



MCAST

MQF/EFQ Level 3

CS3-01-21

Diploma for Beauty Specialists

Course Specification

Course Description

This course is intended for those seeking employment in salons as Beauty Specialists or to progress studies to the Level 4 Advanced Diploma in Beauty and Complementary Therapies. The course enables the student to acquire a thorough understanding and development of skills and competences required in different areas within this field.

The student will in fact learn how to develop and carry out treatment plans independently based on the client's requirements. Such treatments include skin care, manicure and pedicure, depilation, nails as well as make-up services, eyebrow and eyelash treatments. Moreover, the course provides the student with knowledge and skills related to health and safety practices in the salon and business factors which also include business plans, effective communication and proper conduct with clients.

This course also offers students the opportunity to strengthen key skills: English, Maltese, Mathematics, Science, Information Technology and Personal Development.

Students will be required to have basic tools and products to practise with.

The student will be asked to purchase a salon uniform (white tunic) together with tools and products, and will also be required to provide models for salon practice.

Programme Learning Outcomes

At the end of the programme the students is able to

- 1. Identify the main parts of the human body and understand diet and nutrition programmes;*
- 2. Perform manicures and pedicures and different techniques of nail extensions and nail art;*
- 3. Perform facial and make-up services as well as eyebrow and lash treatments;*
- 4. Understand the basic factors of setting up a business; maintain health and safety standards, personal appearance and good customer care.*

Entry Requirements

- MCAST Foundation Certificate; or
- 2 SEC/O-Level/SSC&P (Level 3) passes
- Preferred: English Language, Art, Home Economics, Biology, Chemistry

Key Information

Awarding Body - MCAST

Accreditation Status - Accredited via MCAST's Self Accreditation Process (MCAST holds Self-Accrediting Status as per 1st schedule of Legal Notice 296/2012)

Type of Programme: Qualification

MQF Level	Examples of Qualifications	'Qualification' Minimum Credits Required	'Award' Credits Required
Level 8	Doctoral Degree Third Cycle Bologna Process	NA	NA
Level 7	Masters Second Cycle Bologna Process	90-120	Less than 30
	Post-Graduate Diploma	60	
	Post-Graduate Certificate	30	
Level 6	Bachelor ²³ /Bachelor (Hons.) ²⁴ First Cycle Bologna Process	180-240	Less than 180
Level 5	Short Cycle Qualification	120	Less than 60
	Undergraduate Higher Diploma	90	
	Undergraduate Diploma	60	
	Undergraduate Certificate	30	
	VET Level 5 Programme ²⁵	60-120	
Level 4	Pre-Tertiary Certificate	30	Less than 120
	VET Level 4 Programme ²⁶	120	
	MATSEC Certificate	NA	
Level 3	VET Level 3 Programme ²⁷	60	Less than 60
	General and Subject Certificate	NA	
Level 2	VET Level 2 Programme ²⁸	60	Less than 60
	General and Subject Certificate	NA	
Level 1	VET Level 1 Programme ²⁹	40	Less than 40
	General and Subject Certificate	NA	
Introductory Level A	Preparatory Programme	30	Less than 30
Introductory Level B	Pre-entry Basic Skills Course	30	Less than 30

Table 1: Minimum number of credits for 'Qualifications' and parameters for 'Awards'

Fig.1: p56, Ministry for Education and Employment & National Commission for Further and Higher Education Malta (2016). *Referencing Report, 4th Edition*. NCFHE.

Total number of Hours: 1500 hours

Mode of attendance: Fully Face-to-Face Learning

Duration: 1 Year

Target audience for MCAST full-time courses is 16 to 65+

Target group: Learners who have completed compulsory education.

The official language of instruction at MCAST is English. All notes and textbooks are in English (except for language courses, which will be in the respective language being instructed). International candidates will be requested to meet English language certification requirements for access to the course.

This course will be offered at

MCAST has four campuses as follows:

MCAST Main Campus

Triq Kordin, Paola, Malta

All courses except for the Institute for the Creative Arts, Centre of Agriculture, Aquatics and Animal Sciences are offered here.

Institute for the Creative Arts

Mosta Campus

Misraħ Ghonoq Targa Gap,

Mosta

Institute of Applied Sciences,

Centre of Agriculture, Aquatics and Animal Sciences,

Luqa Road, Qormi

Gozo Campus

J.F. De Chambray Street

MCAST, Ghajnsielem

Gozo

Teaching, Learning and Assessment

The programmes offered are vocational in nature and entail both theoretical lectures delivered in classes as well as practical elements that are delivered in laboratories, workshops, salons, simulators as the module requirements dictate.

Each module or unit entails a number of in person and/or online contact learning hours that are delivered by the lecturer or tutor directly (See also section 'Total Learning Hours').

Access to all resources is provided to all registered students. These include study resources in paper or electronic format through the Library and Resource Centre as well as tools, software, equipment and machinery that are provided by the respective institutes depending on the requirements of the course or module.

