



Collaboration with Private Entities

Version 1.0

Author: Senior Manager Quality Assurance
Quality Assurance Department

Policy

The Institute for Education (IfE) is committed to the key principals of equity and social justice and to enhance accessibility for continuing professional learning for all educators. This can greatly contribute to the cultivation of life-long learning, functioning citizens and individuals who have acquired the required 21st century skills and competences in order to activate those coming after us.

To fulfil this vision the Institute is willing to collaborate with Private Entities who offer professional development opportunities for educators to expand their knowledge, skills and competencies.

Procedures

1. The Private Entities approaches the Institute and completes the '**Internal Clearance Form for Collaboration for Private Entities** (Refer to Appendix A).
2. The application is to reach the Senior Manager Programme Development, Co-ordination and Implementation at the Institute for Education.
3. Once the application is submitted to the Institute, it goes through the process described here under. Depending on the time of year at which the application is submitted, this process may take up to six (6) weeks.
 - i. The Institute will register the application;
 - ii. The Academic Board will then form a collective judgment on whether or not to approve the application or seek further information from the applicant. The Academic Board will indicate its recommendations which will be based on the six (6) eligibility criteria listed below:

Criteria to classify eligibility for collaboration with the Institute for Education
1. The Private Entity is a licenced institution which offers accredited courses recognised by the NCFHE;
2. The Private Entity supports the achievement of Institute's aims and objectives;
3. The Private Entity's vision is in line with the implementation of the principles of the Education Act;
4. The Private Entity supports the achievement of the aims of the Educational Strategy for Malta 2014-2024;
5. The Private Entity supports the implementation of My Journey strategy;
6. The courses offered by the Private Entity are value for money.

- iii. The application is also reviewed by the Institute's Board which will also form a judgement on whether or not to approve the application;
- iv. Subsequently, the Senior Manager Administration and Finance will indicate if sufficient funds are available for this collaboration and sign the application.
- v. If the funding required exceeds €2500, the application is reviewed by the Permanent Secretary, who will indicate whether the application has been approved or not.
- vi. The Private Entity is notified in writing by the Senior Manager Programme Development, Co-ordination and Implementation about the decision taken by the Institute for Education.

Appeals

A Private Entity may appeal a decision taken by the Institute to the Appeals Board in writing within ten (10) business days (excluding weekends and public holidays) of receiving the decision. The Appeals Board shall review the record and any additional information submitted by the applicant and render a decision within ten (10) business days (excluding weekends and public holidays) of receiving the appeal. The Appeals Board's decision shall be final. The Appeals Board may extend the time limits set forth above as necessary.

APPENDIX A

INTERNAL CLEARNANCE FORM FOR COLLABORATION WITH PRIVATE ENTITIES

Date: _____

Sections A to B are to be filled in by the Private Entity seeking collaboration with the Institute for Education.

SECTION A

Name of Private Entity	
Address	
Tel/Mob. No.	
Website (if applicable)	

SECTION B

How would you support the achievement of Institute's aims and objectives?	
How would you support the implementation of the Ministry's objectives, including the Education Strategy Framework 2014 – 2024 and other MEDE's plans?	

<p>How would you support the implementation of My Journey?</p>	
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SECTION C

(To be filled by the Senior Manager Programme Development, Co-ordination and Implementation)

<p>Signature of line manager (including Rubber stamp):</p> <p>Date:</p>	
<p>Endorsement by Director General (if applicable):</p>	

(To be filled in by CEO Institute for Education)

<p>Recommendation</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Signature (including Rubber stamp):</p> <p>Date:</p>	

(To be filled in by Director Finance and Administration)

<p>Please indicate if funds are available:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Signature (including Rubber stamp):</p> <p>Date:</p>	

<p>Permanent Secretary Approval</p> <p>Signature:</p> <p>Rubber Stamp:</p> <p>Date:</p>	<p>Approved <input type="checkbox"/></p> <p>Not Approved <input type="checkbox"/></p>
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APPENDIX B

Criteria to classify eligibility for collaboration with the Institute for Education

Assessment Criteria	Criterion not reached	Partially reached	Criterion satisfied	Over and above expectations
	0 marks	1 mark	2 marks	3 marks
1. The Private Entity is a licenced institution which offers accredited courses recognised by the NCFHE;				
2. The Private Entity supports the achievement of Institute's aims and objectives;				
3. The Private Entity's vision is in line with the implementation of the principles of the Education Act;				
4. The Private Entity supports the achievement of the aims of the Educational Strategy for Malta 2014-2024;				
5. The Private Entity supports the implementation of My Journey strategy;				
6. The courses offered by the Private Entity are value for money.				

