



ANNUAL REPORT

2016



FOUNDATION FOR
EDUCATIONAL SERVICES



Annual Report 2016

Foundation for Educational Services
Former Military Hospital, Triq l-Imtarfa
Mtarfa MTF 1140, Malta
Tel: 22586810
Email: fes@gov.mt
www.fes.gov.mt

© Foundation for Educational Services

All rights reserved. No part of this document may be reproduced, stored in a retrieval system or transmitted in any way or by any means without prior permission of the author which must be obtained beforehand.

Published by: *Foundation for Educational Services*

CONTENTS

BOARD MEMBERS.....	7
STAFF MEMBERS.....	8
MESSAGE FROM THE MINISTER.....	9
MESSAGE FROM THE CHAIRPERSON.....	10
MESSAGE FROM THE CEO.....	11
MISSION STATEMENT AND GOALS.....	12
KLABB 3-16.....	13
SKOLASAJF.....	14
CHILD CARE CENTRES.....	15
CORPORATE SERVICES.....	16
RECRUITMENT AND TRAINING.....	17
FINANCIAL STATEMENTS.....	18
CONTACT DETAILS.....	19

LIST OF TABLES

TABLE 1 LOCALITIES WHERE KLABB 3-16 SERVICE IS OFFERED.....	11
TABLE 2 AVERAGE NUMBER OF CHILDREN USING KLABB 3-16 IN 2016.....	12
TABLE 3 KLABB 3-16 PROGRAMME FOR 2016.....	15
TABLE 4 RATE CHARGES FOR CHILDCARE SERVICES.....	23
TABLE 5 NUMBER OF CHILDREN USING CHILDCARE CENTRES IN 2016.....	23
TABLE 6 RECRUITMENT IN 2016.....	28

LIST OF FIGURES

FIGURE 1 FES CHILDCARE CENTRES.....	22
FIGURE 2 COST OF OPERATIONS FOR 2016.....	27

BOARD MEMBERS

CHAIRPERSON

Mr Charles Cilia

MEMBERS

Ms Elena Borg

Dr Andrew Azzopardi

Mr Saviour Grima

Mr Mario Mallia

Ms Carmen Nygaard

Mr Eric Saliba

SECRETARY

Ms Marcon Cassar



“

THE PROGRAMMES
OFFERED DURING
SKOLASAJF AND KLABB
3-16 GIVE THE STUDENTS
THE OPPORTUNITY
TO EXPERIENCE
EDUCATION IN A FUN AND
INTERACTIVE WAY.

”

MESSAGE FROM THE MINISTER



HON. EVARIST BARTOLO

THE WORK OF THE FOUNDATION FOR EDUCATIONAL SERVICES IS BECOMING EVER MORE CRUCIAL AND IMPORTANT IN THE LOCAL EDUCATIONAL CONTEXT.

Active labour market policies support the families in striking a balance between work and family. The Foundation for Educational Services is an enabler for such policies and strives to offer quality non-formal programmes to the service users.

The programmes offered during Skolasajf and Klabb 3-16 give the students the opportunity to experience education in a fun and interactive way. The theme of *Respect for All* that was chosen for Skolasajf 2016, resonates with the work being carried out across our

schools and enables a values-based education philosophy. Through these programmes the students are supported in their educational path as they develop into active citizens.

Another crucial service offered by the Foundation for Educational services is childcare. This service sees the children develop and reach new milestones. The importance of quality service provision at such an early stage cannot be stressed enough.

Finally I would like to thank all employees and stakeholders throughout these crucial months for the Foundation for Educational Services, as it continues to evolve, to meet the ever changing demands of families and service users.

MESSAGE FROM THE CHAIRPERSON

MR CHARLES CILIA

FOR THE FOUNDATION FOR EDUCATIONAL SERVICES THE YEAR UNDER REVIEW WAS A YEAR OF CHANGES.

Following a period of evaluation, reflection and discussions during 2015 a number of changes started to be implemented. These changes were addressing the evolving needs of the service users and working towards a more coherent service throughout the different services offered by the Foundation. There is optimism in the realisation of the vision and mission set out for the Foundation and this augurs well for the years to come.

The Foundation has now set high standards for all the services offered

on a national level: Childcare, Klabb 3-16 and Skolasajf. It was a year of success for the three services, which saw the entity move towards a more holistic approach to offer complementary education to formal schooling.

The Board also notices the positive efforts in having the systems and procedures set in place to ensure sustainability of programmes whilst understanding the needs of the evolving services.

On behalf of the board, allow me to take this opportunity to thank all those who in one way or another contributed to make this giant leap in the quality of the service that FES is providing and look forward to future projects and challenges.

