



Curriculum Management and eLearning Department

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LETTER CIRCULAR

Information: X

Date: 13th April 2011

Action Required: X

Ref: CMeLD 76/2011

To: All Heads of School (State and Non-State) and Sections

From: Mr Raymond Facciol, Assistant Director (Training and Professional Development)

Subject: In-Service Courses Catalogue 2011

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- 1) The Inset Course Catalogue is available online at:
http://www.curriculum.gov.mt/docs/INSET_Courses_2011.pdf
 - 2) Education Officers organising Compulsory Courses will be calling teachers to attend Inset Courses by the 15th April 2011. It is only after this date that teaching personnel should apply for Voluntary In-Service Courses.
 - 3) Teachers in State or Non-State schools can apply (through the Head of School) for the courses mentioned in (2) above.
 - 4) Application forms for Voluntary courses organised by the Directorate for Quality and Standards in Education are not to be sent to course co-ordinators. They are to be sent to:

Directorate for Quality and Standards in Education
Curriculum Management and eLearning Department
Training and Professional Development Branch
Room 317 (Attn. Ms Marisa Schembri)
Great Siege Road, Floriana VLT 2000

or by Fax on 2598 2124 / 2598 2228. (Tel: 2598 2233)

- 5) Application forms for Compulsory courses organised by the Directorate for Quality and Standards in Education are to be sent to the course co-ordinator as per Catalogue 2011 (unless otherwise stated in the course description).
- 6) Application forms for courses organised by the Directorate for Quality and Standards in Education in conjunction with the Secretariat for Catholic Education and Culture are to be sent to:

Directorate for Educational Services
Secretariat for Catholic Education
The Curia, Floriana

(Tel: 25906309)

There is no need to send copies to the Directorate for Quality and Standards in Education of application forms in the case of applications falling under (5) and (6) above.

- 7) All application forms, duly filled in, should reach their respective destinations by **not later than Friday 13th May 2011.**

Thank you for your collaboration.

Raymond J. Camilleri
Director CMeLD