

## LETTER CIRCULAR - Institute for Education

**Date:** 9 August 2021

**Ref:** IfE 64/2021

**From:** Joanne Grima – CEO

**To the attention of:** Heads (College Network), Heads of Schools, Assistant Heads, Assistant Directors, Education Officers, Heads of Department, Teachers and Sections

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**Subject:** Introductory Course for Supply Teachers without a Teaching Qualification (Code: IN/01/2021)

**Course Delivery:** 14 Sessions (Blended)

**Applications Open:** 09:00(CEST) of Monday, 9 August 2021

**Application Link:** [IN/01/2021](#)

**Applications Deadline:** Friday, 3 September 2021

**Fee:** Home/EU/EEA: €325 and International Fee: €1,300

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The Institute for Education is accepting applications submitted online for the **Introductory Course for Supply Teachers without a Teaching Qualification (Award) (MQF 6, 15 ECTS)** commencing **27 September 2021**. 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 26<sup>th</sup> 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

The entry requirements are as follows:

1. Evidence of number of years teaching in a licensed school (GP47 and/or Jobsplus Employment History; AND
2. A Temporary Teaching Warrant

## Timetable

SCHEDULED SESSIONS		
Session	Date	Time
Introductory Session	27 September 2021	15:30 – 16:15
Session 1	28 September 2021	15:30 – 18:15
Session 2	30 September 2021	15:30 – 18:15
Session 3	5 October 2021	15:30 – 18:15
Session 4	7 October 2021	15:30 – 18:15
Session 5	12 October 2021	15:30 – 18:15
Session 6	14 October 2021	15:30 – 18:15
Session 7	18 October 2021	15:30 – 18:15
Session 8	19 October 2021	15:30 – 18:15
Session 9	20 October 2021	15:30 – 18:15
Session 10	21 October 2021	15:30 – 18:15
Session 11	25 October 2021	15:30 – 18:15
Session 12	27 October 2021	15:30 – 18:15
Session 13	1 November 2021	15:30 – 18:15
Session 14	3 November 2021	15:30 – 18:15
Practicum	8 November 2021 – 17 December 2021	
Delivery of sessions will be on a blended-learning basis. Any unforeseen changes in session dates will be communicated at the earliest.		

## 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.



## Submission of Applications

Interested applicants are kindly asked to submit an online application by following the [link](#) by noon (Central European Time) of **Friday, 3 September 2021**. Places are limited to twenty-five (25) eligible applicants.

Thank you

**Joanne Grima**  
CEO Institute for Education