

# Institute of Education (IfE)

## WHO WE ARE

The Institute for Education (IfE) is committed to the key principles of equity and social justice and strives to enhance accessibility for professional learning for all those professionals who are committed to the holistic development of the child. IfE also invests in life-long learning to cultivate skills and competencies which enable individuals to rise to the challenges posed by the ever changing society. It fosters a philosophy whereby course participants are encouraged to explore their potential independently, whilst empowering individuals to achieve personal and collective growth.

## OUR COMMITMENT TO CLIENTS

Level of service to expect when contacting or visiting our Offices:

- o We will treat you with respect and in a professional manner.
- o We guarantee confidentiality on any information exchange.
- o Our service standards are in line with Directive 4-2 Standard for Service of Excellence Offered by the Public Administration to the Public and Public Employees.
- o The list of services offered can be found in the following link: <https://ife.edu.mt/>

## WHAT TO EXPECT WHEN YOU CONTACT US

Provide information which is specific, straightforward, and free of jargon or technical terms. All information will be provided in both Maltese and English. We commit to answer your query within 1 working day, or as per timeframes stipulated in Directive 4-2.

### When you contact us by phone

We commit ourselves to answering the phone within 3 rings, in a clear and knowledgeable manner. Staff will identify themselves and treat you with courtesy and respect.

### When you visit our Offices

Our Offices are safe, clean and enable accessibility to services for persons with disability. Waiting time will be of approximately 15 minutes under normal circumstances.

### When you contact us by letter or email

We will send an acknowledgment within 1 working from receipt of your letter or email

### Appointments

Replies to requests for appointments will be provided within 1 working, with the appointment date being set within 10-15 working days from the date of request. However, appointments may be dependent on department waiting lists and urgent requests which may take priority.

## CLIENT RESPONSABILITIES

Clients are expected to: Provide full and correct information. Treat staff with courtesy and respect. Adhere to timeframes and allocated appointments when applicable.

## WE VALUE YOUR FEEDBACK

If you would like to submit feedback, suggestions, or complaints kindly:

- o Contact us as per details shown here: [ife@ilearn.edu.mt](mailto:ife@ilearn.edu.mt)
- o Through servizz.gov by calling on 153, online on Submit a Complaint

Your confidentiality will be guaranteed. Expect our feedback within 5 working days

## HOW TO CONTACT US

- o Institute for Education, Martin Luther King Road, Pembroke PBK 1990, Malta
- o Monday to Friday: 07:00-16:00 Weekends, & Public Holidays: Closed
- o <https://ife.edu.mt/>
- o Contact us: [ife@ilearn.edu.mt](mailto:ife@ilearn.edu.mt) +356 2598 2000
- o Through Social Media:

