

LETTER CIRCULAR - Institute for Education

Date: 3rd September 2018

Ref: IfE 58/2018

From: Joanne Grima – CEO

To the attention of: DGs, Directors, Assistant Directors, Service Managers, Education Officers, Heads (College Network), Heads of Schools (State and Non-State) and Sections and Outstations.

Subject: Expression of Interest for Practicum/Practice Placement Visitors to perform visits in schools in Malta

Application Link: <https://goo.gl/FyLuW8>

Deadline: 20th September 2018

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

The Institute for Education (IfE) is developing Courses which require the service of Practicum/Practice Placement Visitors. For this reason, applications are invited from those interested to offer their services for the next three (3) years on a contract for service basis. The contract may be renewed for another three (3) years. **Practicum/Practice Placement Visitors who are already offering their services to the Institute are required to re-apply but do not need to send any documents again.**

The Practicum/Practice Placement Visitor shall use the assessment tool provided by the Institute for Education and shall perform a number of visits per course participant as required by the particular course. The Practicum/Practice Placement Visitor will visit the participant, observe him/her, support and assess him/her against the criteria set in the assessment tool. The Practicum/Practice Placement Visitor will give a report to the participant. The Practicum/Practice Placement Visitor shall also conference to provide support to the participant right after the visit.

Eligibility Criteria

Practicum Visitor (teachers)

The eligibility criteria for the selection of the **Practicum Visitor (teachers)** shall be:

- 1a. A Master degree or a recognised, appropriate, comparable qualification at MQF Level 7 (subject to a minimum of 90ECTS/ECVET credits, or equivalent) or higher with a minimum of (5) five years teaching experience;

OR

- 1b. A qualification at MQF Level 6 or equivalent in Education (subject to a minimum of 180 ECTS/ECVET credits or equivalent) or a qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent) and a Postgraduate Certificate in Education (PGCE) with a minimum of (10) ten years teaching experience;
2. Communicate fluently in both English and Maltese.

Practice Placement Visitor (LSEs)

The eligibility criteria for the selection of the **Practice Placement Visitor (LSEs)** shall be:

1. A qualification at MQF Level 6 or equivalent in Education (subject to a minimum of 180 ECTS/ECVET credits or equivalent) or a qualification at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or equivalent) and a Postgraduate Certificate in Education (PGCE);
2. Minimum of five (5) years teaching experience;
3. Communicate fluently in both English and Maltese.

Preference will be given to those who have also a qualification in Inclusive Education.

All applicants require;

- A Permanent Teachers' Warrant;
- A *Europass Curriculum Vitae* and motivation covering letter explaining the reasons of interest for providing this service.

Selection criteria

Experts 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:

- Awareness of teacher development (through motivation letter)
- Awareness of formative assessment procedures (through motivation letter)

Remuneration

The Practicum/Practice Placement Visitor shall perform a minimum of two (2) visits per participant. The Institute for Education will assign a number of participants to each Practicum/Practice Placement Visitor. The number of participants can vary between one (1) and a maximum of six (6) participants according to the number of participants in the courses and the Practicum/Practice Placement Visitor's availability. **Remuneration will be of €20 per visit.**

Training

The chosen Practicum/Practice Placement Visitors, who have not already been offering their services to the Institute for Education, will be required to attend a 2-hour seminar in October to discuss methodology, pedagogy and assessment. The date will be communicated after the selection of the Practicum/Practice Placement Visitors is completed.

Submission of Applications

Those interested to offer their services to the Institute for Education as Practicum Visitors (teachers) and/or Practice Placement Visitors (LSEs) are kindly asked to submit their application through the following link: <https://goo.gl/FyLuW8>. The motivation letter together with a Europass CV and scanned documents will be received in the first instance by the Institute at ife@ilearn.edu.mt by not later than **noon of Thursday, 20th September 2018**. Late applications will not be considered. Only applications submitted online will be considered.

Thank you.

Joanne Grima
CEO Institute for Education