Sir M. A. Refalo Sixth Form
AN INSTITUTE FOR FURTHER EDUCATION

PROSPECTUS
2016 - 2018
mission statement

Sir Michelangelo Refalo Sixth Form aims to be a further step in our students’ educational journey. We aspire to empower our students with critical skills and values that will enable them to become responsible, educated and autonomous citizens.
About the Institute

Situated in the heart of Victoria, Sir Michelangelo Refalo Sixth Form offers a variety of options to students who would like to further their education at post secondary level. Our institute is a hub for young people who are primarily here to study but who also find the time to get involved in the numerous and diverse activities that are organized throughout the year. This makes the experience at our institute, a memorable one.

Courses offered at Sir Michelangelo Refalo Sixth Form

Course 1: Matriculation Certificate Course (MATSEC)
Course 2: Three Advanced Level Course
Course 3: Advanced/Intermediate / Ordinary Course
  • Category A: Advanced / Intermediate course
  • Category B: Advanced / Intermediate / Ordinary course
Course 4: Ordinary Level:
  • Category A: Revision Subjects
  • Category B: Comprehensive Core Subjects
This course is intended for those students who would like to sit for the Matriculation Certificate Examination of the University of Malta.

The MATSEC course is the ONLY one that meets the entry requirements of the University of Malta.

Two-year course content:
- TWO subjects at Advanced level
- THREE subjects at Intermediate level
- Systems of Knowledge (Group 5)

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Group 2</th>
<th>Group 3</th>
<th>Group 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>Accounting</td>
<td>Applied Mathematics</td>
<td>Art</td>
</tr>
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<td>Chemistry</td>
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</tr>
<tr>
<td>German</td>
<td>Geography</td>
<td>Environmental Science*</td>
<td>Home Economics &amp; Human Ecology</td>
</tr>
<tr>
<td>Italian</td>
<td>History</td>
<td>Physics</td>
<td>Information Technology</td>
</tr>
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<td>Marketing</td>
<td>Pure Mathematics</td>
<td>Music</td>
</tr>
<tr>
<td>Russian</td>
<td>Philosophy</td>
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<td>Physical Education (PE)*</td>
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<tr>
<td>Spanish</td>
<td>Psychology *</td>
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<td>Theatre and Performance</td>
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<td></td>
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<tr>
<td></td>
<td>Sociology</td>
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</tbody>
</table>

* Offered at Intermediate level only

Choice of subjects should be made from the table above.
Subject choice guidelines:

a. ONE of the subjects chosen must be from Group 1; ONE must be from Group 2 and another from Group 3. The remaining TWO subjects may be selected from any group.

b. No subject may be taken at both Advanced and Intermediate level.

c. Not more than TWO of the Business subjects - Accounting, Economics and Marketing may be selected.

d. Environmental Science cannot be taken with any of the following: Physics, Chemistry and Biology.

e. Computing cannot be taken with Information Technology.

Entry Requirements for Course Option 1 – MATSEC Course

Minimum of SIX passes at Ordinary Level (SEC/GCE) at GRADE 5/GRADE C or better in:

- English; Mathematics; Maltese*;
- One science subject from: Physics, Chemistry, Biology, Human Biology;
- any other TWO subjects (from the University of Malta approved list).

* With regards to the following subjects: Maltese, Italian, Arabic and Religious Knowledge ONLY a SEC - Secondary Education Certificate - can be presented.

Students who fail to obtain a Grade 5/C in either ONE of the above required subjects will still be accepted for the MATSEC course. However one must bear in mind that Ordinary level passes in Maltese, English and Mathematics would still be required when applying for a course at the University of Malta.

Note for Maltese SEC Exemption

i. Foreign students may present an Ordinary level pass in their own language (or another language to be approved by the Directorate for Education Services—DES) instead of Maltese.

ii. Maltese students who for reasons of residence or education abroad during the previous four years, have not received adequate teaching in Maltese, may present another language or another subject at Ordinary Level to be approved by the DES.
### Three Advanced Level Course

Students opting for this course must select THREE Advanced level subjects from table below:

<table>
<thead>
<tr>
<th>Accounting</th>
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<td>Russian</td>
<td>Sociology</td>
<td>Spanish</td>
</tr>
</tbody>
</table>

**Table 1: Advanced Subjects**

### Entry Requirements for Course Option 2

Minimum of SIX passes at Ordinary Level (SEC/GCE) at GRADE 5/GRADE C or better in:
- English; Mathematics; Maltese*;
- One science subject from: Physics, Chemistry, Biology, Human Biology;
- any other TWO subjects (from the University of Malta approved list).