MESSAGE FROM THE CEO



MS ELIZABETH PISANI

FOR THE FOUNDATION FOR EDUCATIONAL SERVICE THE YEAR 2016 WAS A YEAR OF TRANSITIONS AND RE-STRUCTURING.

The vision we had for the Foundation started being implemented and this paved the way to interesting things happening. The Foundation had one aim to work towards: to consolidate the work that was done and build bridges between the services offered by the Foundation, Ministry for Education and Employment and the community at large.

We embarked on this winding journey in order to be in a better position to offer a renewed educational experience to our service users. It was a year where we started the process to have procedures in place and this resulted in a more coherent service to our service users. The theme chosen for Skolasajf 2016 was

Respect for All and this resonated in all the work of the foundation.

It was also the year in which the foundation started a complete overhaul of processes, streamlining and standardising operations. This was of great benefit for the services offered as it increased affectivity of provision. The year under review also saw the introduction of two major portals – a recruitment portal and a services portal. This was a project intended to reduce bureaucracy whilst ensuring a better service for our service users and prospective employees.

The challenge that lies ahead is to consolidate further the work done during the year in review to further improve service, offering the best educational experience in a fun and creative way to our children in childcare centres, Klabb 3-16 and Skolasajf centres!



MISSION STATEMENT AND GOALS

THE FOUNDATION FOR EDUCATIONAL SERVICES AIMS TO WORK WITH FAMILIES AND INDIVIDUALS THROUGH THE DEVELOPMENT AND IMPLEMENTATION OF EDUCATIONAL PROGRAMMES AND SERVICES TO PROMOTE INTEGRATION AND SOCIAL INCLUSION.

GOALS

- To provide an after-school service.
- To establish a comprehensive childcare service.
- To develop a post-secondary educational programme for young people.



- To encourage lifelong learning through the setting up of community learning centres.
- To raise the profile of the Foundation to ensure accessibility to all programmes and services particularly amongst those at risk of social exclusion.
- To collaboratively work with local and international organisations having similar goals to the Foundation.
- To build the capacity of the Foundation by actively seeking additional sources of funding and investing in the development of its human resources.

KLABB 3-16

INTRODUCTION

Klabb 3-16 is a national programme catering for learners after school hours. Klabb 3-16 afterschool service is offered to children attending State, Church and Independent schools, and runs between school dismissal time and 18:00 hrs subject to demand.

The service provided by Klabb 3-16, is also extended to offer service users whose parents/guardians are in employment or studying, an educational experience during school holidays namely, mid-term, Carnival, Christmas, Easter holidays and bridge holidays before and after Skolasajf. Only those service users whose parents/guardians are in employment or following a registered course are eligible to apply for the service during school holidays. During this period the service is offered from 07:00 hrs till 17:30 hrs subject to demand for service.

This programme is offered in a number of schools around Malta and Gozo, so as to meet the needs of the families. Klabb 3-16 Centres aim to create an environment for all service users which:

- a. Is immediately welcoming through warm, positive interaction between members of staff, service users, parents/

- guardians and visitors;
- b. fosters a genuine sense of caring, security and well being;
- c. encourages each service user to continue his/her journey of development and learning experience;
- d. ensures that the service user's physical necessities of health, safety, nutrition and quality care are protected through adherence to FES policies and procedures;
- e. identifies the needs of the service users and their parents/guardians, and supports the family unity through responsive communication and programmes.

The Klabb 3-16 programme consists of activities such as drama and storytelling, physical education and games, cookery sessions, science experiments, activities related to technology, educational talks, arts and crafts, and workshops that are linked to monthly themes.

A safe environment for children to do their homework is also offered. Qualified tutors, in possession of a teaching warrant, assist children in their homework and other academic work.



Attard	B'Bugia	B'Kara	Cospicua	Fgura
Floriana	Hamrun	Haż-Żabbar	Haż-Żebbuġ	Luqa
Mellieħa	Mgarr	Mosta	M'Scala	Naxxar
Paola	Pembroke	Qormi	Rabat	Sigġiewi
Sliema	San Gwann	St Julian's	St Paul's Bay	St. Venera
Valletta	Victoria	Xaghra	Żejtun	Żurrieq

TABLE 1: Localities where Klabb 3-16 service is offered

PHILOSOPHY OF THE SERVICE

Research evidence highlights the importance of after-school or extra-curricular intervention in the development and education of children. At FES there is open and continuous communication

with the College Principals, Heads of Schools, parents, and other stakeholders, in the Foundation's bid to improve the service and tap the full potential of the resources available in the educational sector. This is done as part of the service's

