



**Institute
for Education**

Phase Sessions [2017-2018]

PHASE SESSIONS 2017-2018 - Round 2

Phase Sessions for College Principals, Assistant Directors, Service Managers, Education Officers, Heads of Schools, Acting Heads of Schools and Assistant Heads of Primary, Middle, Secondary and Higher Secondary Schools.

Date and Venue	Time	Session Title	Speaker	Outcomes
Wednesday 28/02/2018 Venue : IfE	09.00 - 12.00	Education Strategy 2014-2024	Dr Frank Fabri, <i>Permanent Secretary MEDE</i>	<ol style="list-style-type: none"> 1. Provide context of the Framework for the Education Strategy for Malta 2014-2024. 2. Adopt a 360 degree perspective using local data and evidence 3. Highlight the Ministry's policies and initiatives and the need to achieve a number of set targets 4. Correlate the Strategic targets with the School Development Planning, School Classification and HR planning. 5. Correlate measures and values in the Education Strategy and European targets and benchmarks
Wednesday 28/02/2018 Venue : IfE	12.30 - 14.00	Support Services offered by the Assessment for Learning HoDs	Ms. Joanne Grima, <i>CEO Institute for Education</i>	<ol style="list-style-type: none"> 1. Explain the different Assessment for Learning Strategies 2. Recognise the strategies in lessons 3. Access support

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Friday 02/03/2018 Venue : IfE	09.00 - 12.00	Policies in Education	Ms Dolores Gauci, <i>Head Project Team Education For All</i>	<ol style="list-style-type: none"> 1. Awareness on the context of the Policies 2. Awareness on the implementation of the Policies 3. Awareness on how to implement the Policies at school level.
Friday 02/03/2018 Venue : IfE	12.00 - 14.30	Education for All	Ms Dolores Gauci, <i>Head Project Team Education For All</i>	<ol style="list-style-type: none"> 1. Understanding the structure of MEDE in relation to Education for All. 2. Revisiting the concept of inclusion 3. Awareness of proposals that emerge from Education for All.
Monday 05/03/2018 Venue : IfE	09.00 - 11.00	Ethics in Primary & Secondary Schools	Dr Joseph Giordmaina, <i>Department of Education Studies, Faculty of Education, University of Malta</i>	<ol style="list-style-type: none"> 1. Understand the role of ethics in our lives as a way of choosing how to act in situations that require a moral decision. 2. Explore the relationship between Religion and Ethics and their implications 3. Familiarise with the objectives oof the Ethics Programme in Maltese schools 4. Familiarise with the pedagogy and methods of assessment of Ethics in Schools.
Monday 05/03/2018 Venue: IfE	11.30 - 13.30	Supporting learners who present with SEBD in a mainstream school	Ms Maria Pace, <i>Education Officer Inclusive Education</i> . Mr Jonathan Camenzuli, <i>Education Officer Inclusive Education</i>	<ul style="list-style-type: none"> - To discuss a working definition of SEBD. - To give practical examples and strategies to participants on how to support learners who present with SEBD. - To promote a whole-school approach to positive behaviour management. - To reflect on the educators' attitude towards learners who exhibit SEBD.

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Wednesday 07/03/2018 Venue : IfE	09.00 - 11.30	Secondary School reform	Dr Frank Fabri, <i>Permanent Secretary MEDE</i>	<ol style="list-style-type: none"> 1. Provide evidence about the students' attainment and progression by and after Year 11 2. Provide context of the Reform 3. Analyse different scenarios of implementation 4. Discuss various aspects of the reform
Wednesday 07/03/2018 Venue : IfE	11.30 - 13.00	National School Support	Ms. Sandra Cortis, <i>Director National School Support Services</i>	<ol style="list-style-type: none"> 1. To explain the role of the Student Services Department 2. To explain the various services provided by the Student Services Department
Wednesday 07/03/2018 Venue : IfE	13.00 – 14.30	Support Services offered by the Literacy Teams	Mr. David Muscat, <i>CEO National Literacy Agency</i>	<ol style="list-style-type: none"> 1. A National Literacy Strategy for All in Malta and Gozo 2. Language Policy in Education 3. The National Literacy Agency and the Literacy Teams
Friday 09/03/2018 Venue : IfE	09.00 – 10.30	The Migrant Unit	Mr Ray Facciol, <i>Head Migrant Learners and Client Support Unit</i> . Ms Jane Farrugia Buhagiar, Education Officer, Directorate for Curriculum Management	<ol style="list-style-type: none"> 1. Understand the context of migrant education 2. Understand how the service is being delivered
Friday 09/03/2018 Venue : IfE	10.30 – 12.00	Servizz Għożża	Ms Melanie Bonavia, <i>Counsellor</i>	<ol style="list-style-type: none"> 1. Description of service and programmes offered for teenage pregnant mothers 2. Description of prevention programmes offered to Colleges 3. Use of practical experiences and explanation of the referral system