*With regards to the following subjects: Maltese, Italian, Arabic and Religious Knowledge ONLY a SEC - Secondary Education Certificate, can be presented.*

Students who fail to obtain a Grade 5/C in either ONE of the above required subjects will still be accepted for the Three Advanced course.
**Course Option 3:**

**Advanced - Intermediate - O Level Courses**

**Category A: Advanced - Intermediate Level Course**

Students taking this course must study a combination of a maximum of four subjects at Advanced or Intermediate level, with a minimum of one subject from each level. Systems of Knowledge (SOK) can be chosen as an Intermediate subject, with a maximum of two Advanced level subjects.

Choice of subject to be studied at *Advanced level* must be made from the table below:

<table>
<thead>
<tr>
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<tbody>
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<td>Russian</td>
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<td>Spanish</td>
</tr>
</tbody>
</table>

**Table 2: Advanced Subjects**

Choice of subject to be studied at *Intermediate level* must be made from the list below:

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Arabic</th>
<th>Art</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Physical Education</td>
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<td>Russian</td>
<td>Sociology</td>
</tr>
<tr>
<td>Spanish</td>
<td>Theatre and Performance</td>
<td>Systems of Knowledge</td>
</tr>
</tbody>
</table>

**Table 3: Intermediate Subjects**
Category B: Advanced, Intermediate and O level Course

A student may opt to study a maximum combination of four subjects at Advanced/Intermediate/Ordinary revision level STRICTLY according to time table availability, with a minimum of one ‘O’ level.

The Advanced and Intermediate level subjects will be studied over a period of two years. The Ordinary revision level subjects will be studied over a period of one year.

Choice of subjects to be studied at Advanced level must be made from the list below.

| Accounting | Arabic | Art |
| Biology | Chemistry | Classical Studies |
| Computing | Economics | Engineering Drawing/Graphical Communication |
| Environmental Science | English | French |
| Geography | German | History |
| Home Economics & Human Ecology | Information Technology | Italian |
| Maltese | Marketing | Pure Mathematics |
| Applied Mathematics | Music | Philosophy |
| Physics | Psychology | Physical Education |
| Religious Knowledge | Russian | Sociology |
| Spanish | Theatre and Performance | Systems of Knowledge |

Table 4: Advanced Subjects

Choice of subject to be studied at Intermediate level must be made from:

| Accounting | Arabic | Art |
| Biology | Chemistry | Classical Studies |
| Computing | Economics | Engineering Drawing/Graphical Communication |
| Environmental Science | English | French |
| Geography | German | History |
| Home Economics & Human Ecology | Information Technology | Italian |
| Maltese | Marketing | Pure Mathematics |
| Applied Mathematics | Music | Philosophy |
| Physics | Psychology | Physical Education |
| Religious Knowledge | Russian | Sociology |
| Spanish | Theatre and Performance | Systems of Knowledge |

Table 5: Intermediate Subjects
Choice of subject to be studied at *Ordinary level* must be made from the table below.

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>Biology</td>
</tr>
<tr>
<td>English Language</td>
<td>Maltese</td>
</tr>
<tr>
<td>Italian</td>
<td>French*</td>
</tr>
<tr>
<td>Spanish*</td>
<td>Accounting</td>
</tr>
<tr>
<td>German*</td>
<td>Religious Knowledge</td>
</tr>
<tr>
<td>Computing</td>
<td>Physical Education</td>
</tr>
</tbody>
</table>

*Subject to timetable availability

Table 6: Ordinary Level Subjects

Other subjects not listed in the above table may be offered depending on timetable logistics.

**Note regarding Ordinary level revision subjects:**
Students applying for any subject at Ordinary revision level must have already studied the subject at secondary level. In the case of Computer Studies, Chemistry, Biology, Physics and Physical Education, students must have already completed their coursework / lab book / project / portofolio.

**Entry requirements for Course Option 3 — category A and category B:**
Pass (minimum GRADE 5/GRADE C) in FOUR Ordinary Levels (SEC/GCE) in any subject.
Course Option 4:

Ordinary Level Course

Category A: Revision Subjects

Duration: One year

The students taking Ordinary Level Revision subjects may choose from the list of Ordinary Level subjects offered, timetable permitting. Applicants wishing to study other subjects not listed are to send a written request to the head via the institute’s official email address. In order to choose English, Maths and/or Maltese as a Revision subject, students must present at least a Grade 7 at Sec Level in these subjects.