	KLABB 3-16 CENTRE	CHILDREN
1	ATTARD Klabb 3-16 Centre	49
2	B'BUGIA Klabb 3-16 Centre	49
3	B'KARA Klabb 3-16 Centre	70
4	COSPICUA Klabb 3-16 Centre	5
5	FGURA Klabb 3-16 Centre	40
6	FLORIANA Klabb 3-16 Centre	4
7	HAMRUN Klabb 3-16 Centre	29
8	LUQA Klabb 3-16 Centre	32
9	MELLIEHA Klabb 3-16 Centre	73
10	MGARR Klabb 3-16 Centre	30
11	MOSTA Klabb 3-16 Centre	65
12	M'SCALA Klabb 3-16 Centre	78
13	NAXXAR Klabb 3-16 Centre	50
14	PAOLA Klabb 3-16 Centre	54
15	PEMBROKE Klabb 3-16 Centre	105
16	QORMI S.G. Klabb 3-16 Centre	38
17	RABAT Klabb 3-16 Centre	12
18	S.GWANN Klabb 3-16 Centre	54
19	SIGGIEWI Klabb 3-16 Centre	34
20	SLIEMA Klabb 3-16 Centre	56
21	ST PAUL'S BAY Klabb 3-16 Centre	115
22	ST. JULIANS Klabb 3-16 Centre	16
23	ST.VENERA Klabb 3-16 Centre	27
24	VALLETTA Klabb 3-16 Centre	8
25	VICTORIA Klabb 3-16 Centre	11
26	XAGHRA Klabb 3-16 Centre	11
27	ZABBAR A Klabb 3-16 Centre	54
28	ZEBBUG Klabb 3-16 Centre	8
29	ZEJTUN Klabb 3-16 Centre	32
30	ZURRIEQ Klabb 3-16 Centre	41

TABLE 2: Average number of children using Klabb 3-16 in 2016

mission to build on the schools' culture and climate, where the children experience a set of values and beliefs lived within a safe environment.

This report focuses on the programmes offered to primary and middle school students. The range of activities Klabb 3-16 offers is quite broad and varies weekly. Children participate in thematic activities that enable them to explore and enrich their creative potential whilst others enable them to learn about human diversity, emotions and different point of views. The programme of activities emphasises the development of the individual as a whole, whilst promoting social awareness and acceptance of peers and others in society. All this is offered in a safe, healthy, and stimulating place for school-age children and youth, while providing opportunities for participation in some or all of the following activities:

- academic skill-building, homework and academic work;
- sports and recreation;
- exploration of special interests such as art, music, dance, computers and technology, science experiments, crafts, games, and environmental studies;
- unstructured play;
- volunteer work and community service, also known as service-learning;
- cultural activities.

In addition to the above activities, the programmes offered also provide the service users with:

- ongoing relationships with caring adults;

MONTH	THEME	WEEK 1	WEEK 2	WEEK 3	WEEK 4
January	Occupations	Discussion on different occupations & people who help us	Occupations related to personal care	Occupations related to customer care and the service industry	Occupations related to sports
February	Culture	Language, clothing, manners and food	Art, jokes, religion and celebrations	Education, homes, family heritage, Cinderella in international culture.	Music, drama, Western, Eastern and African culture.
March	Tales from all over the world	Classical fables	International Fables	Modern tales & fables	Maltese tales & fables
April	Science is all around us	Science in the natural world	Physics for children	Chemistry in the kitchen & biology of the body	Science in our daily lives
May	Art	Birth of art and its evolution. Different elements in art.	From Celtic Art - Fauvism	Cubism - Surrealism	Up-cycled art - art in food and jewellery
June	Inventions	From the wheel - the alphabet	Magnetic compass - Steam engine	Refrigerator - the Telephone	The car - the computer
October	Back to school	Ice breaker	Making Friends	Language, reading and writing	Thinking out of the box
November	Around the world	Customs and traditions	Sports and games	Movement and dance	Folk tales
December	Let's celebrate Christmas together	Let's get ready for Christmas	Let's have some fun!	Tis' the season to be jolly	Christmas in your locality

TABLE 3: Klabb 3-16 Programme for 2016

- an environment that strengthens social skills and character;
- healthy snacks and/or meals to meet students' nutritional needs.

By the end of 2016, an average of 1247.7 children made use of Klabb 3-16 services. The following is a breakdown of the average number of service users per centre.

PROGRAMME

A typical Klabb 3-16 programme starts with a short break for lunch and unstructured play, followed by homework under the supervision of a tutor. Kindergarten children who do not have any homework are engaged in an alternative programme suited for their age, interest and capabilities.

