



DIRECTORS GENERAL

LETTER CIRCULAR

Information:	X	Date:	2 nd May 2018
Action Required:	X	Ref:	DCLE/DES/DSS/01/2018
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Subject: Accelerated Progression Scheme for teachers as per paragraph 26.5 of the Government-MUT Sectoral Agreement 2017

Dear colleagues,

This circular will explain the Accelerated Progression Scheme for regular teachers as per paragraph 26.5 of the Government-MUT Sectoral Agreement 2017.

This scheme comes into effect as from 1st September 2018. It applies to any continuous professional development (CPD) as defined below which is undertaken as from this date onwards. Any such CPD started prior to this date but which is still ongoing after this date may have any hours undertaken after 1st September 2018 utilised for the purposes of this scheme.

CPD undertaken under this procedure will be carried out outside school hours.

Any CPD approved under this procedure and used to benefit from the accelerated progression provision will then not be eligible to be used for the qualification allowance provision in the respective agreement.

The procedure for this scheme is divided into two parts:

- Phase 1: The Approval of CPD phase
- Phase 2: The Application for accelerated progression phase

A detailed description of the procedure to apply for this CPD scheme is given in Section A of this circular.

On a one-time only basis, the sectoral agreement also provides for current serving officers to have their years of satisfactory service deemed reckonable for accelerated progression. An explanation of how this provision will apply is given in Section B of this circular.

Section A : CPD scheme for accelerated progressions

Phase 1: Approval of CPD phase

1. Teachers wishing to undertake CPD applicable for this scheme are to apply to the Directorate for Learning and Assessment Programmes (DLAP) within the Department for the Curriculum, Lifelong Learning and Employability (DCLLE using the application form provided as part of this procedure.
2. Teachers are required to apply for this approval prior to starting the course or CPD sessions. The only exception is, as explained above, for teachers who are currently undertaking CPD and which shall not be completed before 1st September 2018. Such teachers are still to apply as per this procedure to have any CPD hours undertaken after 1st September 2018 considered for the purposes of this scheme.
3. CPD can be achieved both through accredited and non-accredited courses offered by entities defined below. Accredited CPD include courses which are provided by self-accrediting institutions as per below or have been accredited through NCFHE, and include assessment. In such cases, each successfully achieved ECTS through successful completion of relevant assessment will be considered as covering a total of 25 learning hours. In the case of non-accredited courses, certified hours of attendance will be considered for the purposes of this procedure.
4. Self-sought CPD courses from the following providers will be accepted:
 - All courses and CPD sessions provided by local self-accrediting institutions, namely University of Malta, MCAST and ITS which are related to pedagogy , subject content currently being taught by the teacher concerned or any other areas relevant to the needs of the compulsory education sector .
 - All courses and CPD sessions provided by the Institute for Education which are related to pedagogy , subject content currently being taught by the teacher concerned or any other areas relevant to the needs of the compulsory education sector.
 - All courses and CPD sessions provided by institutions or courses accredited by NCFHE which are related to pedagogy, subject content currently being taught by the teacher concerned or any other areas relevant to the needs of the compulsory education sector.
 - All courses and CPD sessions provided by all departments, directorates, agencies or entities within the Ministry for Education and Employment which are related to pedagogy , subject content currently being taught by the teacher concerned or any other areas relevant to the needs of the compulsory education sector.
 - All courses and CPD sessions provided by departments, directorates, agencies or entities within other Ministries or within government Authorities which are related to pedagogy, subject content currently being taught by the teacher concerned or any other areas relevant to the needs of the compulsory education sector.
 - All courses and CPD sessions provided by local and international professional organisations, NGOs and other organisations approved by DCLLE which are related to pedagogy , subject content currently being taught by the teacher concerned or any other areas relevant to the needs of the compulsory education sector.
5. DLAP is to inform teachers of the approval or otherwise of their CPD by returning a copy of the endorsed application form marked as approved or otherwise. The teacher concerned is to retain this approval for future use at Phase 2 of the procedure: the application for accelerated progression phase.

