

## LETTER CIRCULAR - Institute for Education

**Date:** 28<sup>th</sup> October 2019

**Ref:** IfE 79/2019

**From:** Joanne Grima – CEO

**To the attention of:** All Educators

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**Subject:** Expression of Interest for Proposals of New Programmes to be Developed and Delivered through the Institute for Education.

**Application Link:** <https://bit.ly/2B4ayqM>

**Deadline:** Friday 20<sup>th</sup> December 2019

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

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The Institute for Education invites Learning Programme Development Experts (LPDEs) to submit proposals for the development and delivery of new accredited programmes/stand-alone modules. Proposed programmes may be offered through different modalities including blended-learning and completely online.

LPDEs proposing a new programme with the Institute for Education are asked to refer to the current prospectus at: <https://bit.ly/301B3Zg> for guidance to ensure there is no repetition.

All programme proposals will be evaluated by the Academic Board of the Institute for Education.

Following the selection process, chosen LPDEs shall undertake to:

1. Develop the selected programme in the format required by the NCFHE Application for Programme Accreditation under the supervision of the Institute for Education **within 35 days** of signing the contract. Modules will then be presented as a whole course to NCFHE for accreditation. The LPDE will perform the necessary amendments as indicated in the feedback received from the NCFHE validators within the timeframe indicated.
2. Ensure that the work being developed is relevant to the Maltese educational context and in line with Government policy while liaising with and being answerable to the Chief Executive Officer, or delegate.

3. Deliver the number of contact hours per module as outlined in the agreed course framework and provide guidance throughout the self-study hours via online communication or otherwise. Contact hours will be delivered face-to-face, online and in-class in the proportions indicated in the agreed framework.
4. Prepare the required resources for the effective implementation of the programme including core/suggested readings, videos, filming and creation of audio presentations. These are to be uploaded on the IfE Learning Platform and delivered in the following format:

1. Description and Outcomes of the session; 2. Tasks to be performed during the online session.	Presentation with audio to be uploaded and/or filming of the speaker delivering the session.
Core and Suggested Readings	Suggested clips that participants need to view.

5. Assess the individual participants through a diversity of tools against the outcomes set per module in the NCFHE application. Trainers are to give feedback to the participants and the results shall be reported in the format developed by the Institute for Education.

### Selection Criteria

The implementation of proposals will be selected by an *ad hoc* Selection Board through an assessment of the information obtained from: the online application for programme proposals, the developer's Europass Curriculum Vitae; and scanned qualification certificates and/or testimonials. Applicants may be asked to produce original documents for verification purposes. The Selection process shall give weight to the following:

- The proposed programme is in line with the mission, vision and values of IfE;
- The proposed programme supports the achievement of current strategies outlined by the Ministry for Education and Employment;
- The proposed programme addresses current training gaps identified through research;
- The feasibility and value for money of the programme;
- The qualifications of the leading programme developer and trainer;
- The expertise and experience of the leading programme developer and trainer.

## Remuneration

The selected LPDE will enter into a contract for service for a maximum of two (2) years starting on the day of signing. Selected LPDEs will develop the course which they have proposed. Each one (1) ECTS shall have five (5) contact hours which will be delivered after school hours. The selected LPDEs will train and assess those educators who apply for the course.

The selected LPDEs shall be entitled to €50 per ECTS for development once the course has been accredited by NCFHE. In addition LPDEs will be paid the following rate for each cycle of delivery and assessment of course participants:

MQF Levels	Remuneration for delivery and assessment
MQF 6 to 7	€175 per one (1) ECTS
MQF 4 to 5	€150 per one (1) ECTS

In the event where the performance of the LPDE 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 parties are asked to submit an online application by following the link:  
<https://bit.ly/2B4ayqM>

The Europass Curriculum Vitae and scanned qualification certificates will be received by the Institute for Education at [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt) by not later than **noon (Central European Time) of Friday 20<sup>th</sup> December 2019**.

Thank you.

**Joanne Grima**  
**CEO Institute for Education**