

## LETTER CIRCULAR - Institute for Education

**Date:** 2<sup>nd</sup> July 2019

**Ref:** IfE 59/2019

**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 and Practice Placement Visitors

**Application Link:** <http://bit.ly/2XAatYM>

**Deadline:** 30<sup>th</sup> June 2020

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

---

The Institute for Education (IfE) is delivering programmes which require the service of Practicum Visitors/Practice Placement Visitors (LSEs). 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. **Practicum/Practice Placement Visitors who are already offering their services to the Institute in one of the areas listed below are NOT required to re-apply.**

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

### Eligibility Criteria for the following areas:

- Primary Education
- Inclusive Education (for LSE courses only)
- English
- Mathematics
- Maltese
- Sciences (Biology, Chemistry, Physics)
- Physical Education

- Religious Education
- Humanities (Social Studies, History, Geography, European Studies and Philosophy)
- Ethics
- Personal, Social and Career Development
- Foreign Languages (French, Italian, Spanish, German, Russian, Arabic)
- Business Education and Retail (Business Studies, Accounting, Economics, Retail)
- Computer Studies and Information Technology

The eligibility criteria for the selection of the **Practicum Visitors in the areas listed above except for Inclusive Education** are as follows:

- 1a. A relevant Master degree or a recognised, appropriate, comparable qualification at MQF Level 7 (subject to a minimum of 90ECTS/ECVET credits, or equivalent) or higher in the areas indicated with a minimum of (5) five years teaching experience; **OR**
- 1b. A relevant 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) MQF 6 in the areas indicated with a minimum of (10) ten years teaching experience; **AND**
2. Proficient in both English and Maltese languages, **AND**
3. In possession of a Teachers' Permanent Warrant.

The eligibility criteria for the selection of the **Practice Placement Visitor (LSEs) in the area of Inclusive Education** are as follows:

1. A relevant 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) MQF 6 with a minimum of (5) five years teaching experience; **AND**
2. Proficient in both English and Maltese languages, **AND**
3. In possession of a Teachers' Permanent Warrant.

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

## Eligibility Criteria for Vocational Education and Training (VET) and Applied Subjects:

- VET Agribusiness
- VET Engineering Technology
- VET Hairdressing and Beauty Therapy
- VET Hospitality
- VET Media Literacy Education
- VET Fashion and Textiles
- VET Health and Social Care

The eligibility criteria for the selection of the **Practicum Visitor for VET and Applied Subjects** are as follows:

- 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 (3) three 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 (5) five years teaching experience; **AND**
2. Proficient in both English and Maltese languages, **AND**
3. In possession of a Teachers' Permanent Warrant.

## Selection Procedure

Eligible applicants shall be selected by an ad hoc Selection Board through an assessment of the information obtained from the Motivation Letter, *Europass* Curriculum Vitae; and scanned certificates and/or testimonials listed in the Eligibility Criteria. Applicants may be asked to attend an interview and produce original documents for verification purposes. Applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this Expression of Interest.

The Selection criteria will give weight to the:

- Motivation Letter which should demonstrate their Educational Vision;
- Qualifications in the subject area;
- Years of experience in teaching;
- Relevant work experience

## Remuneration

The Practicum Visitors will perform a minimum of two (2) visits per participant. The Institute for Education will assign a number of participants to each Practicum 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 Visitor's availability. **Remuneration will be of €20 per visit.**

## Training

The chosen Practicum Visitor **will be required to attend a compulsory training session** 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

The persons interested to offer their services to the Institute for Education as Practicum Visitors are kindly asked to submit their application through the following link: <http://bit.ly/2XAatYM>.

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be sent to [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt) together with a motivation letter and a *Europass* Curriculum Vitae. Scanned copies sent electronically are acceptable. Applications will be received by not later than **noon (Central European Time) of Tuesday 30<sup>th</sup> June 2020**. Only applications submitted online will be considered.

Thank you.

**Joanne Grima**  
CEO, Institute for Education