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Friday 09/03/2018 Venue : IfE	12.00 – 13.30	Youth Workers	Ms Anne Grech & Ms Stephanie Cassar	<ol style="list-style-type: none"> 1. Description of role of youth workers 2. Description of programmes offered to students by the youth worker.
Friday 09/03/2018 Venue : IfE	13.30 – 14.30	College Prefect of Discipline	Ms Alison Scicluna, <i>College Prefect of Discipline</i> & Mr. Philip Pace, <i>College Prefect of Discipline</i>	<ol style="list-style-type: none"> 1. Define behaviour, positive discipline and behaviour management strategies 2. Differentiate between instances of challenging behaviour bullying 3. Overview of procedures to be employed by educators when facing issues of challenging behaviour. 4. Overview of the National Behaviour Policy resulting in better usage of adequate channels when asking for external support.
Monday 12/03/2018 Venue : IfE	09.00 – 11.00	Access Arrangements	Ms Carmen Muscat, <i>Education Officer EAU</i>	<ol style="list-style-type: none"> 1. Outline and understand the different provisions students may be given to gain access to assessments and demonstrate 2. Identify entities (School Psychological Services -SPS, the Specific Learning Difficulties Unit -SpLD, Visually Impaired specialists, Access to Communication Unit - ACTU, etc..) and resources (DCM Letter Circulars, special equipment, etc..) that can assist in the provision of access arrangements during the whole learning process. 3. Understand the process involved in the application for and the provision of access arrangements for the End of Primary Benchmark assessments.

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Monday 12/03/2018 Venue : IfE	11.00 – 13.00	Half yearly Examinations	Ms. Clare Wigg, <i>Education Officer EAU</i>	<ol style="list-style-type: none"> 1. Recognise the areas to focus on as an examinations 2. Plan and implement a procedure that delivers half-yearly examination papers on time 3. Discuss steps to take in order to produce effective examination papers and marking schemes
Monday 12/03/2018 Venue : IfE	13.00 – 14.30	Statementing	Ms. Doris Conchin, <i>Executive Secretary Statementing Moderating Panel</i>	<ol style="list-style-type: none"> 1. Explain the role of the Statementing Board 2. Explain the main procedures leading to the statementing of learners
Wednesday 14/03/2018 Venue : IfE	09.00 - 12.00	The School Development Plan. <i>A repeat of this session will be held on the 04/05/18. This is a follow up sessions for 'The Internal Review' sessions held in Round 1 of phase course.</i>	Dr. Jacqueline Vanhear, <i>Director Quality Assurance</i>	<ol style="list-style-type: none"> 1. Understand the philosophy behind the whole school approach to School Development Planning. 2. Understand what SWOT analysis entails. 3. Be able to contribute to the writing of SMART action plans. 4. Understand and be able to contribute in compiling the SDP template.
Wednesday 14/03/2018 Venue : IfE	12.00 - 14.00	Youth Services offered by FSWS - Appogg	Ms Graziella Castillo, <i>Services Manager, Aġenzija Appogg</i>	<ol style="list-style-type: none"> 1. Information about the different services for young people that fall under the responsibility of Appogg 2. Client group and how can one refer 3. The nature of the work done by Appogg including also joint work with other professionals. 4. Case studies

