course will lead to the termination of contract of employment. This course alone does not entitle participants to apply for the position of regular teacher. More information about the course can be found in this [link](#).

Minimum Entry Requirements

The entry requirements are as follows:

1. Evidence of number of years teaching in a licensed school; and
2. A Temporary Teaching Warrant

Timetable

SCHEDULED SESSIONS		
Session	Date	Time
Introductory Session	2 nd October 2020	15:30 – 16:15
Session 1	5 th October 2020	15:30 – 18:15
Session 2	7 th October 2020	15:30 – 18:15
Session 3	12 th October 2020	15:30 – 18:15
Session 4	14 th October 2020	15:30 – 18:15
Session 5	19 th October 2020	15:30 – 18:15
Session 6	21 st October 2020	15:30 – 18:15
Session 7	26 th October 2020	15:30 – 18:15
Session 8	28 th October 2020	15:30 – 18:15
Session 9	4 th November 2020	15:30 – 18:15
Session 10	6 th November 2020	15:30 – 18:15
Practicum	9 th November – 18 th December 2020	
Delivery of sessions will be on a blended-learning basis. Any unforeseen changes in session dates will be communicated at the earliest.		

Fee

Upon receiving the acceptance letter by the Institute, applicants are required to pay a course fee of €100. For further details kindly refer to the [Institute's Tuition Fees Policy 2020-2021](#). Modes and methods of payment will be communicated to the accepted applicants.

Submission of Applications

Interested applicants are kindly asked to submit an online application on the following [link](#) by noon (Central European Time) of **Friday, 4th September 2020**. Places are limited to twenty-five (25) eligible applicants.

Thank you.

Joanne Grima
CEO Institute for Education