



DIVIZJONI TA' L-EDUKAZZJONI  
DIPARTIMENT TA' L-ISTUDJI OGHLA  
U EDUKAZZJONI Ta' L-ADULTI

EDUCATION DIVISION  
DEPARTMENT OF FURTHER STUDIES  
AND ADULT EDUCATION

Tel: 21 240419

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### Letter Circular

**Date:** 02<sup>nd</sup> February 2007  
**Ref:** AE4/2007  
**To:** All Heads of Non State Schools (Church & Independent)  
**From:** Anthony DeGiovanni, Director Further Studies & Adult Education  
**Subject:** Call for Application for "Supporting Pupils/Students with Individual Educational Needs" Training Programme

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#### **Training Programmes for Supply Kindergarten Assistants, Supply Learning Support Assistants, Kindergarten Assistants (Special Education), Kindergarten Assistants supporting pupils with Special Educational Needs**

The Education Division is once again organising an evening certificate course entitled "Supporting pupils/students with Individual Educational Needs".

Supply Kindergarten Assistants, Supply Learning Support Assistants (LSA), Kindergarten Assistants (Special Education) and Kindergarten Assistants supporting pupils/students with special educational needs in **State** and **Church Schools** are eligible to apply.

The duration of the course is of approximately 10 weeks lectures, which will include a practicum. Each course will include a maximum of approximately 60 participants. Training is envisaged to start on the 26<sup>th</sup> February, 2007 continuing on a twice weekly evening basis (4pm to 8pm). The course will be held at the Special and Inclusive Education Network, Fra Gaetano Pace Forno Street, Hamrun. Acceptance to the course will be on a first come first served basis, however, participants who are not included in the first group/s will be called to join later courses, when available.

A certificate of attendance will be awarded to course participants who have successfully completed the required course work, practicum and whose attendance is regular as stipulated by the Education Division.

The attached application forms will be received by:

**Mr. George Borg**  
**Special and Inclusive Education**  
**Network Co-Ordinator**  
**Special and Inclusive Education Network**  
**Fra Gaetano Pace Forno Road,**  
**Hamrun HMR 09**

**By not later than, 16<sup>th</sup> February 2007.**

Eligible Supply Kindergarten Assistants, Supply LSA, Kindergarten Assistants (Special Education) and Kindergarten Assistants supporting pupils/students with special educational needs are encouraged to voluntarily take this opportunity to strengthen their professional development.

This course is **compulsory** to Supply LSA who have just been employed by the Education Division.

**Anthony V DeGiovanni**  
**Director**  
**Further Studies & Adult Education**



Education Division  
MALTA



## SPECIAL AND INCLUSIVE EDUCATION NETWORK

Fra Gaetano Pace Forno Street,  
Hamrun, HMR09, Malta  
Tel: (+356) 2122 8350, 2122 8349  
Fax: (+356) 2123 3513  
E-mail: [spsc.network@gov.mt](mailto:spsc.network@gov.mt)

### Application Form

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ ID: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

School where serving: \_\_\_\_\_

Sector:      Primary                       Secondary                       Special Schools

Address of School: \_\_\_\_\_

Telephone Nos. of School: \_\_\_\_\_

Mark Present Grade: Kindergarten Assistant Special Education

Kindergarten Assistant supporting pupils with SEN

Supply Kindergarten Assistant

Supply Learning Support Assistants

**Date you commenced your work with the Education Division / Church School as**

Kindergarten Assistant (Special Education) \_\_\_\_\_ or

Kindergarten Assistant supporting pupils with special educational needs \_\_\_\_\_ or

Supply Kindergarten Assistant \_\_\_\_\_ or

Supply Learning Support Assistant \_\_\_\_\_

**Remarks by Head of School**

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**Signature of Applicant**

**Signature of Head of School**

**Date**

**School Stamp**