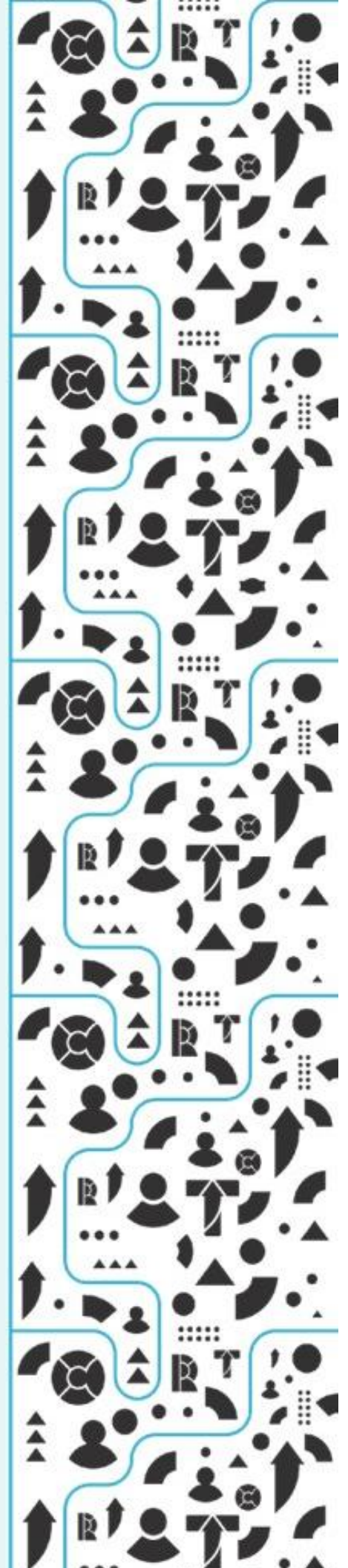Policy Number STF 007

Staff Minimum Eligibility

Appendix – A in the Quality Assurance Policy 2025

6th Cycle Amendment

Issued June 6 2025

Review Date June 2026

Appendix A – Staff Minimum Eligibility

This appendix sets out the updated minimum eligibility criteria for all ThinkTalent staff and trainers. These criteria are aligned with the ThinkTalent Quality Assurance Policy (QA190825), MFHEA requirements, OTHM/European standards, and best practices for accredited education and training institutions. They are designed to ensure that all staff are suitably qualified, experienced, and committed to continuous professional development.

Contents

1. Executive Leadership Roles

Chief Executive Officer (CEO)
• MQF/EQF Level 7 qualification in Management, Business, or related field.
• Minimum 5 years of strategic leadership experience in education, training, or corporate sectors.
• Proven knowledge of EU/Malta regulatory frameworks (MFHEA, QA, ESG standards).

Executive Director
• MQF/EQF Level 6–7 qualification in Management, Education, or Compliance.
• At least 5 years' experience in managing academic/QA operations.
• Demonstrable experience in governance, audit oversight, and MFHEA/OTHM compliance.

2. Quality Assurance & Academic Roles

QA Director / Head of Institute
• MQF/EQF Level 7 in Education, Quality Assurance, or related field.
• At least 3 years' experience in QA management for accredited training.
• Familiarity with MFHEA/OTHM QA frameworks and external audits.
• Experience in developing QA documentation, RACI, and internal/external audits.

Training Programmes Director
• MQF/EQF Level 6 or higher in Education, Instructional Design, or relevant subject.
• Minimum 3 years' experience in curriculum design and programme accreditation.
• Experience liaising with awarding bodies (MFHEA, OTHM).

3. Management & Support Roles

Trainers Operations Manager (TOM)
• MQF/EQF Level 6 qualification in Education, Training Management, or Business.
• Experience in scheduling, trainer support, and QA processes.
• Competence in LMS/CRM platforms and resource allocation.

Marketing Manager
• MQF/EQF Level 6 in Marketing, Communications, or Business.
• Knowledge of QA compliance in marketing accredited programmes.
• Minimum 3 years' experience in education/training marketing.

Administration Manager / PA to Head of Institute
• MQF/EQF Level 5 or higher in Business Administration or Education.
• At least 2 years' experience in academic administration.
• Proficiency in CRM/LMS systems and GDPR compliance.

Executive Administrator / Accounts Clerk
• Minimum MQF/EQF Level 4–5 qualification in Business, Finance, or Administration.
• 2 years' experience in office administration and financial procedures.

4. Teaching Staff

Senior Trainers / Trainers
• A qualification one MQF/EQF level higher than the programme being delivered.
• Minimum 2 years of teaching/training or substantial industry experience.
• Subject-matter expertise aligned with programme requirements.
• Strong pedagogical knowledge, including experiential and inclusive teaching.
• Digital competence for blended/online delivery (LMS, AI-supported tools).
• Commitment to CPD (minimum 20 hours annually, documented).

Coaches / Mentors
• MQF/EQF Level 6 in Coaching, HR, Psychology, or relevant discipline.
• Accreditation with recognised coaching bodies (ICF, EMCC) preferred.
• Demonstrated experience in professional coaching within organisational or training contexts.

5. General Institutional Standards (All Staff)

All Staff Requirements
• Commitment to ThinkTalent QA Policy (QA190825) and RACI roles.
• Compliance with MFHEA and OTHM professional standards.
• Digital literacy (LMS, CRM, GDPR compliance).
• Commitment to Equality, Diversity & Inclusion (EDI) principles.
• Continuous Professional Development (CPD) logs updated annually

Policy Number SE06062025

Staff Minimum Eligibility

Appendix – A in the Quality Assurance Policy 2025

Prepared by Mario Cordina

Verified by Beverly Cutajar

Date 12.06.2025