LETTER CIRCULAR - Institute for Education

Date: 9 October 2023   **Ref:** IfE 72/2023

From: Joanne Grima – CEO

To the attention of: College Principals, Heads of Schools (State and Non-State) and sections

---

Subject: Online Application for the Award in Supporting Learners with Individual Educational Needs for Supply Learning Support Educators (LSEs)

Applications Open: 9 October 2023   **Application Deadline:** 3 December 2023

Application Link: SLIEN/01/2024

Tuition Fee: Home/EU/EEA €350 **|** Non-EU/EEA €2,035

The Institute for Education is accepting applications submitted online for the course *Award in Supporting Learners with Individual Educational Needs* for Supply Learning Support Educators (LSEs) and prospective LSEs, starting on 8 January 2024 (as per schedule below). Applications will be received on a first-come first-served basis with supply LSEs already working in a licenced school, given first preference over prospective LSEs. Applicants already employed as supply LSEs are required to provide proof of employment through a GP47/Jobsplus Employment History. CVs and letters of reference are not considered as proof of experience.

Important notice

Applicants who are not already employed as supply LSEs should note carefully that this course is not the only requirement for the post of supply LSE. There are other entry requirements for this position. Entry requirements are established by the employer as per relevant call for applications issued from time to time.

Please note that the Institute for Education does not issue calls for recruitment and thus any query related to employment must be directed at the institution issuing such recruitment applications.

Entry requirements

Applicants interested in following this programme are to satisfy the below minimum eligibility criteria:

1. A minimum of **four** MQF level 3 (Ordinary Level) subjects awarded by MATSEC or an equivalent examination body recognised by the Institute for Education, with at least a grade 5/C or a comparable, which must include Maltese, English Language, Mathematics and a fourth subject; **AND**

2a. An Advanced Level Subject at MQF Level 4 (Grade A to E) awarded by MATSEC or an equivalent examination body recognised by the Institute for Education; **OR**

2b. An MQF Level 4 Qualification (minimum 120 ECTS, or equivalent), or higher.

Get Qualified Scheme

This course may fall under the Get Qualified Scheme, an initiative supporting the achievement of qualifications and certifications required by the industry. Upon successful completion of the qualification, course participants 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 through the following link: SLIEN/01/2024 by **the 3 December 2023**. Places are limited to the first **twenty- five (25) eligible** applicants who will be selected on a first-come first served basis. However, **Supply LSEs, who are already working in a licenced school, will be given preference over prospective LSEs**. Applicants already employed as supply LSEs are required to provide proof of employment through a GP47/Jobsplus Employment History. CVs and letters of reference are not considered as proof of experience. Late applications will not be considered.

Course Schedule

The course will commence on **Monday 8 January 2024** with an Introductory session. The course is being offered through blended learning which comprises a mix of synchronous (live) online sessions, asynchronous sessions with follow-up tasks as well as face-to-face sessions which will be held at the Institute for Education, Martin Luther King Hall, Pembroke. Applicants are encouraged to make the necessary arrangements to be available on the dates and times listed hereunder.

Dates: January 2024 – June 2024 | Venue for face-to-face lectures: Martin Luther King Hall, Martin Luther King Road, Pembroke

Lectures Schedule (15:30- 18:15)

Date (2024)		Module	Delivery of Lecture
Monday	8th Jan	Introductory Lecture	Online Session Live
Friday	12th Jan	Supporting Students with Different Needs in the Inclusive Classroom	Online Session Live
Monday	15th Jan	Supporting Students with Different Needs in the Inclusive Classroom	Online Session Live
Wednesday	17th Jan	Supporting Students with Different Needs in the Inclusive Classroom	Online (Asynchronous)
Friday	19th Jan	Supporting Students with Different Needs in the Inclusive Classroom	Online (Asynchronous)
Monday	22nd Jan	Supporting Students with Different Needs in the Inclusive Classroom	Online (Asynchronous)
Wednesday	24th Jan	Supporting Students with Different Needs in the Inclusive Classroom	Online (Asynchronous)
Friday	26th Jan	Physical Disabilities	Face-to-Face
Monday	29th Jan	Physical Disabilities	Face-to-Face
Monday	5th Feb	Physical Disabilities	Face-to-Face
Wednesday	7th Feb	Behavioural Challenges	Online Session Live
Friday	9th Feb	Behavioural Challenges	Online Session Live
Monday	12th Feb	Physical Disabilities	Face-to-Face
Wednesday	14th Feb	Behavioural Challenges	Online Session Live
Friday	16th Feb	Adapting Resources	Face-to-Face
Monday	19th Feb	Communication Challenges	Online Session Live
Wednesday	21st Feb	Using a Provisional Mapping Tool	Online Session Live
Friday	23rd Feb	Adapting Resources	Online Session Live
Monday	26th Feb	Communication Challenges	Online Session Live

Wednesday	28th Feb	Adapting Resources	Face-to-Face
Friday	1st Mar	Adapting Resources	Online (Asynchronous)
Monday	4th Mar	Communication Challenges	Online Session Live
Wednesday	6th Mar	Adapting Resources	Face-to-Face
Friday	8th Mar	Adapting Resources	Online Session Live
Monday	11th Mar	Communication Challenges	Online Session Live
Wednesday	13th Mar	Behavioural Challenges	Online Session Live
Friday	15th Mar	Using a Provisional Mapping Tool	Online Session Live

Whilst every effort will be made to keep to these dates, there might be last minute changes due to factors that the IfE does not have any control over.

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.

More information about the course can be found through the following link.

Thank you.

Joanne Grima
CEO Institute for Education