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Friday 16/03/2018 Venue : IfE	09.00 – 11.00	Nurture Groups/Learning Zones	Ms. Josanne Ghirxi, <i>Service Manager Inclusive Education</i>	<ol style="list-style-type: none"> 1. Explain the purposes and functions of NGs and LZs 2. Explain referral system
Friday 16/03/2018 Venue : IfE	11.00 – 13.00	Learning Support Centres & Resource Centres	Ms. Darlene Borg, <i>Service Manager Special Education and Resource Centres</i>	<ol style="list-style-type: none"> 1. Explain the purposes and functions of LSCs 2. Explain the way learners are referred to LSCs 3. Explain the purposes and functions of RCs 4. Explain the way learners are referred to RCs
Friday 16/03/2018 Venue : IfE	13.00 – 14.30	Education for Sustainable Development	Mr. Francesco Debono, <i>Education Officer for Sustainable Development</i>	<ol style="list-style-type: none"> 1. By the end of the session, participants will be able to explain, by using appropriate examples, the role of ESD as a cross curricular theme in learning across all levels / cycles. 2. Participants will be able to list various skills and 3. Participants will be able to describe ways how learners will use the acquired skills and competences to affect positively the three pillars of sustainability.
Wednesday 21/03/2018 Venue : IfE	09.00 - 11.00	Peripathetic Services, ACTU, Early Intervention and the INCO	Ms. Josanne Ghirxi, <i>Service Manager Inclusive Education & Ms. Darlene Borg, Service Manager Special Education and Resource Centres</i>	<ol style="list-style-type: none"> 1. Explain the role and functions of the different peripathetic services and ACTU 2. Explain the referral system to these services 3. Explain the role of the INCO
Wednesday 21/03/2018 Venue : IfE	11.00 - 13.00	The Role of the Learning Support Assistant	Ms. Josanne Ghirxi, <i>Service Manager Inclusive Education</i>	<ol style="list-style-type: none"> 1. Explain the role of the LSA 2. Working collaboratively in the classroom

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Wednesday 21/03/2018 Venue : IfE	13.00 - 14.30	The Institute for Education	Ms Joanne Grima, <i>CEO Institute for Education</i>	1. Information session on the role and remit of the Institute for Education 3. How to apply for funding to organize seminar, conferences and course 4. How to make use of funding to attend externally organized 5. Resources available for all Educators 6. Making you of the resources available within the Institute for Education to organized PD sessions 5. The Educational resources available for use by all educators
Friday 23/03/2018 Venue : IfE	09.00 - 14.30	Induction of NQTs	Isabelle Ciangura, <i>Education Officer QAD</i>	1. Knowing the policies and procedures of the induction programme for newly qualified/recruited teachers (NQT/NRTs) 2. Knowing the induction requirements which NQT/NRTs are to fulfil in the first and the second year of their induction process within state schools. [Session 1] 3. Knowing the roles of different stakeholders involved in the induction processes.[Session 2] 4. Becoming familiar with the required record-keeping to document the induction process and the purposes which these documents serve. [Session 2] 5. Designing an induction programme for the NQT/NRT in your school based on the national induction principles, policies and procedures, to further develop the strengths and to address the needs of the NQT/NRTs at school. [Session 3] 6. Knowing the policies and procedures of the induction programme for newly qualified/recruited teachers (NQT/NRTs) employed in state schools. [Session 1]

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				7. Knowing the induction requirements which NQT/NRTs are to fulfil in the first and the second year of their induction process within state schools. [Session 1] 8. Knowing the roles of different stakeholders involved in the induction processes.[Session 2] 9. Becoming familiar with the required record-keeping to document the induction process and the purposes which these documents serve. [Session 2] 10. Designing an induction programme for the NQT/NRT in your school based on the national induction principles, policies and procedures, to further develop the strengths and to address the needs of the NQT/NRTs at school. [Session 3]
Monday 09/04/2018 Venue : IfE	09.00 – 11.30	The Individualised Educational Programme (IEP)	Ms. Josanne Ghirxi, <i>Service Manager Inclusive Education</i> & Ms. Darlene Borg, <i>Service Manager</i>	1. Explain all the relevant documents leading up to the compiling of the IEP 2. Recognizing smart goals 3. Evaluating the IEP
Wednesday 11/04/2018 Venue : IfE	09.00 - 12.00	The Role of an Assistant Head (Primary)	Mr. Patrick Decelis, <i>College Principle Maria Regina College</i>	1. Various Roles and Duties when deputising 2. Management & Leadership Skills 3. Working in a team (SMT) 4. Bridging between the HoS and the staff 5. A curriculum leader and an agent of change 6. Trainee Head of School

