

2017

User's Guide For Individual Accreditation Online Application

Accreditation Unit

Directorate for Quality and Standards in
Education

July 2017

Version 1



Contents

Guidelines	3
1. Applicant's Details.....	3
1.1 Details of Application	3
1.2 Role	5
2. Requirements.....	6
2.1 Language Proficiency	7
2.2 Certificates	7
2.3 File Upload	9
2.4 Self Declaration	9

Guidelines

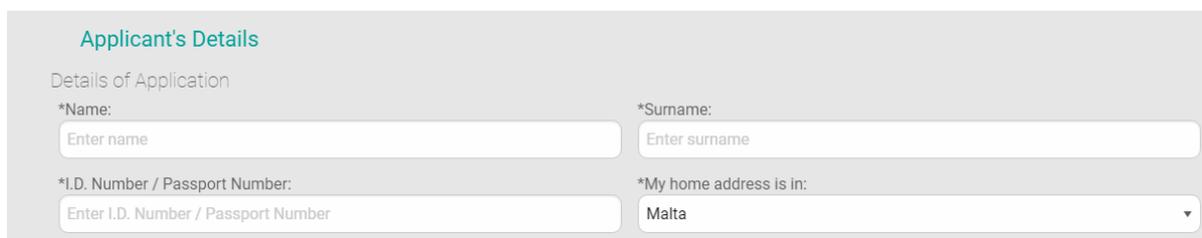
1. Applicant's Details

1.1 Details of Application

The online form is divided into two (2) pages.

The first page deals with the **personal details** of the applicant and his/her **role details**.

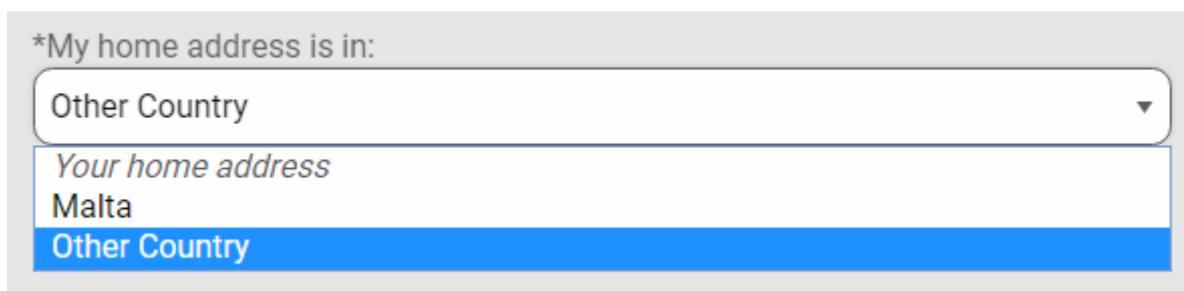
1. The applicant is asked to enter the following details:
 - a. Name
 - b. Surname
 - c. I.D. Number or Passport Number (Passport number is only required in case the applicant is a foreigner)



The screenshot shows a form titled "Applicant's Details" with the subtitle "Details of Application". It contains four input fields arranged in a 2x2 grid. The top-left field is labeled "*Name:" and contains the placeholder text "Enter name". The top-right field is labeled "*Surname:" and contains the placeholder text "Enter surname". The bottom-left field is labeled "*I.D. Number / Passport Number:" and contains the placeholder text "Enter I.D. Number / Passport Number". The bottom-right field is labeled "*My home address is in:" and is a dropdown menu with "Malta" selected.

Figure 1: Personal Details

2. You are requested to choose whether your home address is in Malta or in any other country as shown in Figure 2.



The screenshot shows a dropdown menu titled "*My home address is in:". The menu is open, showing three options: "Other Country" (selected), "Your home address Malta", and "Other Country". The "Other Country" option at the bottom is highlighted with a blue background.

Figure 2: Home Address

In both options, you are asked to provide the following fields:

- a. House Number / House Name
- b. Street Name

If your home address is in Malta, the field Locality is populated with all the Localities in Malta and Gozo :

Figure 3: List of Localities

If your home address is in another country, you are provided a free text field where to key in the locality of residence abroad. In this case, a list of the World Countries is provided where to choose from as in Figure 4.

