



LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: HR/162/2014

Date: 4th December 2014

From: Joseph Micallef, Director HR (MEDE)

To: Permanent Secretary, Directors General, Directors, College Principals and Heads of School/Section (State Only)

Subject: Expression of Interest to teach Vocational Subjects in State Secondary Schools

Directors, College Principals and Heads of School/Section are kindly requested to ensure that this circular is brought to the attention of ALL teaching staff, including those on any sort of leave/currently released to work with other organisations in a timely manner. It is strongly recommended that all teaching staff are informed through their iLearn e-mail account since this is considered the official email address.

“In accordance with clause 3.1(l) of the current Collective Agreement, nomenclatures importing the male gender include also the female gender”.

1.0 Introduction

- 1.1 Following the successful piloting of a number of vocational subjects over the past few years, the Directorate for Quality and Standards in Education is extending the number of vocational SEC subjects in secondary schools as option subjects in Form 3, alongside the other option subjects from the scholastic year 2015-16. Students will be recruited through the usual Options Exercise in Form 2 - groups will not exceed 16 students as is normal practice in practical subjects.
- 1.2 The introduction of vocational subjects will broaden and enrich the secondary education curriculum through the adoption of teaching and learning methods that are experiential in nature, involve a range of practical and written assignments, and collate evidence of learning as an on-going learning and assessment process. Each course, which strives to develop students into autonomous learners, includes teacher assessment as well as controlled assessment throughout the course of study.
- 1.3 The MATSEC Board is administering and managing the new vocational subjects which it is recognising as vocational SEC subjects. The syllabi of the vocational subjects are developed by SEC syllabi panels and the controlled assessment is set by the MATSEC Board, marked by the teachers, and verified by the external assessor. The student work is marked by the teachers, internally verified by other teachers teaching the subject, and externally verified by subject assessors nominated by the MATSEC Board. Students who opt to study a vocational subject will be registered with the MATSEC Board at the beginning of Form 3 since the on-going assessment of these subjects spans throughout the three-year course of study.

1.4 The subjects that will be introduced during the scholastic year 2015-2016 are the following:

- **Engineering Technology**
- **Health and Social Care**
- **Hospitality**
- **Information Technology**
- **Agribusiness**

2.0 Eligibility Criteria

2.1 Applicants must be officers from within the teaching class who are in possession of / are eligible for a permanent warrant.

2.2 Preference will be given to officers who:

- have taught the vocational subject before and \ or
- have a qualification related to the vocational subject and \ or
- have taught subjects related to the specific vocational subject and \ or
- have interest, experience and knowledge in the vocational subject.

2.3 Subjects related to each vocational subject:

- subjects related to **Engineering:** Design & Technology, Mathematics and Science subjects;
- subjects related to **Health and Social Care:** Home Economics, PSD, PE and Science subjects;
- subjects related to **Hospitality:** Home Economics, Design and Technology (Food and Textiles);
- subjects related to **Information Technology:** Computing and ICT;
- subjects related to **Agribusiness:** Biology, Integrated Science, Environmental Studies, Home Economics, PE and Social Studies. Experience and knowledge in the field of Agriculture and Farming would be an asset.

2.4 An information meeting for interested teachers will take place on the **Thursday 11th December 2014** at the **National Curriculum Centre, NCC, Hamrun at 16.30 hrs.** During this meeting, information on the programme of study of the vocational subjects will be given and there will be time for questions and answers.

3.0 General Provisions

3.1 Selected applicants would be required to undertake the necessary professional development and training in order to become familiar with the vocational programmes, pedagogies, and assessment procedures.

3.2 Training sessions will be held during the half-yearly examinations (February 2015) and during the orals of the annual examinations (June 2015). Other sessions may be organised as part of and INSET programme.

3.3 The Training Programme will be organised by the Curriculum Department of the DQSE and facilitated by the teaching staff who have been participating in the pilot programme of vocational subjects for the past three years.

4.0 Selection, publication of merit list and submission of petitions relating to the result

4.1 All eligible applicants will be assessed by a selection board to determine in rank order their suitability to perform these duties. Due consideration will be given to applicants in possession of an appropriate recognised related qualification and/or have proven related experience.

4.2 For each subject, preference will be given to selected applicants from the particular secondary school to teach the vocational subject in their school.

4.3 The merit lists will be published by the Directorate for Educational Services (DES) and exhibited on the notice board of the Customer Care Section, Directorate for Educational Services, Great Siege Road, Floriana VLT 2000 or the Education Office, Fortunato Mizzi Street, Victoria, Gozo, VCT 2000. A notification of the publication of the merit lists will be duly published by the Human Resources Office by means of a circular.

4.4 An applicant who would like to object to the outcome of the selection process including requests for breakdown of marks, can do so within ten (10) working days from the date of the circular announcing the publication of the merit list. The request/petition is to be submitted in writing, addressed to the Director General, DES, on e-mail address, dg.des.educ@gov.mt. Persons making such representations are to explain clearly the grounds for their request.

5.0 Submission of applications

5.1 Applicants are requested to indicate the subject/s they are applying for and whether they are prepared to teach in:

- (i) any secondary school and / or
- (ii) in any secondary school within the College and / or
- (iii) only in the school where currently posted.

5.2 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which are to be attached to the application.

5.3 The original certificates and/or testimonials are to be produced for verification at the interview.

5.4 A covering letter together with a recent CV will be received by the Customer Care Section, Directorate for Educational Services, Great Siege Road, Floriana VLT 2000 or the Education Office, Fortunato Mizzi Street, Victoria, Gozo by not later than **16.00 hrs (4.00 p.m.) (Central European Time) of Wednesday 17th December 2014** or via an email originating from the applicant's ilearn account to info.education@gov.mt (Subject: Expression of Interest to teach Vocational Subjects in State Secondary Schools).

5.5 (a) A receipt will be given at the time of delivery for applications delivered by hand.

- (b) Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. These applications will be acknowledged in writing by the Customer Care Section, Directorate for Educational Services, Great Siege Road, Floriana VLT 2000 or the Education Office, Fortunato Mizzi Street, Victoria, Gozo within seven (7) days.

5.6 Late applications **will not** be considered.

Joseph Micallef
Director HR (MEDE)