

LETTER CIRCULAR - Institute for Education

Date: 17/10/2018

Ref: IfE 68/2018

From: Joanne Grima – CEO

To the attention of: Senior Management - State Schools and Centres

Subject: Management Driven Professional Development Process - Version 2

Application Link: <https://goo.gl/MKx96y>

The Institute for Education is reissuing **Letter Circular IfE 55/2018 - Management Driven Professional Development Process** since the areas which can be explored for the development of professional development sessions have been updated. Furthermore, the attendance sheet has also been updated and the link leads to a word version of the document.

The Institute for Education and Education Departments and Directorates would like to inform all schools that the following process is to be adopted with regards to the planning and implementation of the forty (40) hours management driven professional development sessions:

1. As part of the SDP process, schools will perform the internal review and elicit the actions to be implemented in the following year together with the professional development identified as required by educators to be able to implement those actions.
2. The school will thus develop a training plan for its educators which consists of twenty-five (25) hours planned by the school and based on the findings of the internal review. Twelve (12) hours out of the twenty-five (25) hours must be dedicated to the School Development Plan. School Development Planning hours should focus on curricular planning including evaluation of action plans, further planning and improvement. The remaining thirteen (13) hours should include sessions/workshops that will support educators to implement actions and policies.
3. The school will also place in its calendar the fifteen (15) hours planned by DCLE, DES and IMU. These entities will inform schools about the schedule of this centrally driven training by the end of October 2018 for this year.
4. Planning for the twenty-five (25) hours of Professional Development, each school is kindly requested to:

- a. Schedule the twelve (12) hours dedicated to the School Development Plan (SDP) and any sessions that will aid the process.
- b. With regard to the thirteen (13) hours of professional development:
 - i. Plan the sessions required, identify for whom the sessions are intended and the time to be dedicated to each session. This information is required in the '**Management Driven Professional Development Plan**' which can be accessed via the following link: <https://goo.gl/KKNMRg> by not later than the last week of October 2018. Each session should preferably not cater for more than twenty-five (25) participants to enhance effectiveness. Parallel sessions can be planned and there can also be rotation of groups.
 - ii. Schools should contact the relevant Directorates, Education Officers or other experts within MEDE directly if they can provide the training session required. If the training area required by the school cannot be catered for in this manner the school can contact the Institute for Education by submitting an online application through the link: <https://goo.gl/MKx96y>. A list of areas which may be explored through professional development sessions may be accessed through the following link: <https://goo.gl/boMGE4>. The Institute for Education will link the school with the expert that can then develop the session about that area. The school can schedule a meeting to plan the training session required within the timeframe available and according to the availability of the expert.
 - iii. Schools also have the possibility to contact an expert of their choice in the following way:
 - Experts coming from institutions such as University of Malta, MCAST, ITS, Government Departments and Entities outside MEDE which are listed in Schedule 2 of the Public Procurement Regulations (<http://justiceservices.gov.mt/DownloadDocument.aspx?app=lom&itemid=9532&l=1> Pg. 127) can be engaged directly, notifying the Institute.
 - Speakers/Experts with a unique skill set for Malta is to be made through direct order request to the Institute for Education through the College Principal. The request to the Institute should include a justification why the expert is being engaged directly. Once request is approved, according to the Public Procurement Regulations thresholds, the School may proceed to contact the expert.
 - All sessions will be paid equally as follows:

- €22 per hour of professional development which is non-accredited;
 - €30 per hour of professional development which is accredited at MQF Level 4 and 5;
 - €35 per hour of professional development which is accredited at MQF Level 6 and 7.
- iv. The school is required to notify its staff about the professional development at least forty (40) days before it actually takes place.
- v. The expert delivering the session will bring one or two forms as applicable:
- **Remuneration form** – This form is to be filled in on the day of the Professional Development session and signed by the Head of School. The expert will send this to the Institute for Education. This form is not applicable to those whose job description includes providing support to educators. Please refer to the rates indicated above.
 - **Attendance sheet (to be filled in for all training sessions)** - This sheet is handed to the staff present for the professional development before the end of the session and only those present for the whole session should be allowed to sign. The form will be photocopied by the School for records purposes and the original is to be sent to the Institute for Education together with the remuneration form, where applicable, by the expert. It is important to note that all education grades mentioned in the Sectoral Agreement (2018-2022) are required to participate in the forty (40) hours of Professional Development during each scholastic year.

In case of any related queries, kindly contact Ms Carmen Grech, Education Officer Training and Development, on 2598 2006 or via email on: carmela.grech@ilearn.edu.mt.

Thank you for your cooperation.

Joanne Grima
CEO, Institute for Education