

Policy and Procedure for the engagement of professional Personnel

CODE:	P094
OPERATIONAL OWNER:	Student Wellbeing Department
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POLICY VERSION:	1.0

Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
1	Initial creation of the Policy for Engagement of Professional Personnel with Roles and Responsibilities Connected to Wellbeing and/or Student Support in Direct Contact with Students.	Kevin Bonello & Audrey L. Buhagiar		
2	Revised policy to strengthen qualification requirements and align with applicable legislation governing regulated professions.			

External Refences

Reference	Details
Malta Qualifications Framework (MQF)	Malta Further and Higher Education Authority (MFHEA) framework for the classification and recognition of qualifications.
Mutual Recognition of Qualifications Act (Chapter 451 of the Laws of Malta)	Governs the recognition of professional qualifications and regulated professions in Malta.

Sector-Specific Professional Legislation	Legislation regulating specific professions, as applicable, including the Psychotherapy Profession Act (Chapter 587 of the Laws of Malta), the Social Work Profession Act, the Education Act (Chapter 327 of the Laws of Malta), and any other relevant legislation.
Applicable Collective Agreement(s)	Collective agreements governing employment conditions, eligibility requirements, and professional engagement criteria.
Government Directives and Circulars	Directives, regulations, circulars and guidance issued by the Government of Malta or other competent authorities relating to the engagement of regulated professionals.

Definitions

Term	Definition
Professional Personnel	Individuals engaged by the Institute who possess the qualifications, competencies, licences, registrations, warrants, or certifications required to perform specialised professional duties connected to student wellbeing and support services.
Wellbeing Services	Services aimed at supporting the emotional, psychological, social, and personal wellbeing of students, including psychotherapy, guidance, and related wellbeing services.
Direct Contact with Students	Any interaction between professional personnel and students, whether in person, online, individually, or in groups, as part of official duties.
Professional Warrant	A warrant, licence, registration, or other authorisation issued by the competent authority permitting an individual to practise a regulated profession.
MQF Level 6 Qualification	A qualification classified at Level 6 of the Malta Qualifications Framework (MQF) or an equivalent qualification recognised by the competent authorities.
Regulated Profession	A profession whose practice is governed by applicable legislation, regulations, or requirements established by a competent authority.

Abbreviations

ITS	Institute of Tourism Studies
MQF	Malta Qualifications Framework

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A. Policy and Procedure

POLICY

- **The Institute of Tourism Studies (ITS)** is committed to engaging suitably qualified professional personnel, where required, to provide students with psycho-social, wellbeing, educational, and student support services. In this policy the ITS commits itself to the following procedures in the engagement of professionals and/or persons filling positions within the Institute's Wellbeing Department, which positions are of great responsibility towards the wellbeing and/or future of our students.

PROCEDURE

1. In all vacancies for positions regulated by law and are warranted as per Maltese legislation, the Institute will issue calls of applications congruent with the specific provisions of the laws in force at the time of issue. These calls may include positions, but are not limited to, that cover Counselling, psychotherapy, psychiatry, psychological services, social work, youth work.
2. When vacancies for positions arise, which positions are not or not yet regulated by law, the Institute will set as minimum requirement a degree related to the area of operation in content at a minimum of MQF level 6. Such positions may include, but are not limited to, coverage of areas such as career guidance, career advisory service, psychological intake services. In such cases the minimum required qualification will be a degree at MQF level 6 in areas related to any of the following: psychology, education, guidance, social work, youth work, or any area related to the field of humanities deemed fit for the role in question.

B. Document Retention

Type / Description	Retention Period
Policy on the Engagement of Professional Personnel Providing Wellbeing and Student Support Services	Until replaced by a new version

C. Review

The terms of this policy will be reviewed after its first year of operation and regularly thereafter.

D. Document Control

Version	Purpose of Review/ Changes	Date Published	Date of Next Review
1	New Policy	30.7.2026	30.7.2027
2			