The monthly programme is planned and designed by the Programmes Unit at the FES. During 2016, nine themes were explored.

WAY FORWARD

2016 has been a year of consolidation and improvement of the services being offered by FES, including the service of Klabb 3-16.

In addition to the regular monthly programmes proposed to Klabb 3-16, the FES is currently embarking on a number of initiatives with various stakeholders. These are beneficial to all service users. During 2017, Klabb 3-16 programme will be enhanced with the introduction of pilot projects ranging from awareness in foreign languages (FLAP), to healthy lifestyle (Judo, Move 360, Sustainable Lifestyle), and intergenerational exchanges (Darba Waħda).

These initiatives will be ongoing projects in the FES portfolio of programmes that aim to help families achieve a better work-family balance, while also helping the children in their academic journey and personal development as active citizens.



**THE PROGRAMME OF
ACTIVITIES EMPHASISES
THE DEVELOPMENT OF THE
INDIVIDUAL AS A WHOLE,
WHILST PROMOTING
SOCIAL AWARENESS AND
ACCEPTANCE.** ”

SKOLASAJF



INTRODUCTION

The Foundation for Educational Services has once again organised and managed a successful summer programme offered to all children between 3 and 16 years of age, during Skolasajf 2016. The programme ran between 13 July and 7 September 2016, and offered 11,253 children, the opportunity to engage in a series of cultural, artistic and physical activities and outings. This service was offered in 64 different centres, 10 of which were in Gozo. The programme was also available for children who attended the Resource Centres, three of which were in Malta and one in Gozo.

The Skolasajf programme was also an opportunity for working parents to use the service of extended hours in 30 different centres around Malta and Gozo.

SKOLASAJF MANAGEMENT

The organisation and management of Skolasajf is an ongoing project that takes months of preparation before the actual launch of the event. Regular meetings are held between the FES and other stakeholders, such as the Ministry for Education and Employment; College Principals; Heads of Schools; Student Services Department; and a number of NGOs.

This collaboration between the different entities ensures that certain crucial services received during the scholastic year, such as the Education Medical Service and the Education Psycho-Social Service continue to be provided regularly during summer, so that children attending Skolasajf receive the best service possible.

While the overall management of Skolasajf was administered by the FES Head Office, each cluster of centres within the colleges had a Regional Coordinator who acted as a liaison between the centres and the management team. They also acted as support for the Centre Coordinators who administered the centres, and who were aided by a number of playworkers with extra responsibilities, playworkers, and child support workers. Each centre was visited frequently by the Regional Coordinators and Head Office staff to oversee the smooth running of the operation.

To help the staff deliver and maintain quality standards, each centre was supplied with two handbooks which acted as guidelines about the regulations of Skolasajf. One handbook dealt with the Services aspect, the Programmes Manual provided a framework for activities.

PROGRAMME

The overall theme of Skolasajf 2016 was 'Respect for All', a value that is at the core of a society that endeavours to build a community of support for its citizens. The main theme was explored via seven subthemes to which children could relate, and which are present in their daily lives at school and at home. These seven subthemes were:

- Respect for Myself
- Respect for My Family and Friends
- Respect for the Environment
- Respect for Animals
- Respect for My Country
- Respect for Different Cultures
- Respect for Work

Each of these themes was investigated in a non-formal and exciting way through artistic activities, related outings, and whole school projects. This allowed participation from all the children, as they were encouraged and stimulated to take part, and develop their talents in a fun environment.

Each subtheme was further enhanced by activities with partners who organised school visits or outings. These partners included NGOs and organisations that collaborated with FES to offer socio-educational activities that made children more aware of certain issues around us. These included history, health, animal welfare, technology, tourism, recycling, drama and

music, environment, and social work. The NGOs and organisations that collaborated with FES were:

- The Scout Association of Malta
- Malta Information Technology Agency (MITA)
- P.A.R.K. Directorate
- Transport Malta
- Caritas
- Malta Communications Authority
- Sedqa
- Animal Welfare and Promotion Services Directorate
- The Malta Guide Dogs Foundation
- Malta-EU Steering Action Committee (MEUSAC)
- American Embassy
- Malta Tourism Authority
- WasteServ
- Dental Health Department (Malta and Gozo)
- The Valletta 2018 Foundation
- Public Broadcasting Services
- Maltapost
- Malta Medical Students Association
- HSBC Water Programme
- Heritage Malta
- Ministry For Justice , Culture and Local Government as sponsor of the Digitisation Scheme Film Festival

LITERACY PROGRAMMES

Skolasajf 2016 was once again instrumental in encouraging and promoting literacy through a number of initiatives in collaboration with the Ministry for Education.

