



Malta as a Host Organisation seeking Grundtvig Assistants 2013-14

Name of Organisation	Directorate for Lifelong Learning Ministry of Education and Employment Great Siege Road, Floriana
Country of Organisation	MALTA (MT)
Preferred home country of Assistant	All are welcome! However it is expected that the Grundtvig Assitant is able to communicate in and comprehend the Maltese OR English Language.
Organisation contact name	Victor Galea – Service Manager (Lifelong Learning)
Contact e-mail address	victor.b.galea@gov.mt
Brief Description of the Organisation: The Directorate for Lifelong Learning (DLL) within the Ministry for Education and Employment in Malta was set up in June 2009. The mission is to lift barriers for participation in adult learning so that the overall volume of participation in adult learning is increased and address the imbalances in participation in order to achieve a more equitable state of affairs. The adult courses we offer covers a range of competencies: Languages, Mathematical, Science & Technology competences, Digital competence, Sense of Initiative and Entrepreneurship, Social, Health and Civic Competences. Besides, a number of Family Learning courses are on offer as well as a wide range of vocational and training courses. Over 14,000 adult learners subscribe to one or more of the 400 courses on offer. All adult courses aim to reach from level 1 to level 4 on the National/European Qualifications Framework. More information about these courses may be viewed on www.lifelonglearning.gov.mt	
Type of tasks involved in the placement we are offering: <ul style="list-style-type: none">• We encourage the Grundtvig Assistants to teach (at least at basic level) their mother	

tongue language to locals here in Malta. Teaching assignments to prospective Grundtvig Assistants will be agreed upon beforehand according to the competencies presented on the individual's curriculum vitae.

- Reinforcing the European dimension in our institution.
- Perform orientation visits to other organisations and NGOs in Malta providing adult courses which will give you a comprehensive overview of adult education provision in our islands.
- Share good practice in adult education in your country during staff professional development.
- Assist in the promotion of adult courses.
- Assist in back-office work (administration work).

The DLL is responsible for a number of morning and evening adult classes centres (2nd Chance Schools) around Malta and Gozo – 10 centres in all.

Each morning or evening centre is managed by a Centre Co-ordinator and the Grundtvig Assistant can actively assist the Co-ordinator in day to day running of these centres. The general tasks include:

- Maintaining accurate learners' database records, providing clerical and administrative support to the Co-ordinator by communicating various information regarding activities and/or in response to requests by both adult educators and adult learners while providing timely and accurate distribution of information;
- Building, developing and maintaining inventory of the Resource Room with adult-user friendly educational resources while ensuring availability of required items;
- Attending meetings for the purpose of conveying and/or gathering information required to perform functions.
- Other tasks will be allocated according to the competencies of the particular selected Grundtvig Assistant in order to ensure that his stay in Malta will be beneficial and fruitful on both personal and professional level.

Above all else we encourage the selected Grundtvig Assistant to undertake the role of a lifelong learner him/herself by registering for the Certificate Level short course in '*Maltese Cultural and Natural Heritage*' and any other course of their choice which may lead to a formal qualification.

Preferred Duration:

Preference will be given to those Grundtvig Assistants willing and able to stay the maximum duration (45 weeks) preferably between September 2013 and June 2014.

Required competence of the Assistant:

- Preferably qualified in pedagogy and/or andragogy and qualifications and experiences related to adult education, youth studies and/or the social sciences will be considered as assets. Advanced level applicants studying towards such qualification/s are welcome to apply;
- Experience of initiative or willing to learn about initiatives in adult education and adult learning strategies;
- Very good planning and problem-solving skills;
- Ability to work on own initiative as well as part of a team;
- Inter-personal and effective communication skills;
- Command of English and/or the Maltese language;

- Compassionate and empathetic with an outgoing and pleasant personality;
- ICT skills;
- A demonstrated aptitude for non-directive, non-formal education work especially with individuals at risk of social exclusion.
-

The Grundtvig Assistant Profile:

Interested and prospective Grundtvig Assistants need to send their detailed Europass Curriculum Vitae (C.V.) in order for us to ensure the right match between the knowledge, skills and competence of the Grundtvig Assistant and the service/programme s/he will be placed/assigned to.

