



# Micro-Placement Policy

Version 2.1

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| <b>Policy Reviewer:</b> | ELB             | <b>Designation:</b>    | N/A  | <b>Dept.</b> | N/A     |
| <b>Policy Approver:</b> | ELB             | <b>Effective Date:</b> | 4/02/2020                                      |              |         |

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## **1.0 Policy Statement**

- 1.1** This policy defines and establishes the ground for the Micro-Placement modules established by the Institute for Education (IfE).
- 1.2** The primary goal of the Micro-Placement modules offered by the IfE is to allow course participants to gain an additional work experience that is different from their routine within the classroom

## **2.0 Principles**

- 2.1** The experiential learning modules will provide a hands-on learning experience that future educators will recount and pass on to future generations within the classrooms. Through these modules, the IfE will equip future educators with necessary 21<sup>st</sup> century soft skills, which they will eventually use and pass on to their students within the classrooms.
- 2.1** Through these modules, the IfE will equip future educators with necessary 21<sup>st</sup> century soft skills, which they will eventually use and pass on to their students within the classrooms.
- 2.2** These modules shall equip course participants with skills such as teamwork, effective communication, social interaction and professional networking, understanding business procedures, leadership, and critical thinking.
- 2.3** These modules shall provide course participants with work experience within a semi-formal academic framework that carries with it official course credit from the IfE.

## **3.0 Aims and objectives**

- 3.1** The aims and objectives of this Policy are the following:
  - 3.1.1** Guide the Micro-Placement Process;
  - 3.1.2** Establish the criteria for contributor and placement approval or otherwise;
  - 3.1.3** Establish the key documentation to be followed throughout the Micro-Placement.

## **4.0 Definition of Terms**

- 4.1** Experiential learning integrates knowledge and theory learned with practical application and skills development in a professional setting. The Experiential learning process gives an opportunity to organise micro - placements, which are structured, short-term and supervised and are often focused on particular tasks or short-term projects.
- 4.2** Micro-Placements are short industry-based placements outside of the school/classroom-based environment.
- 4.3** A Contributor is an approved placement provider, committed to host course participants for micro-placements such as employers, NGOs, the public sector, public service and the private sector.
- 4.4** The Course participants are the learners reading for a qualification at IfE
- 4.5** The Institute for Education (IfE) is the administrator of the Micro-Placement module.
- 4.6** The Manager Internal Evaluation and Internship at IfE is the coordinator of the Micro-Placement modules.

## **5.0 Introduction to Micro- Placements**

- 5.1** The Micro-Placement modules shall carry a stipulated number of ECTS as part of the qualification that a course participant is reading for or as part of a stand-alone award.
- 5.2** The modules will be graded as per the Insititute's assessment criteria made available at the beginning of the course.
- 5.3** The Micro-Placement module shall occur outside the school, classroom-based environment and shall not entail any teaching practices.
- 5.4** The Micro-Placement Agreement will be kept in a file in the IfE's office for ten (10) years.

## **6.0 The 'Micro-Placement Learning Agreement'**

- 6.1** The Micro-Placement module shall be guided by a written agreement that outlines the mutual expectations and responsibilities of the IfE, the organisation, and the course participant (learner). It shall include the following:
  - 6.1.1.** The timeframe of the placement period.
  - 6.1.2.** The name and address of the origination where the placement will be held.
  - 6.1.3.** The obligations of the IfE.

- 6.1.4. The obligations of the course participants (the learner).
- 6.1.5. The obligations of the Contributor i.e. the host of the placement
- 6.1.6. The end and termination of the Micro-placement.

## 7.0 The Micro-Placement Procedures

- 7.1 The Micro-Placement process is mainly undertaken through online procedures.
- 7.2 The IfE highly encourages that the process is kick-started by the course participants themselves. This will ensure that the placements are more relevant and closely related to the interests of the course participants.
- 7.3 The procedures are outlined as follows:
  - 7.3.1. The course participants shall seek a contributor where to undertake the placement.
  - 7.3.2. The course participants shall contact the Contributor to check whether they are listed on the [Contributor's list](#) on the IfE's webpage.
  - 7.3.3. If the Contributor is listed on the IfE's webpage, the course participant shall fill in the [Interest form](#), indicating the Contributor's name where they are interested in following the placement.
  - 7.3.4. Course participants shall ensure that their micro-placements is relevant to the stream that they are studying.
  - 7.3.5. If the Contributor is **NOT** listed on the IfE's webpage, the course participant shall ask the Contributor to fill in the [Contributor's form](#). The course participants shall be responsible for ensuring that the Contributor fills in the form.
  - 7.3.6. Once the Contributor's form is submitted, the IfE shall vet the application and undertake the necessary checks at the Contributor.
  - 7.3.7. Based on the process undertaken within step 5 above, the IfE shall issue a decision within two (2) months.
  - 7.3.8. If the Contributor meets the [selection criteria](#) of the IfE, the Contributor is listed on the [Contributor's list](#), and the course participant may fill in the [interest form](#) as per step 3 above.