Children were once again 'challenged' by the Minister for Education and Employment to read at least five books during Skolasajf 2016. Children were given specially designed bookmarks on which they could record the titles of the books that they read.

Collaboration with the Malta National Library was also significant in making school libraries accessible during Skolasajf 2016. Coordinators were urged to organise orientation visits to the libraries and encourage children to borrow books.

The 'Aqra fis-Sajf' Campaign also provided children attending Skolasajf 2016 with a shared reading programme, entrusted to the care of the National Literacy Agency (NLA). This programme was implemented in 58 Skolasajf centres in Malta and Gozo, by 78 reading animators.

Another important literacy programme was the Klabb Sajf, Guided Reading Programme. This programme was carried out in 13 Skolasajf Centres with 98 participants. The participants were selected according to their reading level, as established in a prior evaluation session where Reading Running Records were carried out with each child on an individual basis. These sessions were delivered by twenty NWAR programme tutors. This programme was run by the National Literacy Agency.

OTHER INITIATIVES, COMPETITIONS, QUIZ AND GAMES

The Skolasajf 2016 programme also provided various other initiatives that highlighted the importance of a healthy lifestyle, allowed children to vent their artistic abilities, and to demonstrate their altruistic nature.

Skolasajf 2016 promoted the Health Factor Project which was designed by the Education for All Unit with the Ministry for Education and Employment, in collaboration with the Directorate of Health Promotion and Disease Prevention within the Ministry for Health. This programme aimed at making children realise the importance of making healthy lifestyle choices, and enhance their chances of growing up to be healthy, active adults.

A returning partner offering healthy food ideas was the Agricultural and Rural Payments Agency, which offered all children attending the programme, a weekly portion of fruit and vegetables. During each month the children received three portions of fruit and one portion of vegetables.

Other initiatives that engaged children in a creative way while making them aware of their active role as citizens included the fund raising activities in aid of the Malta Community Chest Fund, and teaming up with local councils to organise joint events that fostered community learning.

Children also took part in competitions such as those organised in conjunction with the John XXIII Peace Laboratory, Wasteserv, Transport Malta, the National Literacy Agency, and the Directorate for Animal Welfare.

The John XXIII Peace Laboratory competition was open for children between 7 and 12 years, and included a drawing and writing (prose or poetry) competition with the following themes:

- Saint Francis and nature
- Saint Francis and brotherly love towards all mankind
- Respecting each other

FES, in collaboration with Wasteserv and Agenda Bookshop, organised a competition which rewarded original artworks made with scrap materials. Each artwork was to be accompanied by a short write-up describing the project and what materials were used. The children participating could choose from the following themes:

- Transport in Malta
- Traditional Maltese instruments
- Scene from the Maltese countryside
- Historical Buildings in Malta

Transport Malta was another partner which sponsored a competition for



original artistic works related to the theme of transport in Malta. The competition was open for two age categories from 7 years upwards, and gave children free reign as to the choice of media used.

Another artistic opportunity was the Bookmark Design Competition. Children were given a template and design guidelines and asked to design an original bookmark. Winning designs will be used for next year's 'Aqra Fis-Sajf Campaign'.

The "Selfie with My Pet" Competition organised by the Directorate for Animal Welfare, in collaboration with Skolasajf Programme 2016, involved four categories for different age groups. Each had to present a photo of themselves with their favourite pet.

Further educational activities involved the children from each centre forming teams and competing in the challenge to win the coveted title of the 'Winner of the Weetabix Educational Quiz 2016', sponsored by Paolo Bonnici Ltd. The aim is for the children to participate in a team and learn about the subthemes of the central theme 'Respect for All'. The quiz was divided in Preliminary Rounds, Semi-Final Rounds, and the Final session.

All Skolasajf Centres also participated in this year's programme 'Unity in Sports', with the aim of teaching respect through sports, and involve children in physical activities. The Centres who reached the final stage were awarded trophies, whilst all the children who reached the final stage were awarded a medal each. Children aged 9+ could also participate in a Mini-Football Tournament.

The Skolasajf 2016 Respect for All summer programme came to an end in a phenomenal way as the last week of the programme was packed with centre based talent shows that featured drama, dancing, music and exhibitions. These shows were the result of weeks of hard work and commitment by both the children and the playworkers, and served to foster a sense of unity and fraternity between all. Through such activities children built relationships and made new friends with promises to meet during Skolasajf 2017.

CHILD CARE CENTRES

INTRODUCTION

The Foundation for Educational Services (FES) took over the running of government-subsidised childcare centres in March 2010. In 2016, FES was responsible for the running of thirteen centres in various localities across Malta.