6. DLAP is to inform Directorate Human Resources MEDE, of this approval. Directorate Human Resources is to retain a record of this approval in the personal file of the teacher concerned.
7. DLAP is also to inform the teacher's College Principal and Head of School.
8. In cases of non-approval of any application, the teacher has the right to appeal this decision by writing to the Director General DCLE by not later than ten (10) days after receiving the decision.

Phase 2: The Application for accelerated progression phase

1. When a teacher successfully achieves 360 hours of approved CPD, the teacher is to apply for accelerated progression using the relevant application form. Accelerated progression is not automatic and it is the responsibility of the teacher to apply after successfully completing and achieving the approved 360 CPD hours. MEDE will not be in a position to grant accelerated progression unless this application for accelerated progression is submitted by the teacher.
2. The application form is to be submitted to the Directorate Human Resources MEDE. The form must have the following documentation attached:
 - A copy of the approval form for CPD approved by DCLE for all of the CPD courses/sessions comprising the 360 hours as per phase 1 above.
 - An authenticated copy of all certificates or other form of official written documentation confirming successful completion and achievement of the same CPD courses/sessions.
3. After carrying out the necessary checks, Directorate Human Resources MEDE will approve the accelerated progression if the application form is filled in as indicated and all documentation as per above is in order. College Principal and Head of School will be informed of this approval.
4. All provisions mentioned in paragraph 26.5 of the Government of Malta –MUT sectoral agreement 2017 also apply.

Section B : One-time only provision for serving teachers

Serving Regular Teachers on a one-time basis only, are entitled to 60 CPD hours for each completed years of satisfactory service in the current scale up to a maximum of 360hrs. The following tables, applicable to all serving regular teachers outlines the number of 'banked' CPD hours available to each regular teacher according to his or her years of satisfactory service: -

Regular Teachers in Scale 9:

Completed Years of Service in Scale as of 01.09.2018	CPD hours banked
1	60
2	120
3	180
4	240
5	300
6	360
7	360
8	360

Therefore, all those regular teachers who, by 1st September 2018, will have accumulated 360 CPD hours will be progressed to salary scale 8. This will be done directly by the Strategy and Support Department and teachers concerned need not apply. The other banked hours (less than 360hrs) can be utilised when the remaining hours are accumulated as per CPD procedure outlined in Section A of this circular.

Regular Teachers in Scale 8:

Completed Years of Service in Scale as of 01.09.2018	CPD hours banked
1	60
2	120
3	180
4	240
5	300
6	360
7	360
8	360

Therefore, all those teachers in scale 8 who, by 1st September this year, will have accumulated 360 CPD hours will be progressed to salary scale 7. This will be done directly by the Strategy and Support Department and teachers concerned need not apply. The other banked hours (less than 360hrs) can be utilised when the remaining hours are accumulated as per CPD procedure outlined in Section A of this circular.

