



**LETTER CIRCULAR - Institute for Education**

**Date:** 03 November 2023

**Ref:** IfE 84/2023

**From:** Joanne Grima – CEO

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

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**Subject:** Award in Teaching Writing Skills in Primary and Secondary Schools in collaboration with the NLA commencing January 2024

**Applications Open:** 3 November 2023

**Application Deadline:** 6 December 2023

**Application Link:** [TWS/01/2024](https://www.ife.gov.mt/TWS/01/2024)

**Tuition Fee:** Home/EU/EEA €200

Non-EU/EEA €810

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The Institute for Education would like to invite educators to apply for the short-accredited programme titled: **Teaching Writing Skills in Primary and Secondary Schools (Award)** being organised in collaboration with the **National Literacy Agency** commencing in **January 2024**.

**Entry requirements:**

Applicants interested in following this programme should have:

1. A minimum of MQF Level 5 in Education (60 ECTS);

**OR**

2. Diploma in Facilitating Inclusive Education at MQF Level 5 (60 ECTS) AND 2 full years in an educational role. Experience is to be supported only through the provision of an updated GP47 or a Jobsplus Employment History. CVs are not accepted as proof.



**Schedule:**

**Start date:** January 2024  
**End date:** May 2024  
**Course day:** Thursdays  
**Session duration:** 15:30 hrs – 18:00 hrs (unless indicated otherwise)

Face-to-face sessions will be held at the Institute for Education except for the final session which will be held at the National Curriculum Centre. Applicants are encouraged to make the necessary arrangements to be available on the dates listed hereunder.

<b>Introduction Session (15:30 – 16:15)</b>	11/01/24	Synchronous
<b>Module 1 – 1 ECTS (5 hours): The National Literacy Strategy and Balanced Literacy, Theory and Practice</b>		
The National Literacy Strategy	18/01/24	Face-to-face
Balanced Literacy strategies	25/01/24	Face-to-face
<b>Module 2 – 3 ECTS (15 hours): Writing Process Methodology – from Planning to Publishing</b>		
Journal writing Writing process methodology within a balanced literacy approach	01/02/24	Face-to-face
Modelled, shared, and guided writing	08/02/24	Face-to-face
From prewriting to drafting	15/02/24	Face-to-face
Revising strategies including peer response	22/02/24	Face-to-face
Editing strategies and publishing	29/02/24	Face-to-face
Correcting students writing using the 6-traits Formative assessment	07/03/24	Face-to-face
<b>Module 2 – 3 ECTS (15 hours): Writing Process Methodology – from Planning to Publishing</b>		
From storytelling to writing	14/03/24	Face-to-face
The writing workshop and the reading-writing connection	21/03/24	Face-to-face
<b>Module 4 – 1 ECTS (5 hours): Writing Across the Curriculum</b>		
Writing across the curriculum	28/03/24	Face-to-face
Planning on-site and online writing workshops Writing genres	TBC – April 2024	On-site – <b>National Curriculum Centre</b>

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.



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for Education**

### **Tuition Fee**

Upon receiving acceptance confirmation by the IfE, the applicant is required to pay the respective tuition fee for the award. Modes and methods of payment will be communicated to accepted applicants.

For further details kindly refer to the IfE's [Tuition Fees Policy](#)

### **Submission of applications**

Interested applicants are requested to submit an online application through this [link](#) by no later than **6 December 2023**. Places are limited to twenty-five (25) eligible 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.

More information about the course can be found at: [Course Outline](#).

Thank you.

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