

LETTER CIRCULAR - Institute for Education

Date: 2nd June 2025

Ref: IfE 54/2025

From: Christine Grech - Head of Admissions

Subject: Introductory Course for Supply Teachers (Award)

Course Delivery: 15 Sessions (Blended)

Applications Open: 29 May 2025

Application Link: [IN/01/2025](#)

Application Deadline: 16 June 2025

Tuition Fee: Home/EU/EEA Applicants: €395 per annum

Non-EU/EEA Applicants: €1,300 – Full Price

The Institute for Education (IfE) is accepting applications submitted online for the **Introductory Course for Supply Teachers (Award) (MQF 6, 15 ECTS)** commencing in **July 2025**. Whilst applications are on a first come first-serve basis, preference will be given to those already engaged as supply teachers.

This award will be offered twice during academic year 2025-2026. There will be a second intake commencing in October 2025.

Course Details

The Memorandum of Understanding between the Government of Malta and the Malta Union of Teachers dated 26th 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

Applicants are to be engaged as Supply Teachers and currently teaching in a licensed school **at compulsory education level**.

Evidence of employment will be verified against a GP47 and/or Jobsplus Employment History. CVs and letters of reference will not be considered.

Schedule

Module	Date	Time	Mode of Delivery
Introductory Session	Thursday, 10 th July 2025	14:00 – 14:30	Online Session Live
Teaching, Learning and Assessment	Monday, 14 th July 2025	14:00 – 16:30	IfE Premises
Teaching, Learning and Assessment	Wednesday, 16 th July 2025	14:00 – 16:30	Online Asynchronous
Teaching, Learning and Assessment	Monday, 21 st July 2025	14:00 – 16:30	Online Session Live
Teaching, Learning and Assessment	Wednesday, 23 rd July 2025	14:00 – 16:30	Online Asynchronous
Teaching, Learning and Assessment	Monday, 28 th July 2025	14:00 – 16:30	Online Session Live
Teaching, Learning and Assessment	Wednesday, 30 th July 2025	14:00 – 16:30	Online Asynchronous
Teaching, Learning and Assessment	Monday, 4 th August 2025	14:00 – 16:30	Online Session Live
Teaching, Learning and Assessment	Wednesday, 6 th August 2025	14:00 – 16:30	Online Asynchronous
Creating a Positive Learning Environment	Monday, 11 th August 2025	14:00 – 16:30	IfE Premises
Creating a Positive Learning Environment	Wednesday, 13 th August 2025	14:00 – 16:30	Online Asynchronous
Creating a Positive Learning Environment	Monday, 18 th August 2025	14:00 – 16:30	Online Session Live
Creating a Positive Learning Environment	Wednesday, 20 th August 2025	14:00 – 16:30	Online Asynchronous
Creating a Positive Learning Environment	Monday, 25 th August 2025	14:00 – 16:30	Online Session Live
Creating a Positive Learning Environment	Wednesday, 27 th August 2025	14:00 – 16:30	IfE Premises
Practicum Tutorial	Tuesday, 30 th September 2025	15:30 – 18:00	Online Session Live
Practicum Placement	27th October – 5th December 2025 (6 weeks)		

Tuition Fee

Upon receiving the acceptance letter by the Institute, Home/ EU/ EEA applicants are required to pay a course fee of €395. For further details kindly refer to the [Tuition Fees Policy](#). Modes and methods of payment will be communicated to the accepted applicants.

Language Requirement for Students from countries other than Malta

In addition to the above requirements, applicants whose mother tongue is not English, and who have never followed a full qualification taught in English language are required to demonstrate English language proficiency with an Academic IELTS score of 6.0, or an equivalent score from another recognised international proficiency examination.

Technological Requirements

All accepted course participants must ensure that they have a strong internet connection and a working microphone and camera for synchronous (live) online sessions.

Practicum Placement

Important information about the Practicum Placement may be found [here](#).

Get Qualified Scheme

This course falls under the Get Qualified Scheme, an initiative supporting the achievement of qualifications and certifications required by the industry.

For further information, application and procedures kindly follow this [link](#).

This Scheme is not administered by the Institute for Education.



Submission of Applications

Interested applicants are kindly asked to submit an online application by following the [link](#) by noon (Central European Time) of **Monday, 16 June 2025**.

Disclaimer

The running of all programmes is subject to a minimum number of participants and subject to availability of resources.

For more information, kindly contact us on **ife.admissions@ilearn.edu.mt** or **25982038**.

Thank you.

Christine Grech

Head of Admissions