

Directorate for Lifelong Learning - Freedom of Information Act Prerequisites - Article 17

Public Authority	Description of the directorate's structure	Description of the directorate's functions and responsibilities	General description of the categories of documents the directorate holds (including exempt documents)	Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)	Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent
<p>Directorate for Lifelong Learning</p>	<p>The Directorate for Lifelong Learning is composed as follows:</p> <p>Office of Director Lifelong Learning</p> <ul style="list-style-type: none"> + <i>Scholarships Unit</i> + <i>Adult Courses Unit</i> + <i>Lifelong Learning Centre</i> + <i>Visual & Performing Arts Schools / Centres, incl. Schools of Arts, Schools of Drama and Schools of Music, with one School of each located in both Malta and Gozo.</i> 	<p>The mission of the Directorate is to:</p> <ul style="list-style-type: none"> + design a Lifelong Learning Strategy; + optimize and coordinate the diverse lifelong learning opportunities; + lift the barriers for participation in adult learning as well as address the imbalances; + adopt the Action Plan on Adult Education as set out by the European Commission; + nurture creativity and promote the visual and performing arts; + provide undergraduate and postgraduate scholarships for further educational specialization, thus increasing the availability of high level graduates in the high priority sectors of the knowledge-based economy in Malta. 	<p>Legislation & Policy Documents:</p> <ul style="list-style-type: none"> + Relevant Legislation & Policy Documents as may be retrieved under the 'Resources' Section of www.education.gov.mt; + Legal Notices 374/2009, 396/2010 and the Public Administration Act, as may be retrieved under the 'Legal Services' Section of www.justiceservices.gov.mt; <p>Other Categories of Documents held:</p> <ul style="list-style-type: none"> + General Correspondence; + Files, (Personal Files, Scholarships General and Awardees Files, as well as other Files related to the workings of the Directorate); + Agreements with other Entities for the provision of Adult Learning Courses; + Documents, incl. Board Minutes and Consultation Docs; + Call for Quotations, Tenders, as well as copies of documents related to financial activities, such as payments of Adult Educators, processing of payment of fees for Adult Courses, and End of Year Reports of the Expenditure of funds available to the Directorate; + Reports, incl. Annual Reports of the Directorate, Scholarships Schemes Reports as well as Circulars issued from time to time. 	<p>Legislation & Policy Documents:</p> <ul style="list-style-type: none"> + Relevant Legislation & Policy Documents as may be retrieved under the 'Resources' Section of www.education.gov.mt; + Legal Notices 374/2009, 396/2010 and the Public Administration Act, as may be retrieved under the 'Legal Services' Section of www.justiceservices.gov.mt; <p>Codes, Directives & Manuals:</p> <ul style="list-style-type: none"> + as may be retrieved from the Public Service Commission (PSC) website, www.psc.gov.mt, and the Public Administration Human Resources Office (PAHRO) website, www.pahro.gov.mt; <p>Others:</p> <ul style="list-style-type: none"> + Adult Courses Prospectus; + Scholarships Schemes Regulations; + Circulars & Calls for Applications. 	<p>Contact Details:</p> <p>Freedom of Information Officer, Directorate for Lifelong Learning Room 131, Education Building, Floriana VLT 2000</p> <p>Tel: 2598 2442 E-mail: foi.mede-educ@gov.mt</p>