

## **Outline of the Procedures to be followed to Practise the Teaching Profession in Malta**

1. No person may practise the teaching profession in compulsory education (school for children between the ages of 5 and 16) in Malta unless such person is in possession of a teacher's warrant. The Council considers all applications for a teacher's warrant and makes recommendations to the Minister as to whether or not a warrant should be awarded to the applicant.

2. In order for person to be eligible for a teacher's warrant in Malta the applicant must:

- a. Be a Maltese citizen, is an EU citizen or is otherwise permitted to work in Malta under any law;
- b. Be of good conduct; and
- c. Have full legal capacity.

3. A person shall be eligible for a teacher's warrant in terms of Article 24 of the Education Act if such person, apart from satisfying the conditions of Point 2, is in possession of:

- i. A degree of Bachelor in Education awarded by the University of Malta; or
- ii. A degree of Bachelor together with a Post Graduate Certificate in Education awarded by the University of Malta; or
- iii. A Doctorate, or a Bachelor's degree and a Master's Degree, awarded by the University of Malta, together with a pedagogical course organised by the Directorate for Educational services or by any other institution which is recognised by the Council; or
- iv. Any other professional qualification, awarded by any other accredited institution, which the Council may deem comparable to the qualifications listed in Points i, ii and iii above. When determining whether a qualification is comparable the Council will pay particular regard to the emphasis placed on pedagogy and the quality of the teaching practice component of any qualification. Any person may seek guidance from the Council on whether a particular qualification is comparable and entitles the holder of the same in terms of this Point iv; or
- v. Any qualification which entitles the holder of the same to practice the teaching profession in another EU state. Provided that if there is a substantial difference between the said qualification and those referred to in points i, ii and iii above, the Council may require the applicant to undertake an adaption period.

A person may apply for a warrant in terms of Article 24 after having properly practised the teaching profession for a period of 2 years after having obtained the above qualifications.

There is no requirement with respect to knowledge of a specific language/s for the issuing of a teacher's warrant.

4. A person shall be eligible for a teacher's warrant in terms of Article 41 of the Education Act if such person, apart from satisfying the conditions of Point 2, is in possession of a Master's degree or a comparable degree, which degree the applicant enrolled for prior to the 29 July 2008.

5. A person shall be eligible for a teacher's warrant in terms of Article 41 of the Education Act if such person, apart from satisfying the conditions of Point 2, has practised the teaching profession for 15 years, provided that at least 8 of those years practice were completed prior to the 29 July 2008.

6. A person who is not eligible for a teachers warrant in terms of Points 3, 4 and 5 above, but who satisfies the requirements of Point 2 and has been engaged to teach in compulsory education in Malta may apply for a temporary teacher's warrant in terms of Article 25 of the Education Act. However such temporary warrant expires at the end of the academic year in respect of which it was awarded. A person who continues to practise the teaching profession after the expiration of the temporary warrant must submit an application for the renewal of his warrant at the start of every academic year.

## How to apply for a permanent warrant

Submit the online form through the following link <https://education.gov.mt/permanent-teacher-warrant/>.

### **A PDF COPY of the following documents is necessary when applying for the Teacher's Permanent Warrant.**

1. Certified true copies signed by Head of School of the first cycle degree and teaching qualification. To include Europass Diploma Supplement/detailed transcript of qualifications. (Article 24).
2. Copies of all qualifications declared in this section. All copies are to be endorsed as true copies of original by either the Head of School or by a warranted Professional. Europass Diploma Supplements/detailed transcripts of qualifications are to be included. (Article 41).
3. A comparability statement issued by MFHEA is to be uploaded if the qualification is not from a Maltese institution. (Level 5 or above).

**N.B.** Listed qualifications not supported by certified copies will not be considered.

### Teaching Experience (Applicable to Non-State Schools Only)

1. Copies of both first and second year Induction Portfolio / School Reports are to be uploaded.
2. Evidence of employment is to be uploaded if within the two years teaching experience there was a change in schools.
3. Unpaid leave is to be evidenced with a statement from the Head of School.

Declaration

1. Upload a Declaration Form duly signed by the Head of School with the application. The form can be downloaded through the same link.

#### Fedina Penali (Complete Record of Criminal Conviction)

1. Scanned copy of the receipt given by the police when applying for the Fedina Penali (complete Record of Criminal Conviction).
2. Applicants who have not been residing in Malta for the past ten (10) years are requested to provide the Council with a Police Records Search from the country where they have been living.

#### Applications for Non-EU Citizens

- i) Certificate of Citizenship or ETC Work Permit.
- ii) Police Records Search.
- iii) Official declaration that applicant is listed on the register of teachers of his/her country of origin and that s/he has been favourably reported on during his/her teaching career.
- iv) Photocopies of all qualifications declared are to include certificate of Degree and Europass Diploma Supplement/official detailed transcript.

For further information or guidance in applying for a teacher's warrant persons are encouraged to review the provisions of Articles 24, 41 & 25 of the Education Act found on Council's website (<https://education.gov.mt/ctp/>) or to contact the Council for the Teaching Profession.

No Fees are payable to the Council for the Teaching Profession for the submitting of an application, the processing of or the issuing of a teacher's warrant.

The eligibility criteria for obtaining a teachers warrant and the accompanying documents which may be required by the Council, may change from time to time due to changes in legislation and / or policy and it is recommended that this page is reviewed before submission of an application.

All applications are processed within a maximum period of four months from proper and complete submission.

## **Redress and Appeal**

Any person who feels aggrieved by the recommendation made by the Council may appeal from such decision to the Administrative Review Tribunal. Such appeal must be filed within 21 days of when the applicant is formally notified of the recommendation made by the Council to the Minister. Applicants are encouraged to seek legal advice in the event that they feel aggrieved by a Council recommendation and to refer to Article 32 of the Education.

The Council's recommendations are always reasoned where the application is not straightforward or where the Council recommends that a warrant should not be awarded. Applicants are encouraged to present further information and clarification to the Council, if the same Council's decision is based on an error of fact. Furthermore, persons whose applications have been refused are not precluded from applying for a warrant anew especially where circumstances have changed or where the applicants feels aggrieved by the decision.