



LETTER CIRCULAR

Date: 7th November 2023

Ref: DCLE 11/2023

To: Permanent Secretary, Directors General, Directors, CIO, Heads of College Network, Education Officers, Heads of Primary & Secondary Schools (State and Non-State) and Heads of Entities

From: Mr Jude Zammit, Director General DCLE

Subject: Centrally-driven CoPE - Scholastic Year 2023-2024

As part of their entitlement for professional development, teachers have up to 40 hours of Management Driven Professional Development per scholastic year, including 25 hours planned by College/School and 15 hours planned by the Directorate for Curriculum, Lifelong Learning and Employability (DCLE).

Following discussions with stakeholders, the 15 hours of professional development presented by DCLE for teachers will be as follows for this scholastic year:

- Up to a maximum of 12 hours, divided into 1-3 sessions, where teachers from State, Church and Independent schools, both at Primary and Secondary levels, will be invited by subject Education Officer/s to attend seminars and/or workshops during the scholastic day. A number of dates of training will be offered and schools will coordinate in order for students to remain at school. As per usual practice, not all teachers will be necessarily called for training this scholastic year.
- 3 hours divided into 1.5 and 1.5 hours and chosen by the College in agreement with the respective schools where students will not be attending school. These dates will be communicated at a later date by DCLE.

Attached to this Letter Circular, kindly find the calendar being presented for this scholastic year. This includes all professional development sessions proposed by DCLE. Understanding that when teachers are away from the school, it might create logistical difficulty, attention was given in order to cause minimal disruption, particularly by providing a number of repeat sessions for subjects with larger cohorts and avoiding same day sessions for core subjects. It is therefore crucial that, for the smooth running of the school day, all teachers liaise with the Senior Leadership Team (SLT) before choosing the preferred date (where an option is given). This will allow SLT time to plan.

A more detailed programme will be provided in the coming days. Teachers will be able to register online through the links provided in the programme. The applications for each subject will be open from 20th November 2023.

In cases where a teacher teaches more than one subject, they can either attend the professional development of the main subject that they teach (if it is being offered) or, where feasible for the school, they can also attend sessions that are being offered for the other subject/s that they teach.

Thank you for your co-operation.

Jude Zammit
Director General