The Europass CV (English version) may be downloaded from this link:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

Other practical information:

Venue/s

The Head office of the Directorate for Lifelong Learning is 5 minutes walk away Valletta – the Capital of Malta:

<http://maps.google.com.mt/maps?saddr=Ministry+of+Education,+Floriana&hl=en&ll=35.895847,14.507725&spn=0.003572,0.006866&sll=35.895847,14.507725&sspn=0.003572,0.006866&oq=Ministry+of+Floriana&gl=mt&mra=ls&t=m&z=17>

Some of the services are located at different venues besides the historical city. For instance the Lifelong Learning Centre (Morning courses for adults) is located in Msida:

<http://maps.google.com.mt/maps?saddr=Lifelong+Learning+Centre,+Triq+Orejten,+Msida&hl=en&ll=35.892631,14.490237&spn=0.014289,0.027466&sll=35.897776,14.489443&sspn=0.003572,0.006866&geocode=FaKtIwIdjxrdACHvE1K1LaCzRCkr1gYCtFoOEzHvE1K1LaCzRA&gl=mt&mra=ls&t=m&z=15>

Travel/accommodation etc.

We are more than willing to assist you with information about travel, accommodation and other queries and practical information you may need. A good website about our islands is:

<http://www.mta.com.mt/VisitMalta>

Keep in touch through the e-newsletter

We would like to invite you to subscribe to our electronic newsletter (Adult Education Malta) in order to keep yourself informed and up-to-date with news and dissemination of information related to good practice in adult learning in Malta and beyond. You can subscribe for FREE by simply following the instructions on

<http://groups.yahoo.com/group/adulteducationmalta/> Hope to see you there!

Website

<http://www.lifelonglearning.gov.mt/>

Like and follow us on facebook

<https://www.facebook.com/Lifelonglearningmalta>

Telephone and e-mail

Tel: 00356 25982432

E-mail: victor.b.galea@gov.mt

Some Testimonials

"The Grundtvig assistantship in the Ministry of Education in Malta was a great opportunity to promote the Spanish Language and Culture in the adult education sector and also allowed me to improve my English proficiency."

Perez Rodriguez Maria Sonsoles

Spain

"The Directorate for Lifelong Learning offered me the opportunity to gain valuable experience as an adult educator and in other areas of their organisation that I am interested in, while learning about the adult education system in Malta. I am very grateful to have the chance to spend a year living and working in this beautiful island."

Kieran Tumulty

Ireland

"To define in one word, my Grundtvig assistantship was an experience of SHARING, in all levels. In the professional level, I consolidated my learning and I increased my confidence in the field of Adult Education thanks to the very engaged Maltese adult learners and a very hardworking and team working colleagues. From my part, I brought and I shared my different experiences and knowledge. In the personal level, I feel I have grown up in maturity and I have opened up my mind. I don't know if the airplane company will allow me to go back home at the end of this experience, because I am going to carry back very heavy suitcases full of souvenirs of very nice experiences and lovely people."

Pallares Pascual Lourdes

France

"The Grundtvig Assistantship in the Directorate for Lifelong Learning in Malta has given me the opportunity to assist in the implementation of projects, increase my knowledge of foreign societies and cultures, promote European Citizenship through languages, and also, acquire competences needed for my personal development and future employment."

Gomez Cantoral Diana

Spain

"This experience gave me the opportunity to learn more about the work carried out by other institutions different from my country, share personal and professional experiences while helped me improve my work. Immersion in Maltese culture and meeting great people is something I will never forget."

Crespo Martinez Ana Belen

Spain

"Being a Grundtvig Assistant with the Directorate for Lifelong Learning in Malta was a great opportunity for me to gain and develop my professional, personal and social skills. I discovered another 'world' about adult education system and shared my experiences with other adult education providers. I had the chance to meet a helpful and wonderful team and of course I had the opportunity to teach my mother tongue language and culture (Portuguese) to the locals This experience was one step up in my life and for sure it is going to help me achieve the 'star'."

Costa Catia Virginia

Portugal

Good luck with your application through your National Agency!

The **deadline** to submit the form to your National Agency is **28 March 2013**