

Anness A

Ministeru	Ministeru għall-Edukazzjoni, l-Isport, iż- Żgħażaġh, ir-Riċerka u l- Innovazzjoni (MEYR)
L-impjeg	Koordinatur fuq bażi part-time għall- Quality Assurance u Accreditation għall-Edukazzjoni għall-Adulti



MINISTERU GĦALL-EDUKAZZJONI, L-ISPORT, IŻ-
ŻGĦAŻAĠH, IR-RIĊERKA U L-INNOVAZZJONI
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Il-funzjonijiet generali ta' Koordinatur fuq bażi part-time għall-Quality Assurance u Accreditation għall-Edukazzjoni għall-Adulti fl-Educational Field fi hdan id-Direttorat għar-Riċerka u t-Tagħlim Tul il-Hajja u l-Impjegabbiltà għandhom jinkludu l-erba' oqsma principali, prinċipalment:

Biex jirrevedi standards, politiki, u proċeduri, biex jevalwa l-effettività tal-programmi eżistenti billi jevalwa l-kwalità fit-tagħlim, gwida u appoġġ lill-partecipanti, sensibilizzazzjoni u promozzjoni ta' korsijiet, u l-loġistika, l-operat u amministrazzjoni ta' korsijiet. Id-dmirijiet ewlenin jinkludu:

- i. janalizza id-dejta biex isib l-oqsma għal titjib u tkabbir;
- ii. jzomm rekord tal-għanijiet tal-entità biex jimmassimizza s-suċċess tal-organizzazzjoni;
- iii. jidentifika r-rekwiziti tat-taħriġ biex jintlaħqu l-istandards tal-kwalità;
- iv. jipprovdi taħriġ lill-persunal biex ixerred u jimplementa l-istandards, il-politiki, il-proċeduri u l-prattiki tajba;
- v. jiżgura li l-programmi edukattivi jgħaddu minn akkreditazzjoni, auditing u ttestjar biex jiżgura l-kwalità tagħhom;
- vi. jiżgura jekk l-istandards legali kollha humiex sodisfaċenti u jirrevedi bir-reqqa l-politiki u l-istandards eżistenti;
- vii. jirrevedi il-proċess tal-organizzazzjoni biex jiżgura jekk jallinjawx mal-politiki attwali;
- viii. jiformula rapporti u dokumentazzjoni f'waqthom biex jiġi segwit il-progress;
- ix. jiżviluppa u jimmoniterja miżuri korrettivi;
- x. jagħmel dokumentazzjoni ta' audits interni u attivitajiet ta' quality assurance;
- xi. jindirizza l-ilmenti tal-klijenti;
- xii. jirrevedi l-proċess tal-organizzazzjoni biex jiżgura jekk jallinjawx mal-politiki attwali;
- xiii. jassisti fl-organizzazzjoni tal-korsijiet tal-iżvilupp professjonali tal-edukaturi għall-adulti;
- xiv. jagħti għajjnuna fil-proċessi ta' rekrutazzjoni ta' min qiegħed jitgħallem inkluż l-koordinazzjoni meħtieġa;
- xv. jipparteċipa f'forums u netwerks rilevanti għall-komunità u l-edukazzjoni għall-adulti;
- xvi. jaħdem mill-qrib mal-istaff tad-DRLLE u koordinaturi oħra;

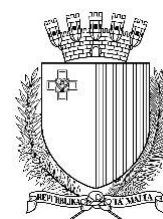
- xvii. jattendi laqgħat għall-istaff, taħriġ għat-tim u programmi tal-iżvilupp kontinwu għall-edukazzjoni tal-adulti;
- xviii. jassisti lis-senior manigment tad-DRLLE fil-prijoritizzazzjoni u implimentazzjoni tax-xoghlijiet meħtieġa;
- xix. kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xx. kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Il-Koordinaturi fuq bażi part-time għall-Quality Assurance u Accreditation għall-Edukazzjoni għall-Adulti normalment jiġu bbażati fiċ-ċentru u jaħdmu fil-ħinijiet tal-uffiċċju, iżda jistgħu jiġu assenjati dmirijiet skont l-esigenzi tas-Servizz Pubbliku u tal-MEYR b'mod partikulari.

Aktar dettalji jistgħu jinkisbu mis-sit: <https://lifelonglearning.gov.mt> jew bit-telefon: 2598 2286 jew tikkuntatja lid-DRLLE fuq l-e-mail: lifelonglearning@gov.mt.

Annex A

Ministry	Ministry for Education, Sport, Youth, Research and Innovation (MEYR)
Job title	Part-time Adult Education Quality Assurance and Accreditation Coordinator



MINISTRY FOR EDUCATION, SPORT, YOUTH,
RESEARCH AND INNOVATION
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The overall functions of a Part-time Adult Education Quality Assurance and Accreditation Coordinator in the Educational Field within the Directorate for Research and Lifelong Learning and Employability shall include the four main areas, mainly:

To review standards, policies, and procedures, to evaluate the effectiveness of existing programmes by evaluating the quality in teaching and learning, guidance and support of participants, outreach and promotion of courses, logistics, operations and administration of courses. The main duties include:

- i. analysing the data to find the areas for improvement and growth;
- ii. keeping track on the entity's objectives to maximise the success of the organisation;
- iii. identifying the training requirements to meet the quality standards;
- iv. providing training to staff to disseminate and implement the standards, policies, procedures and good practices;
- v. making sure that the educational programmes go through accreditation, auditing and testing to ensure their quality;
- vi. making sure whether all the legal standards are met and review thoroughly the existing policies and standards;
- vii. reviewing the organization's process to ensure whether they align with the current policies;
- viii. formulating timely reports and documentation to track progress;
- ix. developing and monitoring of corrective measures ;
- x. making documentation of internal audits and quality assurance activities;
- xi. address customer complaints;
- xii. reviewing the organization's process to ensure whether they align with the current policies;
- xiii. assists with the organisation of professional development courses for adult educators;
- xiv. assists with the learner recruitment processes including the necessary coordination;
- xv. participates at forums and networks relevant to community and adult education;
- xvi. works closely with the DRLLE's staff members and other coordinators;
- xvii. attends staff meetings, team training and adult education continuous development programmes;
- xviii. assists DRLLE's senior management in prioritising and implementing the tasks required;

- xix. undertakes any other tasks, which the superior may delegate to him/her, as may be required; and
- xx. any other duties as directed by the Principal Permanent Secretary.

Part-time Adult Education Quality Assurance and Accreditation Coordinators in the Educational Field is normally centre based and work within office hours, however may be assigned duties according to the exigencies of the Public Service and MEYR in particular.

Further details may be obtained from the website: <https://lifelonglearning.gov.mt> or by phone: 2598 2286 or contact DRLLE by e-mail: lifelonglearning@gov.mt.