



MICRO-PLACEMENTS:

**CONTRIBUTORS'
HANDBOOK - V3**

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EXPLANATION OF TERMS

Contributors

The individuals / employers/ NGOs hosting the placement.

Course Participants

Students following courses at the Institute for Education.

CV

Curriculum Vitae

ECTS

European Credit Transfer and Accumulation System.

Experiential Learning

The process of learnt through experience and reflection

IfE

Institute for Education

Micro-placement

A first-hand experience within the Industry





ABOUT THE MICRO-PLACEMENT MODULE

The Micro-Placement Modules are integrated in various programmes offered by the Institute for Education such as within the Bachelor of Education Programme, at Master levels and as an award. For further details on the hours of placements please consult the Micro-Placement webpage available through the following [link](#).

Course participants will be expected to submit a logbook and reflective journal to recount their experiences and apply inquiry-based techniques to reflect on the experience gained.

Through this module and the contributors on board, course participants will be equipped with soft skills such as adaptability, communication, work ethic, teamwork, flexibility, time management and problem-solving. Thereby creating a spill-over effect in transmitting 21st-century skills into the classrooms.

INTRODUCTION

As part of the Institute's mission which states:

'The Institute for Education promotes high quality education for educators and learners at all levels, and by collaborating with stakeholders, it fosters learning communities of the highest standard while instilling education with equity and social justice.'

We have introduced within our programmes an innovative stance: the Micro-placement module. This module will enable our future educators to acquire the necessary soft skills which they will eventually pass on to their students within the classrooms.

We believe that through such experiences our educators will be better equipped to foster employability amongst our future generations.



WHO CAN BECOME A CONTRIBUTOR?

We have carefully selected the term contributor when designing this project. We could have easily maintained the terms employers or hosts, but in our view, you will become a contributor to the development of our future educators. You will indirectly contribute to the teaching of necessary soft skills of our future generations.

The foreseen contributors for this process may include Employers, NGOs, Voluntary Organisations, public service, public sector, private sector.

BENEFITS

The best experiential learning processes are mutually beneficial for both contributors and course participants. The reason is that course participants will get work done that often takes the back burner, but which needs to be done, while contributors may take the opportunity to develop leadership and management skills among their staff.

- You will have within your workplace an additional staff who will help with short-term or long terms projects.
- You will be getting motivated individuals who are willing to learn, and their enthusiasm will be an asset to other employees.
- It is also an opportunity to promote your business within the education sector. You will also have a dedicated [section](#) on the IfE's website as part of our [Contributors List](#).

We can build a stronger relationship between the education sector and the Industry through such initiatives.

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REASONS TO BECOME A CONTRIBUTOR

Amongst the popular reasons for getting our course on-board includes:

- Your organisation has more work than your staff can handle,
- You want to develop the leadership and management skill of your current employees.
- It will contribute towards the social pillar within your Corporate and Social Responsibility (CSR).

Our micro-placements module is different from other traditional work-placements as they are shorter and provide you with more flexibility. If you have multiple projects running simultaneously, you might wish to consider taking more than one course participant at the same time.

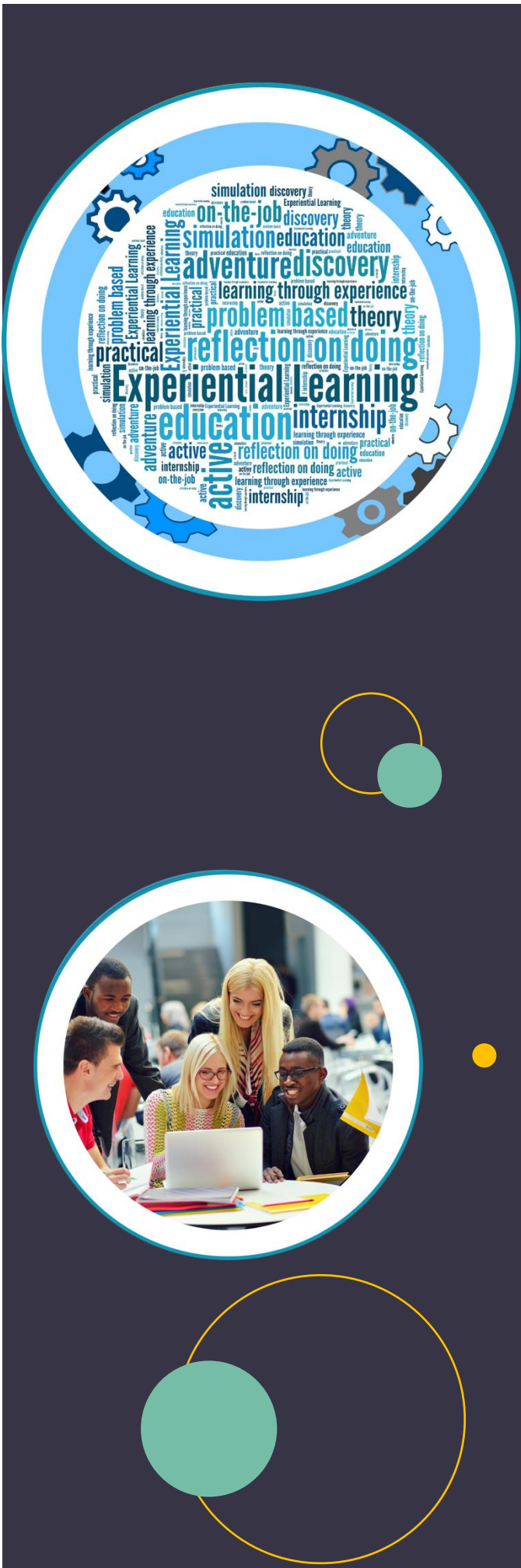
WHAT PROJECTS CAN BE DONE?