FES CHILDCARE CENTRES

FES Childcare Centres were operational during 2016 in the following areas:

FES CHILDCARE SERVICE PROVISION

FES childcare services are offered to children, aged between 3 months and 3 years. Priority is given to children of parents in employment or education, who benefit from the Free Childcare Scheme, in line with Government's policy. However, families who are not eligible for the Free Childcare Scheme are also entitled to the service (if places are available).



FIGURE 1: FES Childcare Centres

COMBINED FAMILY INCOME	MONTHLY CONTRIBUTION	1 DAY/ WEEK	2 DAYS/ WEEK	3 DAYS/ WEEK	4 DAYS/ WEEK	5 DAYS/ WEEK
0-€ 10,000	Nil	Nil	Nil	Nil	Nil	Nil
€10,001 - € 12,000	€40	€8	€16	€24	€32	€40
€ 12,001 - € 14,500	€65	€13	€26	€39	€52	€65
€ 14,501 - €19,500	€90	€18	€36	€54	€72	€90
€19,501 plus	€150	€30	€60	€90	€120	€150

TABLE 4: Rate charges for Childcare Services

Contribution for FES service is heavily subsidised and is based on the family income which is assessed through means testing. Different rates are charged depending on the use of the service as shown in Table 4.

By the end of 2016, seven hundred and sixty-five children (765) children made use of FES childcare service provision. The table shows a breakdown of service users per childcare centre.

FULL-TIME STAFF

As per Collective Agreement signed between the Foundation for Educational Services and UHM, as from October 2016 all childcare assistants work on a forty hour week basis. This increase in the number of working hours (both contact and non-contact) reflects positively on

the quality of the programme being offered since childcare assistants have more time for planning, preparation, observations of children, research, etc. In essence, this means that now all childcare staff, including centre coordinators, is employed on a full-time basis thus giving more stability to the service.

INTER-PROFESSIONAL COLLABORATION

Research studies show that early intervention in the development and education of young children is highly beneficial. Positive early experiences are important prerequisites for later success in school, the workplace, and the community. Services to young children who have or are at risk for developmental delays have been shown to positively impact outcomes across developmental domains, e.g. health, language

	CHILDCARE CENTRE	NO. OF CHILDREN
1	Birgu Childcare Centre	55
2	Qawra Childcare Centre	51
3	B’Kara Childcare Centre	51
4	Il-Bejta, Cospicua	50
5	Il-Merill, Pembroke	77
6	Id-Denfil, Siggiewi	78
7	Il-Bebbuxu, Sta Venera	52
8	It-Tghanniqqa, Floriana	43
9	It-Tbissima, Qormi	65
10	Il-Pespus, Marsa	40
11	Pizzi Pizzi Kanna, Naxxar	75
12	Is-Sardinella, San Gwann	78
13	Il-Qawsalla, Gzira	50
	TOTAL	765

TABLE 5: Number of children using childcare centres in 2016

and communication, cognitive development and social/emotional development. Families benefit from early intervention programmes enabling them to better meet their children's needs from an early age and throughout their lives.

The collaboration between professionals has always been encouraged within FES Childcare Centres. One of the services considered to be highly beneficial to all service-users is that provided by the paediatric team led by Dr Chris Sciberras, Consultant Paediatrician, who is in charge of the Community Health Services. In 2016, a total of 110 children attending FES childcare centres were screened by the medical team.

A number of other professionals carried out regular visits in FES childcare centres and collaborated with FES staff for the benefit of the children in their care. Early Intervention Teachers carried out 101 visits in FES childcare centres. Other professionals including speech language pathologists, social workers, and occupational therapists carried out a total of 90 visits.

STORY-TELLING SESSIONS

Aqra Miegħi sessions were held on a weekly basis at two childcare centres, namely Qormi and Pembroke. These sessions were open to children from the community together with their parents. *Aqra Miegħi* sessions were extended to FES childcare service users and their parents/guardians in Qormi, Pembroke and Marsa.



STAFF TRAINING

Investing in appropriate regular training develops staff's confidence in their abilities. Practitioners who are more confident are more likely to want to introduce new concepts or try new ideas. FES believes in having a quality workforce because this can impact on children's learning and development and help them reach their full potential.

In 2016, the Programme Design, Development and Implementation Unit within FES organised two training days for all childcare staff. During the first training day held in March 2016, representatives from the National Literacy Agency gave a presentation on the Early Childhood Language Policy and *Aqra Miegħi* /Read with Me Methodology. This was followed by a demonstration of a typical *Aqra Miegħi* session. Childcare staff had the opportunity to prepare activity plans and make resources.