Maria Galea

Director General
Strategy and Support

Stephen Cachia

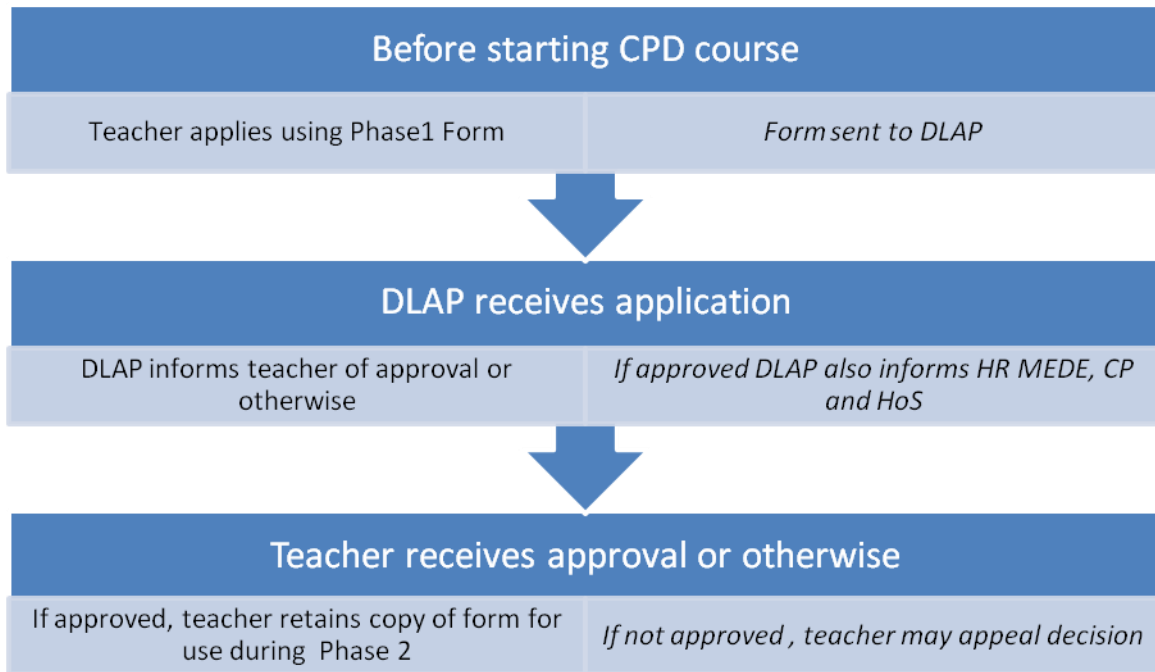
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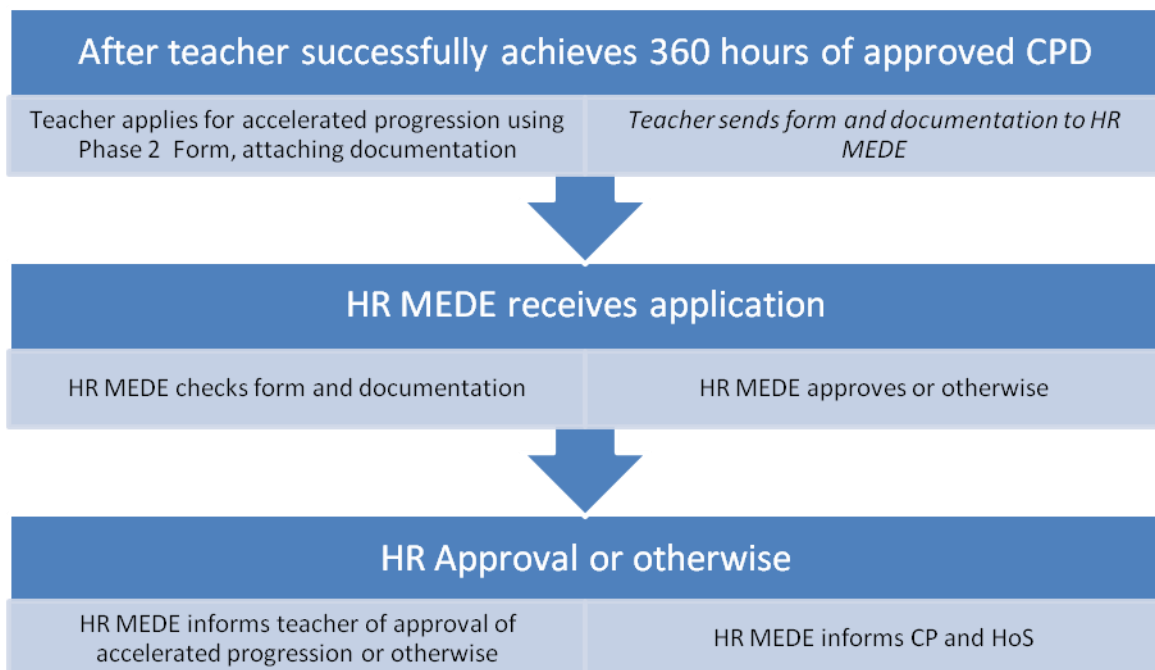
Director General
Education Services

Summary of procedure for applying for accelerated progression

Phase 1: Approval of CPD Phase



Phase 2: Application for accelerated progression phase



For a detailed description of the full procedure and the relevant application forms please refer to Letter Circular DGCLE, DGES, DGSS/01/2018