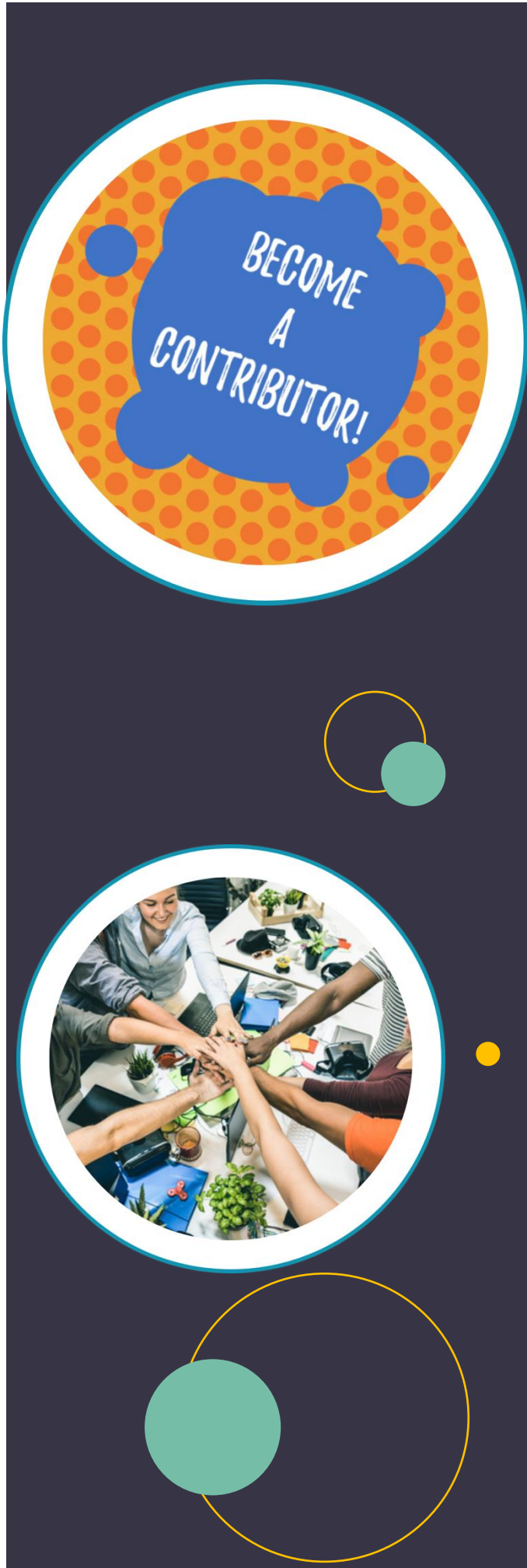
The tasks and projects to be given to our course participants should be tailor-made to fit the necessities of the organisation and the upskilling of the course participant.

The tasks given to course participants can be focused on one project, or they can help in every area of your organisation. Thus, you need to determine the tasks our course participants will follow through during the placement period.

Some examples of tasks given during short placements include:

- Administration
- Data cleaning
- Logistics and planning
- Content calendar
- Mystery shopping
- Content creating etc





PROCESSES AND PROCEDURES

To become a contributor, please visit our [Contributors Page](#). Please fill in the [contributors' form](#). This form will help the Institute determine your selection to participate in this process. It is important that contributor have a Health and safety risk assessment report and business liability insurance before applying to host course participants on placements. Once the desk-based analysis is undertaken, we will schedule a meeting with you to visit your premises prior to the beginning of the placement. Once this process is complete and all criteria are met, you will be listed on our contributors' list, where students will be able to read a brief overview of your institution and show their interest in seeking a placement with you.

OR

If one of our course participants has made contact with you and you are not on our contributors' list, please follow the process above and ask the course participants to fill in the [interest form](#), indicating clearly your organisation's name.

RESPONSIBILITIES

The responsibilities referred to in this handbook are a snapshot of what you will find in the **Micro-Placement Agreement**. You will be required to sign this agreement prior to the start of the placement.

- The on-boarding process shall ensure that the course participants are familiar with the rule and regulations of your organisation
- The premises where the placement is taking place is compliant to Health and Safety regulations
- The course participants shall be covered by the contributor's public liability insurance.
- The contributor shall inform IfE of any short-comings of the course participants.
- Micro-Placements are unpaid for course participants and shall not give any guarantee or commitment which will result into employment.

For further information, please contact IfE on angelique.grech@ilearn.edu.mt