



QUALITY ASSURANCE DEPARTMENT

Letter Circular

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Information: X

Date: 12th April 2010

Action Required: X

Ref: QAD 09/2010

To: Heads of School – State: Primary and Secondary

From: Quality Assurance Department

Subject: Mentoring Course for Assistant Heads (Extended Participation)

The Quality Assurance Department in collaboration the Department for Human Resources Development will soon be launching a Teacher Induction and Mentoring Policy and Strategy for the State Sector. As part of the Strategy a training programme for selected Assistant Heads is being organised as follows. **Please note that participation has been extended to Assistant Heads with appointment in 2003.**

Date	Monday 19 th to Friday 23 rd April 2010
Time	8.30 a.m. to 2.30 p.m.
Venue	National Curriculum Centre, Maria Assumpta Complex, Hamrun
Participants:	ALL Assistant Heads who received their official Appointment during <u>2003</u> or before. Participation is mandatory. (<i>Acting Heads are not included</i>)

This is the first of a series of similar training events that will eventually see all state sector Education Officers, Heads of school, Assistant Heads and Heads of Department receive appropriate training according to their role in the Policy.

This first training programme is accredited by the Malta Qualifications Council as a transferable Continuing Professional Development Award at Level 6 of the Malta Qualifications Framework.

Although the planning for both the Policy and Strategy as well as for the training has been going on for a long time, the recent industrial action and subsequent discussions prevented earlier dissemination of this circular. It is therefore appreciated that in some cases, schools may already

have planned activities during the training week that **absolutely necessitate** the presence of an Assistant Head that has been called for this training programme. In such situations approval will be given for the Assistant Head in question to attend a later course, on a case-by-case basis; Heads of school are requested to contact Ms Joan Micallef ADE on 25982483 by not later than Wednesday 14th April 2010.

Sandro Spiteri
Director
Quality Assurance Department