

LETTER CIRCULAR - Institute for Education

Date: 19th July 2019

Ref: IfE 62/2019

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/01/2019)

Application Link: <http://bit.ly/2KH2jrl>

Deadline: Noon, 23rd August 2019

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 **4th October 2019** at the **Institute for Education, Martin Luther King Road, Pembroke**. Whilst applications are on a first come first-serve basis, preference will be given to those who have been teaching for 4 years or more, then to those who have been teaching for 3 years and so on.

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 at: <https://goo.gl/TPD7fV>.

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	Friday 4 th October 2019	15:30 – 16:15
Session 1	Monday 7 th October 2019	15:30 – 18:15
Session 2	Wednesday 9 th October 2019	15:30 – 18:15
Session 3	Monday 14 th October 2019	15:30 – 18:15
Session 4	Wednesday 16 th October 2019	15:30 – 18:15
Session 5	Monday 21 st October 2019	15:30 – 18:15
Session 6	Wednesday 23 rd October 2019	15:30 – 18:15
Session 7	Monday 28 th October 2019	15:30 – 18:15
Session 8	Wednesday 30 th October 2019	15:30 – 18:15
Session 9	Monday 4 th November 2019	15:30 – 18:15
Session 10	Wednesday 6 th November 2019	15:30 – 18:15
Practicum	11 th November – 20 th December 2019	
*Any unforeseen changes in date will be communicated at the earliest.		

Fee

Upon receiving the acceptance letter by the Institute, applicants are required to pay €100. For further details kindly refer to the Institute's [Tuition Fees Policy 2019-2020](#). 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 by following the link: <http://bit.ly/2KH2jrl> by noon (Central European Time) of **23rd August 2019**. Places are limited to twenty-five (25) eligible applicants.

Thank you.

Joanne Grima
CEO Institute for Education