

## COMMUNICATION TO LICENSED FURTHER AND HIGHER EDUCATION INSTITUTIONS

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| Title: SLC Number available to Accredited Entities |                                     |                    |
| From: Sandro Spiteri, Head of QA Unit              | Date: 20 <sup>th</sup> January 2015 | Comm. No.: 01/2015 |

Dear colleagues

As some of you may know, all state and most non-state secondary schools in Malta produce a Secondary School Certificate and Profile (SSC&P) for each departing Form 5 student. The SSC&P is coordinated by the Directorate for Quality and Standards in Education; further information is available at: <http://skola.edu.mt/secondary-school-certificate-and-profile/>. The SSC&P also has space to allow schools to record the extra-curricular activities (called informal activities in the SSC&P). This promotes a more holistic appreciation of a student's educational experience. Entities that provide such extra-curricular activities to secondary-school age students can apply for a School Leaving Certificate (SLC) Number. The SLC Database is kept by the NCFHE.

If you already have an SLC Number you will soon be receiving a letter similar to the attached template.

If your entity is not on the SLC database and you wish to appear on it, since you are already accredited with the NCFHE you do not need to fill in the SLC Number application form. You simply need to contact Mr Andrew Debattista on [slc.ncfhe@gov.mt](mailto:slc.ncfhe@gov.mt) and request to be included in the SLC database. This will be done free of charge.

Please note that the SLC number is not to be confused with your Accreditation Licence number. At a later stage, once the QA system for SLC providers is set up, entities accredited by the NCFHE such as yourself will be deemed to already be subject to a QA regime and the SLC number will be replaced by your NCFHE licence number, which will be visible in the SLC database. This is another small way how the NCFHE can support the work of accredited entities in Malta.

Sandro Spiteri  
Head of Quality Assurance Unit