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Wednesday 11/04/2018 Venue : IfE	12.00 – 14.30	The responsibilities of the SMT with respect to the VET subjects	Mr. Alex Pizzuto, <i>Assistant Director Directorate for Learning and Assessment Programmes</i>	<ol style="list-style-type: none"> 1 SMT will understand their responsibilities with respect to the implementation of the SEC examinations of the VET subjects 2 SMT will know what is required from their end with regards to internal and external moderation, monitoring of 3 SMT will know what needs to be communicated to SEC during and at the end of each scholastic year
Friday 13/04/2018 Venue : IfE	09.00 - 11.30	Gender Mainstreaming	Mr Andre Callus, <i>Executive NCPE</i>	<ol style="list-style-type: none"> 1. Identifying issues related to gender equality in education 2. Understanding and implementing gender mainstreaming 3. Ability to carry out a gender impact assessment
Friday 13/04/2018 Venue : IfE	11.30 – 14.30	Maths Support Services	Ms Melanie Sammut Casha, <i>Education Officer Mathematics Primary</i>	<ol style="list-style-type: none"> 1. Define the role of the Maths Support Team (MSTeam): its values, philosophy and target. 2. Outline the services offered by the MS Team and give examples of the team’s initiatives and projects at national, college and/or classroom level 3. Suggest avenues for strengthening the maths support services at primary level and seek future collaborations
Monday 16/04/2018 Venue : IfE	09.00 – 11.00	Practical Tips re Administration	Ms Maria Ciappara, <i>Co-Education Advisor</i>	<ol style="list-style-type: none"> 1. Sharing my experiences as a teacher an Asst. HOS, HOS, College Principal. 2. Empowering the newly appointed Asst. Heads of School. 3. Sharing good practices and giving them practical tips they 4. Encouraging them to keep me as their “critical friend” and ask for any “help” they might need in their new job.

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Monday 16/04/2018 Venue : IfE	11.00 - 12.30	Accessing EU Funds	EUPA Representative	Erasmus + Programme – Educators applying for funding under the School Education Sector may opt to submit under one of the 3 Key Actions available: Key Action 1: Mobility Project for School Education Staff: Key Action 2: Cooperation for innovation and the exchange of good practices in school education. Key Action 3: Opportunity for Youths to engage with politicians on policies which give special focus on young people.
Monday 16/04/2018 Venue : IfE	12.30 – 14.30	The Role of an Assistant Head (Secondary)	Ms Mary Pace, <i>College Principal St. Ignatius College</i>	1. Different Leadership Styles. 2. Duties and responsibilities. 3. How to build and maintain a healthy relationship with SMT, teaching staff, students and parents.
Wednesday 18/04/2018 Venue : IfE	09.00 - 11.00	School Social Work Service	Ms Maria Zahra, <i>Principle Social Worker National School Support Services</i>	1. Description of respective roles of social workers and social 2. Explain how service operates in collaboration with schools and other support seervices within and outside Educational Directorates 3. Case Studies
Wednesday 18/04/2018 Venue : IfE	11.00 - 13.00	Educational Psycho-Social Services	Ms. Sandra Cortis, <i>Director National School Support Services</i>	1. Overview of the Education Psycho-Social Services. 2. The main objectives of the services. 3. Mission and vision of the provision of services including ethical working practices and professional provision of service.
Wednesday 18/04/2018 Venue : IfE	13.00 - 14.30	Counselling Services in Schools	Mr. Karl Coleiro, <i>College Counsellor National School Support Services</i>	1. Explain what counselling is and its benefits 2. Explain how the whole system works 3. Examples of practical situations

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Friday 20/04/2018 Venue : IfE	09.00 - 11.00	Educational vocational and career guidance in the schools	Ms Dorianne Gravina, <i>College Career Advisor</i> <i>National School Support Services</i>	<ol style="list-style-type: none"> 1. Explain the service and its benefits 2. Explain how the service works at national, college and school level 3. Provide examples of practice
Monday 23/04/2018 Venue : IfE	09.00 – 10.30	Child Safety Service	Ms Lauren Kenely & Ms Moira Sammut, <i>Guidance Teachers, Child Safety Services</i>	<ol style="list-style-type: none"> 1. Services offered by the Child Safety Services 2. Description of prevention programmes offered to the schools <p>Overview of policy re Child Protection re their role (Child safety Services)</p>
Monday 23/04/2018 Venue : IfE	10.30 – 12.00	Anti-Bullying Service	Ms Joanne Buhagiar & Ms Katinka Zahra Lehtonen, <i>Guidance Teachers, Anti Bullying Services</i>	<ol style="list-style-type: none"> 1. Services offered by the Anti-Bullying Services 2. Description of prevention programmes offered to the schools <p>Overview of policy & policy document re Addressing Bullying Behaviour in Schools re their role (Anti Bullying Services)</p>
Monday 23/04/2018 Venue : IfE	12.00 – 13.30	Anti-Substance Abuse	Ms Daniela Bugeja & Ms Ruth Stivala, <i>Guidance Teachers, Anti Substance Services</i>	<ol style="list-style-type: none"> 1. Services offered by the Anti – Substance Abuse Services 2. Description of prevention programmes offered to the schools 3. Overview of the policy re Tackling substance Abuse in relation to their role (Anti-Substance Abuse Services)
Monday 23/04/2018 Venue : IfE	13.30 – 14.30	Support services from the Directorate for Digital Literacy and Transversal skills	Mr Omar Seguna, <i>Education Officer Digital Literacy</i>	<ol style="list-style-type: none"> 1. Explain the meaning of Digital Literacies 2. The role of staff in schools 3. The importance of digital tools towards transformation with a dedicated area to tablets.

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Wednesday 25/04/2018 Venue : IfE	09.00 - 10.30	SIS Information session – Fronter	Ms Rose Anne Xerri	<ol style="list-style-type: none"> 1. Make use of school Fronter Room (Staff Room and Carers Room) 2. Be able to notify Staff and Parents through SMS service
Wednesday 25/04/2018 Venue : IfE	10.30 - 13.00	SIS information session - MIS	Mr Chris Borg	<ol style="list-style-type: none"> 1. Search for student and personnel information 2. View student attendance 3. View class list or class timetable 4. Import marksheets and view results 5. Manage Monitoring of students 6. Run basic reports
Wednesday 25/04/2018 Venue : IfE	13.00 – 14.30	Financial Management and Procurement	Ms Maria Galea, <i>Director General Strategy and Support</i>	<ol style="list-style-type: none"> 1. Brief officials with regards to school imprest funding, related procedures and financial management 2. Overview of the Public Procurement regulations
Friday 27/04/2018 Venue : IfE	09.00 - 14.30	SIS Information session – e1 Finance	Ms Shirley Poulton	<ol style="list-style-type: none"> 1. Search for an invoice or payment 2. Understand how inventory items are recorded 3. Generate reports (Imprest and School Council) 4. Check balances and reconcile Accounts 5. Accounting deadlines and procedures
Wednesday 02/05/2018 Venue : IfE	09.00 - 12.30	Classification Exercise and Deployment of Human Resources in Schools	Ms Tanya Zammit, <i>Service Manager Peripatetic Teachers</i>	<ol style="list-style-type: none"> 1. Overview of Classification Primary Schools. 2. Overview of Classification Secondary Schools & post Secondary Schools. 3. Overview of Classification Res Centres & Learning Support Centres. 4. Class distribution in Secondary Schools. 5. Curricular Plan – Option Static Blocks 6. Time-Table Issues
Wednesday 02/05/2018 Venue : IfE	12.30 – 14.30	SIS Information session – Time Tabler	Mr Chris Borg	<ol style="list-style-type: none"> 1. Start planning timetable structure 2. Make changes to a timetable 3. Start using Timetabler program on own laptop

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Friday 04/05/2018 Venue : IfE	09.00 - 12.00	The School Development Plan. <i>A repeat of this session was held on the 14/03/18. This is a follow up session for 'The Internal Review' sessions held in Round 1 of the phase courses.</i>	Dr Jacqueline Vanhear, <i>Director Quality Assurance</i>	<ol style="list-style-type: none"> 1. Understand the philosophy behind the whole school approach to School Development Planning. 2. Understand what SWOT analysis entails. 3. Be able to contribute to the writing of SMART action plans. 4. Understand and be able to contribute in compiling the SDP template.
Friday 04/05/2018 Venue : IfE	12.00 - 13.00	The Secondary School Certificate and Profile	Mr. Joseph Micallef, <i>Education Officer</i>	<ol style="list-style-type: none"> 1. An overview of the SSC&P 2. Deadlines to be met 3. Instructions to schools
Friday 04/05/2018 Venue : IfE	13.00 - 14.30	School Psychological Service	Ms. Sandra Cortis, <i>Director National School Support Services</i>	<ol style="list-style-type: none"> 1 Services offered by the School Psychological Services 2 Filling up the Referral Form Adequately 3 What Outcomes to expect 4 How to foster a more collaborative approach
Monday 07/05/2018 Venue : IfE	09.00 - 12.00	Classification Exercise and Deployment of Human Resources in Schools	Mr. Peter Paul Carabott, <i>Director Education Resources</i>	<ol style="list-style-type: none"> 1. Overview of Classification Primary Schools. 2. Overview of Classification Secondary Schools & post Secondary Schools. 3. Overview of Classification Res Centres & Learning Support Centres. 4. Class distribution in Secondary Schools. 5. Curricular Plan – Option Static Blocks 6. Time-Table Issues