

LETTER CIRCULAR - Institute for Education

Date: 16 October 2025

Ref: IfE 97/2025

From: Christine Grech - Head of Admissions

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

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

Applications Open: 16 October 2025

Application Deadline: 28 November 2025

Application Link: [SLIEN/01/2026](#)

Tuition Fee: Home/EU/EEA €350 | Non-EU/EEA €2,000

The Institute for Education is accepting applications submitted online for the course *Award in Supporting Learners with Individual Educational Needs* for Supply Learning Support Educators (LSEs) and prospective LSEs, starting on 5 January 2026 (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. Applicants already employed as supply LSEs are required to provide proof of employment through a GP47/Jobsplus Employment History. CVs and letters of reference are not considered as proof of experience.

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.

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 are to satisfy the below minimum eligibility criteria:

1. A minimum of **four** MQF level 3 (Ordinary Level) subjects awarded by MATSEC or an equivalent examination body recognised by the Institute for Education, with at least a grade 5/C or a comparable, which must include Maltese, English Language, Mathematics and a fourth subject; **AND**
- 2a. An Advanced Level Subject at MQF Level 4 (Grade A to E) awarded by MATSEC or an equivalent examination body recognised by the Institute for Education; **OR**
- 2b. An MQF Level 4 Qualification (minimum 120 ECTS, or equivalent), or higher.

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 through the following link: [SLIEN/01/2026](#) by **the 28 November 2025**. 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**. Applicants already employed as supply LSEs are required to provide proof of employment through a GP47/Jobsplus Employment History. CVs and letters of reference are not considered as proof of experience. Late applications will not be considered.

Course Schedule

The course will commence on **Monday 5 January 2026** with an Introductory session. The course is being offered through blended learning which comprises a mix of synchronous (live) online sessions, asynchronous sessions with follow-up tasks as well as face-to-face sessions which will be held at the Institute for Education, Martin Luther King Hall, Pembroke. Applicants are encouraged to make the necessary arrangements to be available on the dates and times listed hereunder.

Dates: January 2026 – March 2026 (Lectures) | April 2026 – May 2026 (Placement) |
Venue for face-to-face lectures: Martin Luther King Hall, Martin Luther King Road, Pembroke

Lectures Schedule (15:30-18:15 with the exception of the Introductory lecture which is 15:30-16:00)

Date (2025)		Module	Delivery of Lecture
Monday	5 th Jan 2026	Introductory Lecture	Online Session Live
Tuesday	6 th Jan 2026	Supporting Students with Different Needs in the Inclusive Classroom	Face-to-Face
Monday	12 th Jan 2026	Supporting Students with Different Needs in the Inclusive Classroom	Online Session Live
Tuesday	13 th Jan 2026	Supporting Students with Different Needs in the Inclusive Classroom	Online Asynchronous
Thursday	15 th Jan 2026	Physical Needs	Face-to-Face
Monday	19 th Jan 2026	Using a Provisional Mapping Tool	Face-to-Face
Tuesday	20 th Jan 2026	Supporting Students with Different Needs in the Inclusive Classroom	Online Asynchronous
Thursday	22 nd Jan 2026	Physical Needs	Online Session Live
Monday	26 th Jan 2026	Supporting Students with Different Needs in the Inclusive Classroom	Online Session Live
Tuesday	27 th Jan 2026	Supporting Students with Different Needs in the Inclusive Classroom	Online Asynchronous
Thursday	29 th Jan 2026	Behavioural Challenges	Face-to-Face
Monday	2 nd Feb 2026	Physical Needs	Face-to-Face
Tuesday	3 rd Feb 2026	Behavioural Challenges	Online Asynchronous

Thursday	5 th Feb 2026	Physical Needs	Online Session Live
Monday	9 th Feb 2026	Behavioural Challenges	Online Session Live
Thursday	12 th Feb 2026	Behavioural Challenges	Face-to Face
Monday	16 th Feb 2026	Adapting Resources	Face-to-Face
Thursday	19 th Feb 2026	Adapting Resources	Online Session Live
Monday	23 rd Feb 2026	Adapting Resources	Online Asynchronous
Thursday	26 th Feb 2026	Adapting Resources	Online Asynchronous
Monday	2 nd Mar 2026	Adapting Resources	Online Asynchronous
Thursday	5 th Mar 2026	Adapting Resources	Online Asynchronous
Monday	9 th Mar 2026	Communication Challenges	Online Session Live
Tuesday	10 th Mar 2026	Communication Challenges	Face-to-Face
Thursday	12 th Mar 2026	Communication Challenges	Online Session Live
Monday	16 th Mar 2026	Communication Challenges	Online Session Live

The practice placements will take place between **13 April 2026** and **22 May 2026**.

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.

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.

More information about the course can be found through the following [link](#).

Thank you.

Christine Grech
Head of Admissions