Figure 4: List of Countries

3. The applicant is required to provide the **Postal Code** in the appropriate field.
4. The applicant may choose one option as for **contact details**.

- a. If the applicant selects the Telephone option, a new field will appear next in line with the Telephone Number field as per below:



*As contact details, I want to provide my: Telephone Number

*Telephone Number: Enter your phone number

Figure 5: Telephone Number field

- b. If the applicant selects the Mobile option, a new field will appear next in line with the Mobile Number field as per below:



*As contact details, I want to provide my: Mobile Number

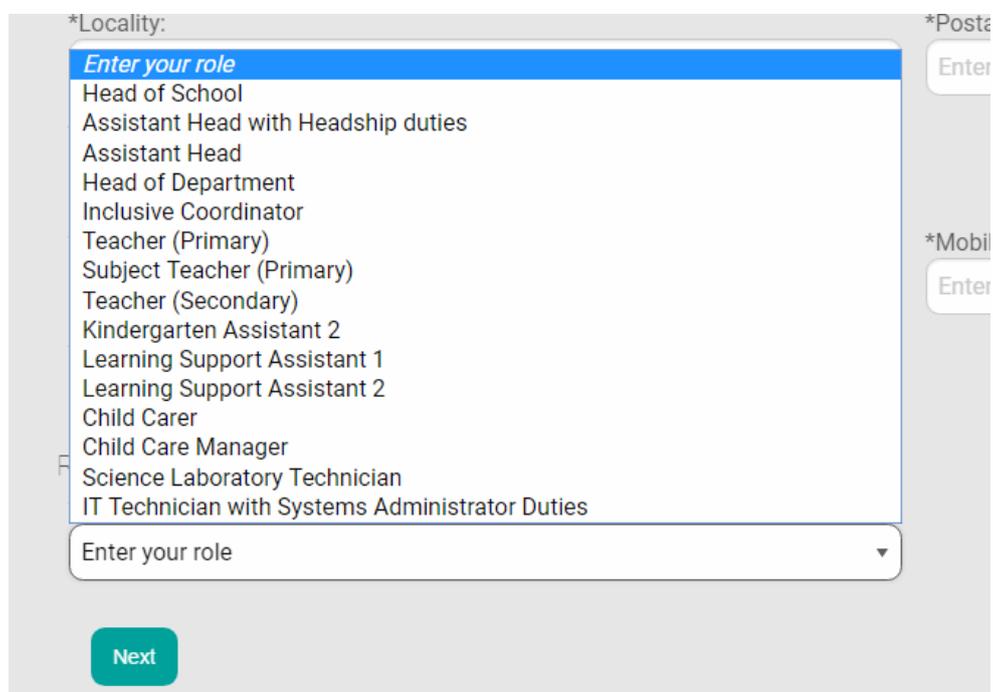
*Mobile Number: Enter your mobile number

Figure 6: Mobile Number field

5. The applicant is also requested to provide the **email address**.

1.2 Role

In the Role section, the applicant is provided with a list of where to choose from.



*Locality: Enter your role

- Head of School
- Assistant Head with Headship duties
- Assistant Head
- Head of Department
- Inclusive Coordinator
- Teacher (Primary)
- Subject Teacher (Primary)
- Teacher (Secondary)
- Kindergarten Assistant 2
- Learning Support Assistant 1
- Learning Support Assistant 2
- Child Carer
- Child Care Manager
- Science Laboratory Technician
- IT Technician with Systems Administrator Duties

Enter your role

Next

Figure 7: List of Roles

In the case of the following two particular roles, another sub list will emerge.