Another Staff Training Day was held in November 2016. Ms Anna Baldacchino, Lecturer at the University of Malta, gave a presentation on the Learning Outcomes Framework. During the day childcare assistants had the opportunity to share good practice and to familiarise themselves with the Collaborative Learning Approach.

ERASMUS PLUS PROJECT

In 2016, ten childcare staff members participated in an Erasmus Plus

Project entitled: Achieving Quality in Childcare. Through this mobility project nine Childcare Centre Coordinators and one Programme Coordinator had the opportunity to visit childcare centres registered with Early Childhood Ireland. Participants gained first hand experience about the service provision in Dublin and were exposed to best practice and quality assurance. While Centre Coordinators gained knowledge



Kidorama – Creche & Montessori, Ireland

about the actual implementation of quality programmes, the Programme Coordinator was mentored on how to assess quality in a childcare setting and had the opportunity to exchange ideas and discuss best practices with peers from Early Childhood Ireland.

Following the return of all participants from visits abroad, an internal Evaluation Workshop took place



Mellow Springs, Finglas, Ireland

where participants were invited to present and discuss the outcomes of the project. As a result of this workshop, a set of recommendations for improved quality in childcare services was drawn up. These recommendations were later shared with stakeholders working within this field (DSWS, DQSE).

Following the qualitative analysis of the final report, the project was established as a good practice

project by EUPA and was to be included in the National Agency's Annual Report published every end of year.

WAY FORWARD

1. Moving to new premises: The B'Kara childcare centre will be operating from new premises in 2017. This will result in improved service delivery and an environment that is more conducive to learning. In 2016, the centre only caters for children aged 1.5 years to 3 years. The new centre which will be more spacious, will also include a baby room for the very first time. Working parents of babies aged from 3 months will thus be able to benefit from the service offered from this centre.
2. Opening of new centres: Two new centres will be opening in Zebbug and St Julians to cater for the ever increasing demand for childcare services.



Evaluation Workshop



BUSINESS SUPPORT UNIT

INTRODUCTION

During the year, the Business Support Unit was set-up in order to act as a financial and administrative arm to the operational units. The Business Support Unit includes under its remit the functions of Finance, Human Resources & Organisational Development and Corporate Services. In general this unit is responsible for the entity's funding, budgetary control, cash-flow management, payroll, recruitment, training, estate management, administration, contract management, procurement, Information Technology and legal issues.

FINANCIAL REPORT

The year under review saw the FES Operations increase to an overall cost of over €5.6 million. The graph below depicts cost by service centre with Skolasajf being the highest in terms of cost, albeit the service only given for eight weeks during the year. Payroll continues to be the majority of overall operational expense approximately at 85% of total cost.

RECRUITMENT

During the year the Unit invested a substantial amount of energy in recruitment. This function is

