

Diviżjoni ta' l-Edukazzjoni  
Dipartiment tat-Teknoloġija fl  
Edukazzjoni

Telefon: 25982164



Malta

Education Division  
Department of Technology in  
Education

Fax: 21249872

### LETTER CIRCULAR

**Information:** X  
**Action Required:** X  
**Ref:** DTiE 1/2003  
**From:** Director Technology in Education  
**To:** All Heads of State Secondary Schools & Junior Lyceums  
**Subject:** After school hours ECDL students' courses  
**Date:** 20<sup>th</sup> February 2003

Please bring the attached circulars to the attention of parents of Form 5 students and ICT/Computer Studies teachers.

As communicated to you earlier this scholastic year, in order to bridge the gap between the previous ICT syllabus and the material required for the European Computer Driving License (ECDL) all current Form 5 students will be provided with the opportunity to undertake a supplementary 30 hour course. This course will be held at the students' respective school after school hours at no cost to the students who opt for it. Attached please find a 'Letter to Students and Parents' and an Application Form which are to be sent to all parents of Form 5 students. These forms are to be returned to the school.

A Centre coordinator will be appointed to take charge of each participating school after school hours and to carry out administrative tasks. He/She will preferably be chosen from the school administration or an ICT teacher as delegated by the Head of School. Remuneration will also be at evening classes rates. The coordinator will be responsible to collect and process all necessary forms and liaise with Mr. Charles Galea (Education Officer) should the need arise. Heads of School are kindly requested to send us the particulars of the selected Centre Coordinator on the attached 'Centre Coordinator for ECDL Evening Classes' form by the 11th March 2003. Coordinators will be required to attend an information meeting at a later date.

Teachers who are already serving in the MyWeb project will be called to teach this course. Remuneration will be at the standard evening classes rate. In the case that more teachers are required, new applications from other ICT or Computer Studies teachers will be accepted on the attached form by not later than 14th March 2003. The Centre coordinator will collect these forms.

Heads of Schools can schedule the courses as they deem fit for the school, preferably after SEC Exams. It is suggested that lessons start 15 minutes after school ends. Lessons for Form 5 students may be organised during normal school hours, in the event of which, teachers will be paid at half the established rate.

Centre coordinators are kindly requested to send the number of students opting to take the ECDL evening course and the names of teachers to Mr. Charles Galea, Education Officer Computer Studies, ICT Learning Centre, Education Division, Floriana.

Mr. L. Zammit  
Director Technology Education