- a. For the role of **Subject Teacher (Primary)**, the following list is shown to select an option:

Role

*Enter your role:
Subject Teacher (Primary)

*Enter your subject:
Enter your subject

Next

- Enter your subject
- Drama
- Expressive Arts
- ICT
- PE
- PSCD
- Science

Figure 8: Option - Subject Teacher (Primary)

- b. For the role of **Teacher (Secondary)**, the following list is shown to select an option:

*Street Name
Street Name

*Locality:
Enter Locality (Not in Malta)

*Country
Enter your country

*As contact details, I want to provide my:
Mobile Number

*Email Address:
Email

Role

*Enter your role:
Teacher (Secondary)

*Enter your subject:
Enter your subject

Next

- Enter your subject
- Accounts
- Arabic
- Biology
- Business Studies
- Chemistry
- Computing
- Design and Technology
- Drama
- Economics
- English Language
- English Literature
- Environmental Studies
- European Studies
- Expressive Arts
- French
- Geography
- German
- Graphical Communication
- History

Figure 9: Option - Teacher Secondary

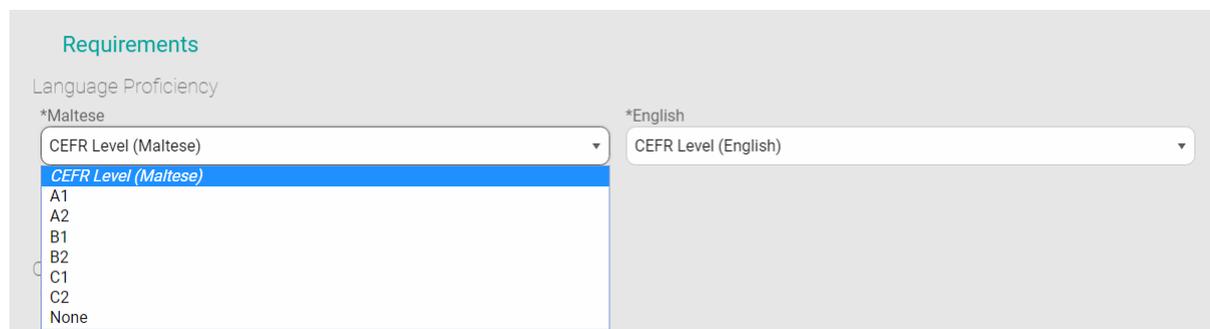
Once you are finished from the first page of the form, you may click the **Next** button to proceed to the next page.

2. Requirements

The Next page deals with the **Requirements** .

2.1 Language Proficiency

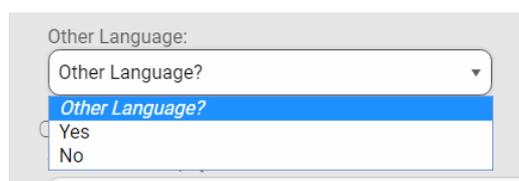
The first part deals with the applicants' proficiency in some languages. The applicant may choose his/her CEFR Level of proficiency from the provided drop-down as shown in Figure 10.



The screenshot shows a form titled "Requirements" with a sub-section "Language Proficiency". There are two dropdown menus. The first is labeled "*Maltese" and is currently set to "CEFR Level (Maltese)". A dropdown menu is open below it, showing options: "CEFR Level (Maltese)", "A1", "A2", "B1", "B2", "C1", "C2", and "None". The second dropdown menu is labeled "*English" and is currently set to "CEFR Level (English)".

Figure 10: Language Proficiency

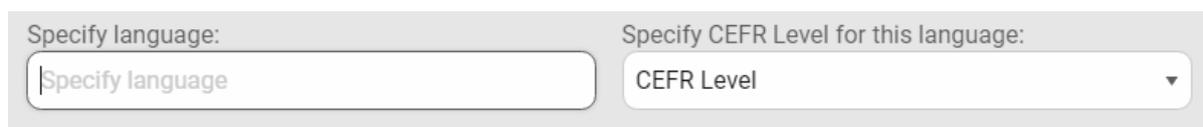
The form allows the applicant to add another language. If the applicant wants to add proficiency level in another language, the applicant must select **yes** and two other fields will be provided.



The screenshot shows a dropdown menu titled "Other Language:". The dropdown is open, showing options: "Other Language?", "Other Language?", "Yes", and "No". The "Other Language?" option is highlighted in blue.

Figure 11: Other Language option

The first field is a free text field whereby the language being assessed is to be inserted. A drop down field will follow with the CEFR levels from where to choose.



