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Malta

Education Division
Department of Technology in
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LETTER CIRCULAR

Information: X
Action Required: X
Ref: DTIE 4/2003
From: Director Technology in Education
To: All Heads of Schools (State and Non-State)
Subject: After school hours ECDL students' courses
Date: Good Shepherd Project 2003

At the beginning of each scholastic year, the Education Division embarks on the Good Shepherd Project. The aim of this project is to identify children of 5 years (or older) who have not been registered at any school as required by the Education Act of 1988. Once identified these students can then start benefiting from regular schooling like the rest of the children of the same age cohort.

Your cooperation is requested for the success of this project.

1. The details of all students born between 1st January 1998 and 31st December 1998, attending your school, are to be entered on the excel spreadsheet found on the diskette provided by the Education Division. No printout is required.
2. All students born and/or registered in Malta have an I.D. Card number. This number is printed on the birth registration certificate issued by the Public Registry. Every effort should be done to obtain this number.
3. When entering the I.D. card numbers from the Public Registry birth certificates, please follow the procedure below.

In the example below the I.D. card number 278880M is formed from the entry number 2788 and the last two digits of the year 1980.

The image shows a sample of a birth registration certificate from the Public Registry. It contains the following text: "0039656", "REGISTRU PUBBLIKU PUBLIC REGISTRY", "huwa ESTRATT veru mir-registrazzjoni Nru. is a true EXTRACT from entry No. 2788", "tas-sena of the year 1980", "fir-Registri in the Civil S", "mizmuma fl-Ufficioju tar-Registru Pubbliku, it-Belt, Valletta, Malta, skond id-dispozzjon kept in the Public Registry Office, Valletta, Malta, in accordance with the provi". Arrows point from the text "In the example below..." to the circled numbers "2788" and "1980" in the certificate, and another arrow points to the circled "M" in the text "skond id-dispozzjon".

(Replace M with G if child is registered in Gozo).

Note: Children registered in Malta after the year 2000, have the letter L at the end of their I.D. number. Similarly children registered in Gozo after the year 2000, have the letter H at the end

of their I.D. number.

4. Special care should be taken to enter all details correctly, especially the date of birth of each child. Use the format dd/mm/yyyy.

5. The diskette with the relevant information entered in the spreadsheet should be returned either by hand to the SIS Training Centre, at Maria Regina Girls' Junior Lyceum, Blata I-Bajda.

or by e-mail as an attachment at the following e-mail address: anthony.gauci@gov.mt

In both cases the spreadsheet should reach the SIS Office/Training Centre by not later than Wednesday 15th October, 2003.

6. In case of any difficulty, or in the eventuality the ID Number of a small number of students has not been obtained, you may phone the SIS Training Centre (Tel: 21224290 / 21224364 or Fax 21237390) for further assistance.

7. The Education Division guarantees that this information will only be used for the purpose of this project, according to the provisions of the Data Protection Act of 2001 and the Education Act of 1988. The details supplied will be entered in a database and held securely in an electronic file. For further information about the Data Protection Policy refer to the website <http://skola.gov.mt/skola/home/aup-qsc/DataProtection.aspx> or contact us on the above numbers.

Mr. L. Zammit
Director Technology Education