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MEMORANDUM

Information: X **Date:** 9th February 2017
Action Required: X **Ref:** IfE 01/2017
To: Directors, Assistant Directors, Education Officers and Sections
From: Joanne Grima, CEO, Institute for Education
Gaetano Bugeja, Director Curriculum Management
Subject: In-Service Courses 2017

The Institute for Education has initiated the exercise of organising Professional Learning Courses (In-Service Courses) for July and September 2017.

Details relevant to these courses are as follows:

Dates: 7, 10, 11 July 2017 and, 15, 18, 19 September 2017
Duration: 08:30 to 12:30
Venues: To be published in the Course Catalogue.
Catalogue: In compliance with environmental issues, the Course Catalogue will be available only online and all schools will be informed of the uploading and relevant URL by a Circular.
Convocations: All notifications will be sent by email: Education Officers will send a notification to attend Professional Learning Courses to each individual school, listing the teachers who are to attend. Education Officers will copy this mail to each individual teacher they are listing, using the teacher's ilearn mailing address. No paper convocation will be sent. Schools are to notify teachers of the receipt of the email sent to school, and are to acknowledge receipt of mail, but teachers will need to read their own copy of the convocation, sent on their personal ilearn account, and to reply in acknowledgment of receipt. This will serve in lieu of the signed copy of the convocation sheet which used to be sent in past years, and will assure the Education Officer that the convocation has been received for record purposes.

Organisation of Professional Learning Courses for this year is scheduled as follows:

1. The **Course Booklet**, intended for use by Course Co-ordinators will be available online in pdf format by **Monday, 20th February 2017**. The Booklet will also be available to prospective Course Coordinators (who submit a Course Description) in Word format upon request.
2. Finalised **Course Descriptions** (see format overleaf) are to reach the Institute for Education by email (att. marisa.schembri@ilearn.edu.mt) by not later than **Monday, 27th February 2017**.
3. The **Course Catalogue**, listing the courses on offer in July and September 2017 will be online by **Monday 10th April 2017**. Schools will be notified of the relevant URL by a circular.

4. Education Officers can start the process of informing teachers (State and Non-State) who are to attend for Compulsory Courses as from **Monday, 6th March 2017**. It is important that all teachers who are to be called for Compulsory Courses be informed by not later than **Monday, 10th April 2017**.
5. The closing date for Education Officers to receive applications from teachers who wish to attend for a compulsory course on a voluntary basis is **Friday, 19th May, 2017**.
6. **Course Design Forms (which can be downloaded from the Course Booklet / Institute website ife.gov.mt)** are to reach the Institute for Education by email (marisa.schembri@ilearn.edu.mt) not later than **Monday, 15th May 2017**.
7. When sending Course Descriptions kindly use the following format.

Please use Times New Roman, 11pt

COURSE NO.	<i>State only whether course is compulsory or voluntary. The Course number will be given later on by the Institute for Education.</i>
TITLE	<i>Give a short and attractive title.</i>
AIMS & OBJECTIVES	<i>State aims and objectives of the course as briefly as possible.</i>
EXPECTED OUTCOMES	<i>State more specifically what the participants are expected to gain from the course.</i>
CO-ORDINATOR	<i>Give name, grade, work address, telephone no, fax no. (if available) and email address.</i>
PARTICIPANTS	<i>State for whom the course applies.</i>
DATES	<i>7, 10, 11 July 2017 : 15, 18, 19 September 2017 (Delete as necessary)</i>
TIME	<i>8:30 – 12:30</i>
VENUE	<i>Insert venue of your choice.</i>

8. Course Co-ordinators for Compulsory Courses are to submit a full list of participants by **Friday, 28th April 2017**.
9. Course Co-ordinators will submit a copy of the Programme for the Professional Learning Course by **Monday, 29th May 2017**. The programme is subject to approval by the Director, Curriculum Management and the CEO, Institute for Education
10. All signed attendance sheets together with any medical certificated attached, are to be sent to the Institute for Education **by not later than:**
 - **Friday, 21st July 2017 for July Courses.**
 - **Friday, 29th September 2017 for the September Courses.**

Kindly contact the Institute for Education on **Tel: 2598 3705 / 3706** should you have any queries.

Thank you for your collaboration.

Joanne Grima
CEO, Institute for Education

Gaetano Bugeja
Director Curriculum Management