The screenshot shows a form with two fields. The first field is labeled "Specify language:" and contains the text "Specify language". The second field is labeled "Specify CEFR Level for this language:" and is a dropdown menu currently set to "CEFR Level".

Figure 12: Other language details

2.2 Certificates

The Certificates part will have details pertaining to each qualification obtained.

The first two fields are free text and you need to enter:

1. The Title of the Qualification / Award
2. The Issuing body from where the qualification was issued

Certificate 1

*Title of Award / Qualification 1
Title of Award / Qualification 1

*Issuing Body
Issuing Body

**MQF/EQF Level
MQF/EQF Level

*Year obtained
Year obtained

*Do you want to add another qualification?
Add qualification?

Figure 13: Certificates details

Next, the applicant is to choose the equivalent **MQF / EQF level** for that particular qualification from the drop down provided. The levels vary from 1 to 8.

Then, **the year of the qualification** obtained must be chosen. For ease of use, the drop down provides a list of years to choose from. Once finished, the applicant may opt to either stop inserting qualifications or will add another qualification from the provided drop down as per below screenshot.

*Do you want to add another qualification?

Add qualification?

Add qualification?

Yes

No

Figure 14: Add qualification

Upon selecting **Yes**, another qualification section will open up as per **Figure 15**.

*Do you want to add another qualification?
Yes

Certificate 2

*Title of Award / Qualification 2
Title of Award / Qualification 2

*Issuing Body
Issuing Body

**MQF/EQF Level
MQF/EQF Level

*Year obtained
Year obtained

*Do you want to add another qualification?
Add qualification?

Figure 15: More Certificates

2.3 File Upload

The **File Upload** section is the place where the applicant will upload all certificates as ONE single file.

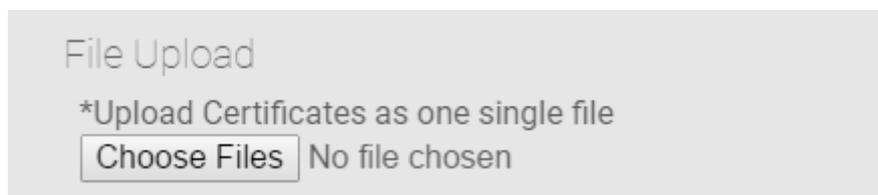


Figure 16: File Upload

N.B. In order to merge multiple files into one single file, applicants may use various free available online applications which may assist in joining multiple PDF documents. One of such application is the **PDFCreator** which may be downloaded from [here](#).

2.4 Self Declaration

One last thing in the form, is the self declarations whereby the applicant is expected to abide by the declarations and tick the checkboxes.

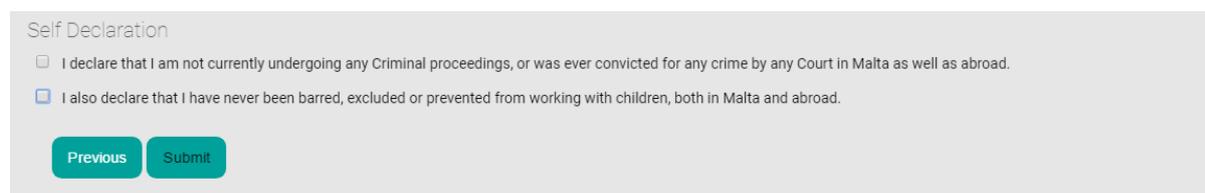
A screenshot of a web form section titled "Self Declaration". It contains two checkboxes with the following text: " I declare that I am not currently undergoing any Criminal proceedings, or was ever convicted for any crime by any Court in Malta as well as abroad." and " I also declare that I have never been barred, excluded or prevented from working with children, both in Malta and abroad." Below the checkboxes are two buttons: "Previous" and "Submit".

Figure 17: Self Declaration

Once the form is ready, and everything was filled in correctly, the applicant just needs to click on the **Submit** button.

Contact

Any queries can be sent by email to the Directorate for Quality and Standards in Education – Accreditation Unit on individualaccreditation.mede@gov.mt