Category B: Comprehensive Core Subjects  Duration: Two years

Students who have not sat for the Sec exam or who obtained an Unclassified grade, may follow this two year course in any of the following subjects:

- English
- Maths
- Maltese

Courses offered in category B depend on demand and timetable availability.

Entry Requirements for Course Option 4

Students who have completed year 11 and are in possession of a Secondary School Certificate Profile are eligible to enrol.
Co-Curricular Activities (ASDAN)

ASDAN Short courses

These short courses are flexible and accessible Co-curricular programmes that offer an internationally recognised certificate (http://www.asdan.org.uk/home).

Three courses will be offered at Sir M.A. Refalo Sixth Form, which are Expressive Arts, Sports & Fitness and Football (respective fees apply).

These short courses are a way of encouraging young people to gain credit and recognition for working to further develop their talents.

Lectures

Lectures per subject are held as follows:

i. Advanced level: 6 – 8 weekly including tutorials or practical sessions

ii. Intermediate level: 3 weekly

iii. Ordinary level:
   a. Revision Course: 4 weekly
   b. Comprehensive: 3-4 weekly

Registration

Registration for courses at our Institute takes place on specific dates.

Students are required to complete an application form in typed format from the institute website and are requested to present the following documents:

1. Secondary Education Certificate—SEC (result slips—original and one copy of the document,
2. Secondary School Certificate Profile (original and 1 copy of the document)
3. ID card (original and one copy of the document)
4. Two passport size photos.
5. Valid parents’ / guardians’ email(s) must be included on the registration form, since correspondence shall be sent primarily through email.

A fee of €10, to cover expenses for the school diary, is applicable upon submission of the application.

Students enrolling at Sir MA Refalo Sixth Form are binding themselves upon registration to abide by the institute’s rules and regulations, as stipulated in the school diary.
Late Applications

Late applications may be accepted during the first week of September, subject to a fee of €20. Applications received later in the year are also to pay a fee of €20.

Late applications do not include those applying under the 2nd call for registration following SEC re-sits in September.

The Institute’s Maturity Clause:
The maturity clause is applicable to:
1. Students who are aged 19 or over;
2. Students who have completed a two-year course with us;

Students falling under the maturity clause will be eligible to apply for different courses; each case shall be considered by the Admissions Acceptance Board (AAB);

Admissions Acceptance Board (AAB)
As from the academic year 2014—2015 our institute has appointed a special board to consider and evaluate particular application requests. The AAB comprises the Head as Chairperson, a Deputy Head and one member from the Guidance team. The decision of the board is final.

Other
1. Students are not allowed to follow lectures at both 1st and 2nd year level for a given subject simultaneously. Exceptions may be granted to repeaters in any given one subject, timetable permitting.
2. Applications after the commencement of the academic year, including from those who have left other institutions, will be considered by the AAB;
3. Students who are coming from other further education institutes must satisfy our Institute’s entry requirements, notably a pass of 40% or better.
4. In certain cases, such as applications from students with special needs or learning difficulties, exemptions to requirements may apply subject to consideration by the AAB and the presentation of all relevant documentation.

Students from other institutions must meet the Institute’s requisites to be accepted as our students (this includes the lowest percentage pass mark acceptable at our Institute). They must present a letter of resignation from the preceding institute, their last timetable, the last result obtained and all relevant qualifications.
General Terms
Two calls for applications are issued for entry to Sir MA Refalo Sixth Form:
1. The first call takes place during the first days of the month of August;
2. The second call, takes place THREE working days following the publication of the University of Malta RE-SIT results (in September).
3. Students applying for entry to this institute and requesting an exemption from one area/subject of study due to an already-obtained pass are strictly obliged to do so either during the first call in August OR during the second call in September AND NOT ON OTHER DATES.
4. First year students proceeding to their second year of study and wishing to present a request for an exemption have to do so during:
   - the last week of August
   - the second call for applications in late September.

The Guidance Team at Sir MA Refalo Sixth Form offers their professional services to all prospective applicants prior to, and during the first call for applications in August. It is highly recommended that you consult the Guidance team to ascertain that you are applying for the course that best suits you and that will lead to the realisation of your ambitions as a student.

Requirement Equivalency

An ECDL certificate (7 modules) and B-Tec certificate are recognised for entry to our courses and are equivalent to one SEC pass each. All other subjects presented need to be validated as ‘O’ level equivalents by MQRIC. Students are responsible for presenting MQRIC equivalence certificates if necessary.
**Repeating First Year at Sir M.A. Refalo Sixth Form**

Students who would like to repeat their first year are requested to re-register with the Institute. Application forms are available from the clerk’s office or downloaded from the Institute’s website. Applicants are required to present the Annual exam result obtained from the Institute.

