



23rd January 2018

Secondary School Certificate and Profile (SSC&P)

Dear Parents and Guardians,

On completing her secondary school education in Senior V, your daughter will be receiving a *Secondary School Certificate and Profile*. This is a national school leaver's certificate that will be the same for all students in state, church and independent schools. It is issued by the Directorate for Quality and Standards in Education and is recognised by the Malta Qualifications Council.

This certificate will include information about **attendance** and performance in **formal education, non-formal activities** organised by the school but which do not feature in the National Curriculum, **informal learning** which takes place outside school hours, and **personal qualities** which the student acquires during her school days. Students may be awarded an SSC&P up to Malta Qualifications Framework (MQF) Level 3.

To better understand the different accreditation levels [Level 1 to Level 3] of the SSC&P kindly refer to the Letter Circular issued by Mr Ian Mifsud, Director General, on the 1st June 2015, which is being emailed together with this school circular.

This Secondary School Certificate and Profile will be issued in your daughter's name as it appears on her Public Registry Birth Certificate.

Attendance

Each student's attendance is recorded throughout the five years of secondary school.

Formal Education

This refers to the subjects/areas of study on the time-table. Each student's performance in academic subjects in the Final Exams, as well as assessment marks that are issued by the school in the Final Exam Report Cards are recorded in the SSC&P.

Non-Formal Education

Any activity happening at school during school hours but that is not time-tabled (i.e. outside the set curriculum) will be considered as a Non-Formal activity. These activities can happen during break time or be one-off activities which the school organises during the year [example Marian Pilgrimage, Student Council, Ekoskola, Prize Day, Sports Day etc]. A maximum of six (6) regular Non-Formal activities per year that students participate in will be listed in their SSC&P.

Informal Education

Informal Education means participation in activities held outside school hours. Students attending courses or forming part of organisations, clubs, etc., will be accredited for their learning [example ballet, sport, girl guide]. A maximum of five (5) regular Informal activities per year that students participate in will be listed in

their SSC&P. Providers of informal activities are obliged to be registered by the NCFHE. This can be done online on <http://www.mqc.gov.mt/qualificationform?l=1> and it is free of charge.

For an Informal Activity to be considered for inclusion, students must attend at least 85% of the course. The Informal Education Form must be *fully completed* [including MQC registration number] for it to be accepted by the school.

Informal and Non-Formal Education Forms will be collected by the school on Tuesday 30th January 2018. It is extremely important to adhere to this deadline. You will be reminded of this date by email. Please do not send these forms to school before the stipulated date.

Personal Qualities

At the end of each scholastic year a student may be assigned up to a maximum of FIVE Personal Qualities out of a possible list of ten. The following 8 qualities are common to all state, church and independent schools: Leadership, Entrepreneurship, Sense of Respect, Adherence to Regulations, Altruism, Teamwork, Communicative Skills and Sense of Responsibility. Another 2 personal qualities are chosen by the school; at St Joseph School Sliema we have chosen 'Resilience' and 'Integrity'. No marks are awarded for the Personal Qualities.

If you wish you may access the full details of the Secondary School Certificate & Profile, at <http://skola.edu.mt/secondary-school-certificate-and-profile>.

Please do not hesitate to contact me personally on telephone number 21330235, or by email at head@stjosephsliema.edu.mt should you require clarifications.

Sincerely,

Ms Clarissa Fleri Soler
Head of School