



LETTER CIRCULAR - Institute for Education

Date: 14 July 2023

Ref: IfE 49/2023

From: Joanne Grima, CEO Institute for Education

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 (Award)

Course Delivery: 14 Sessions (Blended)

Applications Open: 6 June 2023

Application Link: [IN/01/2023](#)

Application Deadline: 01 September 2023

Fee: Home/EU/EEA: €325 (**Actual Cost after Get Qualified tax rebate €98**)

International Fee: €1,300

The Institute for Education (IfE) is accepting applications submitted online for the **Introductory Course for Supply Teachers (Award) (MQF 6, 15 ECTS)** commencing in **September 2023**. Whilst applications are on a first come first-serve basis, preference will be given to those already engaged as supply teachers.

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 structure can be found [here](#).



Minimum Entry Requirements

Applicants are to be engaged as a Supply Teachers and currently teaching in a licensed school.

1. Evidence of employment will be verified against a GP47 and/or Jobsplus Employment History. CVs and letters of reference will not be considered;

Timetable

Delivery of sessions will be on a blended-learning basis. Any unforeseen changes in session dates will be communicated at the earliest.

SCHEDULED SESSIONS			
Session	Date	Time	Mode of Delivery
Introductory Session	25 th Sept	15:30 – 16:00	Synchronous
Teaching, Learning and Assessment	26 th Sept	15:30 – 18:15	Face-to-face
Teaching, Learning and Assessment	28 th Sept	15:30 – 18:15	Asynchronous
Teaching, Learning and Assessment	3 rd Oct	15:30 – 18:15	Synchronous
Teaching, Learning and Assessment	5 th Oct	15:30 – 18:15	Asynchronous
Teaching, Learning and Assessment	10 th Oct	15:30 – 18:15	Synchronous
Teaching, Learning and Assessment	12 th Oct	15:30 – 18:15	Synchronous
Creating a Positive Learning Environment	16 th Oct	15:30 – 18:15	Face-to-face
Teaching, Learning and Assessment	17 th Oct	15:30 – 18:15	Asynchronous
Creating a Positive Learning Environment	18 th Oct	15:30 – 18:15	Asynchronous
Teaching, Learning and Assessment	19 th Oct	15:30 – 18:15	Asynchronous
Creating a Positive Learning Environment	23 rd Oct	15:30 – 18:15	Face-to-face
Creating a Positive Learning Environment	25 th Oct	15:30 – 18:15	Asynchronous
Creating a Positive Learning Environment	30 th Oct	15:30 – 18:15	Synchronous
Creating a Positive Learning Environment	1 st Nov	15:30 – 18:15	Asynchronous
Practicum Placement	6 th November 2023 – 15 th December 2023		



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Fee

Upon receiving the acceptance letter by the Institute, Home/ EU/ EEA applicants are required to pay a course fee of €325. For further details kindly refer to the [Tuition Fees Policy](#). Modes and methods of payment will be communicated to the accepted applicants.

Technological Requirements

All accepted course participants must ensure that they have a strong internet connection and a working microphone and camera for synchronous (live) online sessions.

Practicum Placement

Important information about the Practicum Placement may be found [here](#).

Get Qualified Scheme

This course falls under the Get Qualified Scheme, an initiative supporting the achievement of qualifications and certifications required by the industry. Upon successful completion of the qualification, the student may be entitled to benefit from a tax credit to recover part of the costs incurred throughout their studies.



For further information, application and procedures kindly follow:

<https://www.maltaenterprise.com/support/get-qualified-2017-2023>

This Scheme is not administered by the Institute for Education.

Submission of Applications

Interested applicants are kindly asked to submit an online application by following the [link](#) by noon (Central European Time) of **Friday, 1 September 2023**. Places are limited to twenty-five (25) eligible applicants.

Thank you

Joanne Grima
CEO Institute for Education

Institute for Education

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