

## **The role of an Education Officer**

### **(Accreditation)**

The qualities being sought for the post of Education Officer (Accreditation) are those of an educator with the required vision, knowledge, competences and drive to form part of a dynamic team committed to improving the Maltese educational system within the context of the Education Act (Cap. 327), the *National Curriculum Framework (2012)*, the *Framework for the Education Strategy for Malta 2014-2024 (2014)* and converging policies.

The Ministry for Education and Employment (MEDE) provides professional services of support, guidance, monitoring, inspection, evaluation and reporting on education in general and the process of teaching and learning in schools in particular. This includes the development and the implementation of the curriculum, syllabi, pedagogy, resources, the necessary modes of assessment and on the administration, the assurance and auditing of quality and standards in Colleges and Schools across cycles (Early, Junior, Secondary and Upper Secondary Years) and sectors (State, Church and Independent including International).

Education Officers - Accreditation under the direction of their superiors, shall generally have the powers and responsibilities for part fulfilment of the functions of the MEDE, namely by contributing towards the accreditation of educational institutions (licenses), individuals (approvals) and programmes. Accreditation in this context is the formal act of certifying that an institution, individual or programme meets the relevant established standards.

The duties of an Education Officer (Accreditation) shall be generally those assigned by the Head Accreditation and shall include:

- Follow, and contribute in the development of, established procedures, processes and parameters, within the designated line management structure under the direction of the Director General (Quality and Standards in Education);
- Contributing in the establishment of standards for application in formal and non-formal education across cycles and sectors;
- Providing advice and support to internal and external stakeholders on all accreditation matters, including on issuing of licences/registrations, approvals of individuals and accreditation of programmes, in both a formal and non-formal educational context;
- Evaluating submissions for the accreditation of institutions, individuals and programmes for both formal and non-formal educational contexts,

and in the process ensuring adherence to:

- the Education Act, its subsidiary legislations and possibly other related legislations;
  - the National Curriculum Framework (2012) and the Learning Outcomes Framework (2015) emerging from it;
  - the Framework for the Education Strategy 2014-2024, the Respect for All Framework and other National Policies that may come into force from time to time;
- Giving timely and informed feedback to applicants on the outcome of the evaluation performed for accreditation purposes;
  - Following a thorough evaluation of submissions made, issuing of licences/registrations (Child Care Centre, Kindergarten Centre, Primary School, Secondary School and Upper Secondary School, as well as Non-Formal Service Providers), approvals of individuals (educational and possibly ancillary grades, and clerical personnel) and accreditation of programmes (up to MQF Level 3, possibly Level 4) to applicants in both formal and non-formal educational contexts, as may be applicable;
  - Keeping, and reporting about, an adequately detailed and updated database of accreditations performed and issued for both formal and non-formal educational contexts;
  - Publishing and maintaining updated information on accreditation processes and parameters, as well as on accredited institutions, individuals and programmes as per set guidelines;
  - Coordinating and liaising with other Sections, Units, Departments, Directorates, and Entities within and beyond MEDE in particular and Government in general for the effective and efficient fulfilment of MEDE's responsibilities. This may include local as well as foreign bodies;
  - Keeping updated with local and international developments in policy and legislation which may affect accreditation in its entirety (specifically but not limited to the Malta Qualifications Framework in light of the European Qualifications Framework and the National Curriculum Framework);
  - Actively participating in relevant self-sought and management driven continuous professional development in its various forms both locally and

abroad;

- Contributing towards the design, organisation and provision of varied forms of professional development for internal and external stakeholders;
- Ensuring that the policies and provisions laid down in the Education Act, as well as other policies and provisions of the MEDE are adhered to in both the State and non-State sector;
- Assisting in the management and administration of the Accreditation Unit, including in the preparation of capacity building exercises, budgets and business planning, and reporting;
- Regularly gathering, maintaining, analysing, researching, evaluating and reporting about data for planning at the various levels and accountability purposes;
- Participating in the monitoring of the implementation and evaluation of the National Curriculum Framework (NCF), and contribute to its relevant review as may be necessary;
- Evaluating and ensuring the quality and standards of teaching and learning in formal and non-formal settings through programme accreditation;
- Deputising for the Assistant Director, Director/Head and/or Director General as instructed;
- Ensuring the timely processing of applications for licences / registrations, accreditation of programmes and approval of individuals;
- Any other duty compatible with the post of Education Officer within the DQSE as may be required;
- Any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.