## **8.0 The Experiential Learning Board and Criteria for Micro-Placements**

- 8.1** The Experiential Learning Board (herein referred to as the Board) is vested with the approval or otherwise of stakeholder's interest in becoming a contributor with IfE for Micro-Placements. It also approves the whole placements process and the course participants interested in a placement at a specific provider.
- 8.2** In its deliberations, the Board considers the following aspects before reaching its conclusions. Stakeholders interested in offering Micro-Placements shall:
- 8.2.1. Comply with Health and safety regulations
  - 8.2.2. Have a business liability insurance in place to safeguard course participants on Placements
  - 8.2.3. Ensure that the placement they are offering to course participants offers an experience that is outside of the school/classroom environment.
  - 8.2.4. Ensure that course participants following a specific stream undertake their placement within the field that they are studying
- 8.3** The Board thoroughly checks that the placements offered do not occur in a school-based environment during its deliberations.
- 8.4** Course participants choosing Micro-Placements are to be aware of the following:
- 8.4.1 Primary streams may hold their placement at any organization of their choice, however, Micro-Placements shall not be held within a traditional school/classroom-based/ teaching practice setting.
  - 8.4.2 Secondary streams may hold their placement at any organization of their choice, however, Micro-Placements shall not be held within a traditional school/classroom-based/ teaching practice setting.
  - 8.4.3 VET Streams must choose a Micro-Placement related to their VET subject area.

## **9.0 Roles and Responsibilities**

- 9.1** The IfE shall:
- 9.1.1. Act as the administrator of the training programme.
  - 9.1.2. Issue the qualification or award for each training programme in accordance with the Malta Qualifications Framework.
  - 9.1.3. Issue the EUROPASS Certificate/Diploma Supplement or similar to learners on successfully completing the programme.
  - 9.1.4. Supervise the suitability of the placement provider and the suitability of the premises.
  - 9.1.5. Take all necessary actions to ensure the well-being of the learners.
  - 9.1.6. Mediate on issues that may arise between the learner and the placement provider.
  - 9.1.7. Conduct an inspection and request information from the sponsor as it may deem necessary.

9.1.8. Send Micro-Placement Visitors on-site throughout the placement period.

**9.2** The course participants shall:

9.2.1. Understand that Micro-Placement credits will not be awarded retroactively for duties/tasks performed at an earlier time.

9.2.1. Ensure that the timetable, dates and times stipulated in the Micro-Placement information sheet are respected and adhered to.

9.2.2. Perform tasks entrusted to them as part of their training.

9.2.3. Ensure that activities / tasks for Micro-Placements do not take place within a school/classroom-based environment and does involve any form of teaching practices.

9.2.4. Follow the rules, regulations and procedures as stipulated by the Contributor.

9.2.5. Notify the IfE if the Contributor is not adhering to the conditions established within the agreement.

9.2.6. Be bound by confidentiality; therefore, they cannot pass any information about the organisation where s/he undertook the training. This clause shall remain viable even after the termination of this agreement.

9.2.7. Recognise that they represent the IfE as an ambassador to the community and abide by the IfE's [Policies and Procedures](#).

**9.3.** The Contributor shall:

9.3.1. Ensure that the learner is familiar with its rules, regulations and procedures.

9.3.2. Ensure that learners are provided with the appropriate environment to achieve the learning outcomes as defined in the Micro-Placement information sheet.

9.3.3. Provide proper health and safety equipment and facilities in accordance with the [Occupational Health and Safety Authority Act](#);

9.3.4. Ensure that learners are covered by the sponsor's public liability insurance and vehicle insurance, where appropriate.

9.3.5. Ensure that the learners' well-being is safeguarded and that they are trained in an environment that is free from discrimination, workplace bullying or harassment.

9.3.6. Inform the IfE of any learner's shortcomings in order for necessary action to be taken.

9.3.7. Allow access for monitoring purposes by the IfE official representatives and any other official who is authorised by the IfE.

## 10.0 Forms to be used and completed during the Micro-Placement period.

- [Contributor's form.](#)
- [Interest form](#)
- [Pre-Placement Questionnaire](#)
- [Micro-Placement – Course Participant's Feedback Form](#)
- [Micro-Placement – Contributor's Feedback Form](#)

## 11.0 Related Documents

- [Contributor's form.](#)
- [Contributor's list](#)
- [Interest form,](#)
- [Occupational Health and Safety Authority Act](#)
- [Policies and Procedures](#)
- [Selection criteria](#)

## 12.0 Version history

| Originator | Version | Date       | Changes Done  |
|------------|---------|------------|---|
| QA Dept.   | 1.0     | 04/02/2020 | Initial Release   |
| QA Dept.   | 2.0     | 25/09/2022 | Inclusion of new section 3.<br>New inclusions: 4.2, 4.3, 4.4<br>Updating of Section 5 new clause 5.3<br>Inclusion of new section: Section 8<br>Inclusion of new section 11. |
| QA Dept.   | 2.1     | 26/04/2024 | Updated links   |