

INSTITUTE FOR THE PUBLIC SERVICES
San Salvatore Bastion
Sa Maison Road
Floriana FRN 1610

24 August 2018

Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

2018/2019 LANGUAGE TRAINING PROGRAMME

During the 2018/2019 academic year, the Institute for the Public Services (IPS) will once again be offering a number of sponsorships in French and German. Courses in these languages will be provided by the Alliance Française and the German–Maltese Circle (in this circular referred to as the teaching institutions).

The overall objective of the sponsorships is to provide an opportunity for public officers to obtain linguistic skills that may prove useful in their current or future work. No previous knowledge of either language is required.

Eligibility

Sponsorships are open to public officers in the Malta Public Service. Public officers in the Malta Public Service who are attached to public sector organisations may also apply.

Sponsorships will be offered to those officers who will be following a language course at beginner level. Officers who wish to follow a language course but already have a basic knowledge of the language may also be offered a sponsorship, provided that they are first-time applicants with IPS and its predecessor organisation the Centre for Development, Research and Training.

Apart from the beginners' courses and sponsorships for first-time applicants, IPS will also offer an opportunity to proceed to the next level of the course, to the three best-placed officers in each respective category in the annual exam set by the teaching institution. In cases where an exam is not set by the teaching institution, the three best placed officers will be determined by attendance and assessment results obtained throughout the year.

Applicants are advised to indicate on the attached application form whether they are complete beginners or whether they have a basic knowledge of the language.

Terms of the sponsorship

Applicants will be asked to pay all relevant fees to the teaching institution. These will be refunded at the end of the academic year **on presentation of receipts**, and on condition that **attendance has been regular and the officers have been successful in the end-of-year examination.**

How to apply

Interested officers are invited to:

- 1) apply with the respective teaching institution and pay the relevant fee; and
- 2) submit the **attached** application form to the IPS, in order to be eligible for refund at the end of the course.

Contact details of the teaching institutions are as follows:

FRENCH at the Alliance Française de Malte

Il-Moll tal-Hatab, Timber Wharf 7/8, Office 1&2, Il-Marsa

Tel: 2122 0701

Email: info@alliancefr.org.mt

Website: www.alliancefr.org.mt

The Alliance Française is open from Monday to Thursday from 0830hrs to 1230hrs until the end of September. Winter hours are as follows: Monday from 1600hrs to 1900hrs, Tuesday, Wednesday and Thursday from 0900hrs to 1230hrs and from 1600hrs to 1930hrs. Fridays closed.

GERMAN at the German–Maltese Circle

Messina Palace, 141 St Christopher Street, Valletta

Tel: 2124 6967

Email: gmc@germanmaltesecircle.org

Website: www.germanmaltesecircle.org

The German-Maltese Circle's office is open on weekdays from 0830hrs to 1230hrs and Mondays, Wednesday and Friday also from 1600hrs to 2000hrs till mid September. Winter opening hours are Mondays to Saturdays from 8:30 – 1230hrs and Mondays to Fridays from 1630hrs – 2030hrs

Officers who do not complete the IPS application form that is attached to this circular will not be given refunds, irrespective of how well they progress in their training.

Applications, endorsed by the applicant's line manager, should be addressed to the Director, (Attn. Ms Deborah Pace), Institute for the Public Services, San Salvatore Bastion, Sa Maison Road, Floriana FRN 1610. Applications may also be submitted by email on language.training@gov.mt, with the completed application form scanned and sent as an attachment. Applications should reach IPS by not later than **noon of Friday 7th September 2018.**

Further details and/or clarification may be obtained from Ms Deborah Pace on telephone no 22001900 or by email on language.training@gov.mt.

This circular should be brought to the attention of all public officers in your ministry, department or entity.

Joanna Genovese
Director
Institute for the Public Services