

Letter Circular

Institute for Education

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Information: X

Date: 11th December 2017

Action Required: X

Ref: IfE 60/2017

From: Joanne Grima - CEO Institute for Education

Subject: Expression of Interest for Learning Programme Development Experts to Develop Hospitality Modules for Bachelor's and Master's Degrees in Education and to Train and Assess Course Participants and Report Results

The Institute for Education (IfE) in collaboration with the Institute for Tourism Studies (ITS) invites applications from those interested to offer their services as Learning Programme Development Experts to the Institute for Education (IfE) for the development of modules as part of the following courses:

- a) Bachelor's Degree in Educational Studies (Hons.) - MQF Level 6**
- b) Master's Degree in Education - MQF Level 7**

The Learning Programme Development Experts (LPDE) shall undertake to:

1. Develop modules from those indicated at the end of this expression of interest in the format required by the NCFHE Application for Programme Accreditation under the supervision of the IfE. The LPDE would ensure that the work being developed is relevant to the Maltese educational context in line with Government policy while liaising with and be answerable to the CEO of the IfE, or the Officer in charge of the Project. The modules will be written in the NCFHE Application for Programme Accreditation **within 3 months of signing the contract**. The modules will then be presented as a whole course to NCFHE for validation and accreditation. The LPDE will perform the necessary amendments as indicated in the feedback sent by the NCFHE validators within the timeframe indicated.
2. Deliver the number of contact hours of professional learning per module as outlined in the Course Framework while providing guidance throughout the self-study hours through e-mails. Contact hours will be delivered face-to-face, online and in-class in the proportions indicated in the framework. Therefore the expert will be filmed or will be asked to do a voice over for the online component and develop the digital content that accompanies the delivery.

The content to be uploaded needs to be delivered in the following format:

<ol style="list-style-type: none"> 1. Outcomes of the session. 2. Tasks to do during the online session. 	Presentation to be uploaded and/or filming of the speaker delivering the session.
Suggested Articles/Books	Suggested clips that participants need to view.

The filming and the content shall be 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 at the end of this expression of interest. **The candidates are required to indicate clearly on the online form which modules they are applying to develop. The applicants can apply to develop one or more modules. The *ad hoc* Selection Board may choose more than one person to develop modules having more than 4 ECTS.**

Eligibility Criteria

The eligibility criteria for the selection of the Learning Programmes Development Experts shall be:

- A qualification at MQF Level 8 or equivalent in the area if applying to develop a module at MQF Level 7;
- A qualification at MQF Level 7 or equivalent in the area (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) if applying to develop a module at MQF Level 6;
- **In the absence of applicants with a qualification at the MQF Level requested above, applicants holding a qualification at an MQF level lower than requested will be considered.**

Selection Criteria

Experts 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 might be asked to produce original documents for verification purposes. The Selection criteria shall give weight to the:

- Information in the motivation letter that will include:
 - Knowledge of the subject area;
 - Knowledge about pedagogy and assessment;
 - Knowledge about the needs of the industry;
- Qualifications in the subject area (over and above the eligibility criteria);
- Years of experience in teaching;
- Years of experience in teacher training or in industry.

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. They shall develop the Module they applied for. Each one (1) ECTS shall have five (5) contact hours which will be delivered after school hours. The LPDE will also train and assess those educators who apply for the course. The selected candidates shall be entitled to €175 per one (1) ECTS. They shall develop, execute and assess the participants.

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

Intellectual Property Rights

All Intellectual Property Rights pertaining to the Courses as deliverables of this expression of interest shall be vested exclusively in The Institute for Education.

Submission of application

Interested applicants are asked to submit an online application by following the links below:

- Modules as part of the Bachelor's Degree: <https://goo.gl/NiRyJS>
- Modules as part of the Master's Degree: <https://goo.gl/etFKAq>

The motivation letter together with a Europass Curriculum Vitae and scanned certificates and/or testimonials will be received in the first instance by the Institute for Education at ife@ilearn.edu.mt by not later than **noon (Central European Time) of Sunday, 17th December 2017**.

MODULES REQUIRING DEVELOPMENT:

a) Bachelor's Degree in Educational Studies (Hons.) - MQF Level 6

Ref. No.	Modules	ECTS Value
1	Subject Methodology and Teaching Skills for Hospitality Development of tasks to achieve outcomes; creating evidence of learning	10
2	Subject Content for Hospitality	60
3	Internship	6

b) Master's Degree in Education - MQF Level 7

Ref No.	Modules	ECTS Value
1	Subject Content with methodology incorporated for Hospitality (aimed for conversion course Year 1 of Master's Degree)	20
2	Subject Methodology including technology enhanced experience and classroom discourse for Hospitality (aimed for those who have a degree in Hospitality or an area similar to it - 10 ECTS delivered in Year 1 and 5 ECTS delivered in Year 2)	15
3	Internship (6 weeks)	10