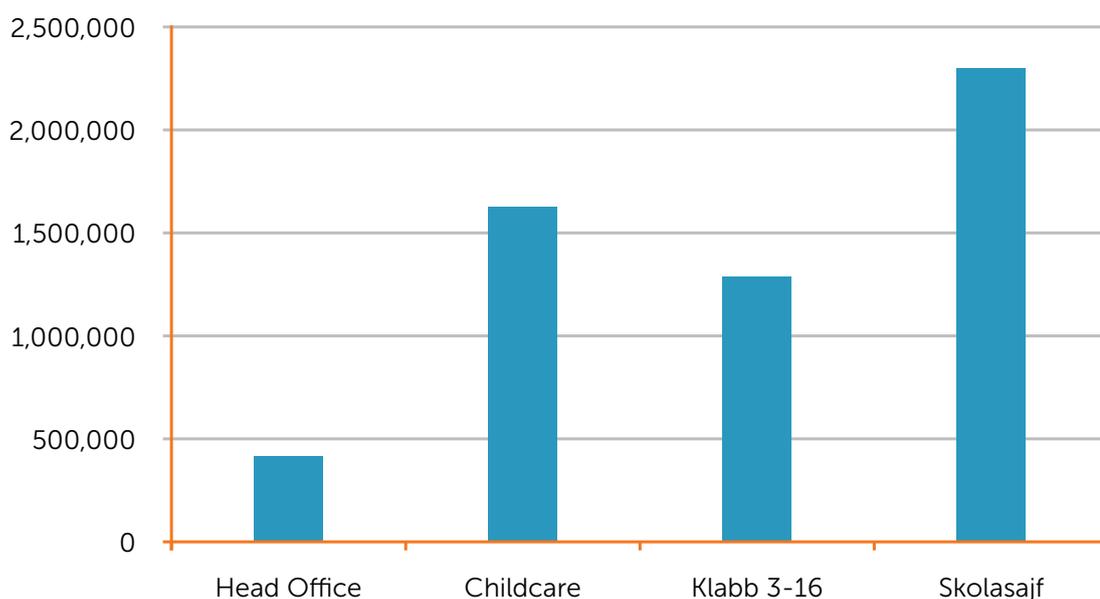


FIGURE 2: Cost of Operations for 2016



CALL TITLE	PERSONS ENGAGED
Head - Programmes	2
Manager – HR and Organisational Development	1
Manager – Programme Design, Development and Implementation	1
Manager - Services	1
Manager - Corporate Services	1
Skolasajf - Playworker	798
Skolasajf - Child Support Worker	517
Skolasajf - Playworker with extra Responsibility	35
Skolasajf - Centre Coordinator	52
Skolasajf - Regional Coordinator	10
Klabb 3-16 - Homework Tutors	8
Klabb 3-16 - Centre Coordinators	7
Klabb 3-16 - Acting Centre coordinators Internal)	12
Klabb 3-16 - Play Workers	71
Klabb 3-16 - Playworker with extra Responsibility	1
Child Care Centre Coordinators	6
Child Care Assistant	12
Programme Coordinator (Internal)	3
Programme Secretary	1

TABLE 6: Recruitment in 2016

critical to the unit and to the FES in general since the mammoth task of employing over 1500 personnel for a temporary period of eight weeks is by no means a small feat. The following list depicts all the calls issued during the year.

During the year, the FES designed and implemented a new recruitment portal which facilitated a paperless recruitment portal. The new portal serves as a database of all applications and all process of eligibility, interview and selection is carried out directly through this portal. The launch of this portal was indeed a milestone for the FES considering the substantial number of personnel the entity employs during the year.

INTERNAL CONTROLS

During the year, the Business Support Unit increased its efforts to implement better controls on the collection of revenue from FES centres and achieve higher business revenue, payroll and attendance data, procurement and cost-cutting measures.

FINANCIAL REPORTING

During 2016 regular Financial Data Reporting System Reports and other data was submitted to MFIN and other Government Entities. These reports assisted in a tighter budgetary control and proper financial governance.

PAYROLL

A critical function within the Business Support Unit is the processing of payroll ranging from that of approximately five hundred employees to almost two thousand in the summer period. This process was by no means an easy task and it is the intention of management to automate further the process through electronic timesheets and online leave applications. The payroll function places a strain on the entity's cash-flow and continuous monitoring was required to ensure adequate funding throughout the year.

PROCUREMENT POLICY

In 2015 the Business Support Unit procured goods and services in line with the provisions of the Public Procurement Regulations 2010 (LN 296 of 2010). Requests for the procurement of goods or services need to be approved by the respective head of units before being passed on to the CEO. The unit is in the process of finalising the entity's procurement policy which will facilitate the procurement of the goods and services in the most transparent way possible.

AUDITS

During the year, the Business Support Unit dealt with three major audits, namely an operations and financial audit for 2015 by the National Audit Office, an audit

carried out by People and Standards Division on 2015 recruitment processes and the annual external audit. All audits were successfully completed by end of the year. The Audit of the Financial Statements included the Statement of Financial Position as at 31 December 2015, the Statement of Profit or Loss and Other Comprehensive Income, the Statement of Accumulated Fund and the Statement of Cash Flows for the end of 2015.

PARLIAMENTARY QUESTIONS AND OTHER DATA

Parliamentary Requests for Information were dealt with by the Unit through the CEO as well as the compilation of any other statistical data required.

The section was also responsible for information required for the Fiscal Consolidation exercise including sick-leave data, consultants and overtime. The Unit also sends out data with regard to recruitment numbers, engagements and terminations of personnel.

CORPORATE SERVICES

The Business Support Unit also provides corporate services to the FES Head Office and all of its 43 centres during winter and 73 centres during summer. The Unit provided maintenance support, procurement of resources, IT Support and overall administration.



“
THE PROGRAMME OF
ACTIVITIES EMPHASISES
THE DEVELOPMENT OF THE
INDIVIDUAL AS A WHOLE,
WHILST PROMOTING
SOCIAL AWARENESS AND
ACCEPTANCE.”

Contact Details

FES Annual Report 2016

Foundation for Educational Services
Former Military Hospital, Triq l-Imtarfa
Mtarfa MTF 1140, Malta
Tel: 22586810
Email: fes@gov.mt
www.fes.gov.mt

© Foundation for Educational Services