

## LETTER CIRCULAR - Institute for Education

**Date:** 23<sup>rd</sup> September 2021

**Ref:** IfE 74/2021

**From:** Joanne Grima – CEO

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

---

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

**Application Link:** [SLIEN/01/2022](https://slie.n/01/2022)

**Deadline:** Noon (CET) 3<sup>rd</sup> December 2021

---

The Institute for Education is accepting applications submitted online for the course *Supporting Learners with Individual Educational Needs (Award)* for Supply Learning Support Educators (LSEs) and prospective LSEs, starting in **January 2022 (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.**

### 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. There are specific entry requirements over and above this course that you need to satisfy to apply for the post of Supply Learning Support Educator

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 should:

- a. Have a minimum of four MQF level 3 (Ordinary Level) subjects, with at least a grade 5/C or a comparable, which must include Maltese, English Language, Mathematics and any other subject;

OR

- b. Have a minimum of a full MQF level 3 VET Qualification with at least 60 ECTS including successful completion of Mathematics, English and Maltese studied as key skills. Applicants

applying under this criterion are requested to include an official Transcript as evidence together with their Certificate.

### Practicum Component

Applicants who are not employed as supply LSE's require a minimum of one (1) subject at Advanced Level (MQF 4) with a minimum Grade E or a full qualification at MQF Level 4 (120 ECTS) in order to be offered a placement for the practicum component. Applicants who do not hold the above qualifications are required to find their own placement in licenced compulsory education schools for the practicum component of this course.

### Fee

Upon receiving acceptance confirmation by the IfE, the applicant is **required** to pay **€350** for the course. Modes and methods of payment will be communicated to accepted applicants. Students following this programme may apply for the Get Qualified Scheme which will enable them to benefit from a tax-credit for the cost incurred. For further details kindly refer to the Institute's [Tuition Fees Policy](#).



### Submission of applications

Interested applicants are kindly asked to submit an online application through the following link: [SLIEN/01/2022](#) by **noon (Central European Time) of 3<sup>rd</sup> December 2021**. 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**. Late applications will not be considered.

### Course Schedule

The course will commence on **Monday 10<sup>th</sup> January 2022** with an Introductory session. Since at the time of publishing of this circular, all Institute for Education lectures are being held online due to the COVID 19 pandemic, lectures are being planned to be all online. Should the situation change in the weeks before or during the course, some or all of the online lectures might be converted from online to face-to-face and be held at the Institute for Education, Martin Luther King Hall, Pembroke. The lecture dates and times will be as follows:

SLIEN/02/2020 - SCHEDULED SESSIONS		
Session	Date	Time
Introductory Session	Monday 10 <sup>th</sup> January 2022	15:30 – 18:15
Week 1	12/01, 14/01	15:30 – 18:15
Week 2	17/01, 19/01, 21/01	15:30 – 18:15
Week 3	24/01, 26/01, 28/01	15:30 – 18:15

Week 4	31/01, 02/02, 04/02	15:30 – 18:15
Week 5	07/02, 09/02, 11/02	15:30 – 18:15
Week 6	14/02, 16/02, 18/02	15:30 – 18:15
Week 7	21/02, 23/02, 25/02	15:30 – 18:15
Week 8	28/02, 02/03, 04/03	15:30 – 18:15
Week 9	07/03, 09/03, 11/03	15:30 – 18:15
Week 10	14/03, 16/03, 18/03	15:30 – 18:15
Practicum	To be communicated	

*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.*

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

Thank you.

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