**Second Year Supplement at Sir M.A. Refalo Sixth Form**

Students who would like to repeat their second year are to fill in an application form which can be downloaded from the Institute’s website or collected from the clerks’ office. Applicants are required to present the original and photocopy of their MATSEC June/September results slip, together with the Second Year Supplement application form during the second call, three working days after the publication of the September MATSEC results.

**Request for Change of Subject/s**

Students have the possibility to change their subject/s or subject/s level during the first academic year. Those who wish to do so are requested to complete an “Option Amendment Form” available from the Guidance Room up to one week after the publication of the Half Yearly exam results.

**Exemptions**

Students who succeed in obtaining a pass in any subject of the MATSEC examinations can be exempted from the subject during their course of study at Sir M. A. Refalo Sixth Form. Applicants are to fill in an exemption form available at the clerks’ office. This form must be presented together with the original and a copy of the result slip. Exemption forms are to be submitted within 15 days of the publication of the MATSEC results.

Any of these students who then wish to study another subject instead of the exempted one, will need to apply for a special concession and obtain approval from the Admissions Acceptance Board (AAB).
**Stipend**

In accordance with the government legal notice, students who follow a full time course at our institute are entitled to a stipend, provided that the student has not previously followed a course of study at the same level in this or another institution. To receive a stipend, students must apply online with the Students Maintenance Grant Board (SMGB).

The stipend is divided into three categories:
- Category A (full - seventeen hours or more attendance weekly)
- Category B (50% - ten to sixteen hours)
- Category C (25% - one to nine hours)

**Certificate of Achievement**

Students who register with us will benefit from:
- an official certificate upon completion of your studies here, and
- a transcript (similar to a diploma supplement) with details of ALL curricular and co-curricular achievements over the two-year period.
At Sir M.A. Refalo Sixth Form, the Student Services Centre offers Career/Vocational Guidance as well as Counselling and Pastoral care.

**Career/Vocational Guidance** includes career testing, exploration and job shadowing and help with making career decisions. The Guidance Team works closely with the Senior Management Team to ensure that students coming from secondary education can make informed choices. They provide an Outreach Programme for students and parents comprising of formative and informative meetings on various issues related to adolescence and education. These include meetings on the transition process for students coming from secondary schools to our school and from our school to University, MCAST or other tertiary institutes. During the summer months, our school also offers one to one guidance sessions for prospective students on their choice of subjects before applying at Sir M.A. Refalo Sixth Form. Students continue to receive ongoing support should they later experience any difficulty in their choice of subjects. The Guidance team is able to guide students towards other options which might better meet their needs and abilities.

**Counselling and Pastoral Care** is carried out both informally and on a one-to-one basis. Students are invited to approach any member of the Guidance Team if they feel the need to discuss any personal issues. Our team can guide students towards the right professional services if these are necessary.
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The Sixth Form Library Services staff is delighted to welcome you to our Institute and library. Our library is open during school hours, every day, from Monday to Friday. Students and teachers are invited to enjoy our peaceful environment for study, research or leisure.

One of the library services’ top priorities is helping the Institute’s students to acquire new and second hand textbooks at the best competitive prices on the market. This ensures that each student will have his textbooks at the start of the term. In collaboration with various subject teachers, the library offers students different study packs relevant to their course of studies.

The library offers options for students to browse through geographical, business, environmental, science and social sciences periodicals. Students can also consult school-based exam papers and relevant national exams material. Through the library’s website, teaching staff and students can access other school databases, make book reservations, renew loans and request books. Each student is entitled up to three items for three weeks in a row with the possibility of further renewals.

This summer the Sixth Form Library’s extended area will be renovated with comfortable furniture, open and well lit spaces, a corner for group study and discussion, networking PCs as well as printing and photocopying services.

We are here to help you achieve your academic dream.

In the near future the Sixth Form Library will be one of the outstanding libraries in Gozo.

Library Oliver OPAC website: sls.gov.mt -> Sir Michelangelo Refalo Sixth Form

Email: schlib655.victoria.sls@gov.mt

### Important Contact Details
- General Line/ Administration 21551582
- Head of School 21564554
- Assistant Heads 21550473
- Fax Number 21563547
- E-mail address: smarefalo.sixthform@ilearn.edu.mt
- http://smarsf.skola.edu.mt
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