Students may however be required to provide consumable material for use during practical sessions and projects unless these are explicitly provided by the College.

All Units of study are assessed throughout the academic year through continuous assessment using a variety of assessment tools. Coursework tasks are exclusively based on the Learning Outcomes and Grading Criteria as prescribed in the course specification. The Learning Outcomes and Grading Criteria are communicated to the Student via the coursework documentation.

The method of assessment shall reflect the Level, credit points (ECTS) and the schedule of time-tabled/non-timetabled hours of learning of each study unit. A variety of assessment instruments, not solely Time Constrained Assignments/Exams, are used to gather and interpret evidence of Student competence toward pre-established grading criteria that are aligned to the learning outcomes of each unit of the programme of study.

Grading criteria are assessed through a number of tasks, each task being assigned a number of marks. The number of grading criteria is included in the respective Programme Specification.

The distribution of marks and assessment mode depends on the nature and objectives of the unit in question.

Coursework shall normally be completed during the semester in which the Unit is delivered.

Time-constrained assignments may be held between 8 am and 8 pm during the delivery period of a Unit, or at the end of the semester in which the Unit is completed. The dates are notified and published on the Institute notice boards or through other means of communication.

Certain circumstances (such as but not limited to the Covid 19 pandemic) may lead Institutes and Centres to hold teaching and assessment remotely (online) as per MCAST QA Policy and Standard for Online Teaching, Learning and Assessment (Doc 020) available via link <https://www.mcast.edu.mt/college-documents/>

The Programme Regulations referenced below apply. (DOC 003 available at: link <https://www.mcast.edu.mt/college-documents/>)

Total Learning Hours

The total learning hours required for each unit or module are determined as follows:

Credits (ECTS)	Indicative contact hours	Total Student workload (hrs)	Self-Learning and Assessment Hours
1	5 - 10 hrs	25 hrs	20-15 hrs*
2	10 - 20 hrs	50 hrs	40-30 hrs*
3	15 - 30 hrs	75 hrs	60-45 hrs*
4	20 - 40 hrs	100 hrs	80-60 hrs*
6	30 - 60 hrs	150 Hrs	120-90 hrs*
9	45 - 90 hrs	225 hrs	180-135 hrs*
12	60 - 120 hrs	300 hrs	240-180 hrs*

* The 'Self-Learning and Assessment Hours' amount to the difference between the contact hours and total student workload.

Grading system

All MCAST programmes adopt a learner centred approach through the focus on Learning Outcomes. The assessment of MCAST programmes is criterion-referenced and thus

assessors are required to assess learners' evidence against a pre-determined set of Learning Outcomes and assessment criteria.

For a student to be deemed to have successfully passed a unit, a minimum of 50% (grade D) must be achieved. In case of part time programmes, the student must achieve a minimum of 45% to successfully pass the unit.

All units are individually graded as follows:

A* (90-100)

A (80-89)

B (70-79)

C (60-69)

D (50-59)

Unsatisfactory work is graded as 'U'.

Work-based learning units are graded on a Pass/Fail basis only.

Detailed information regarding the grading system may be found in the following document: DOC 003 available at: link <https://www.mcast.edu.mt/college-documents/>

Intake Dates

- MCAST opens calls for application once a year between July and August of each year for prospective applicants residing in MALTA.
- Applications to full-time courses from international students not residing in MALTA are accepted between April and Mid-August.
- For exact dates re calls for applications please follow this link <https://www.mcast.edu.mt/online-applications-2/>

Course Fees

MCAST course are free for Maltese and EU candidates. International candidates coming from outside the EU need to pay fees for the respective course. Course fees are set on a per-level and course duration basis. For access to course fee structure and payment methods please visit <https://www.mcast.edu.mt/fee-payments-for-non-eu-candidates/>.

Method of Application

Applications to full-time courses are received online via the College Management Information System. Candidates can log in using Maltese Electronic ID (eID) or European eIDAS (electronic identification and trust services) to access the system directly and create an account as the identity is verified electronically via these secure services.

Non-EU candidates need to request account creation through an online form by providing proof of identification and basic data. Once the identity is verified and the account is created the candidate may proceed with the online application according to the same instructions applicable to all other candidates.

Non-EU candidates require a study visa in order to travel to Malta and join the course applied for. For further information re study-visa please access <https://www.identitymalta.com/unit/central-visa-unit/>.

For access to instructions on how to apply online please visit <https://www.mcast.edu.mt/online-applications-2/>

Contact details for requesting further information about future learning opportunities:

MCAST Career Guidance

Tel: 2398 7135/6

Email: career.guidance@mcast.edu.mt

Current Approved Programme Structure

Unit Code	Unit Title	ECTS	Semester
CSBTY-303-2000	Depilatory Treatments	3	Yearly
CSBTY-303-2001	Hand and Foot Care	3	Yearly
CSBTY-303-2002	Diet and Nutrition	3	Yearly
CSBTY-306-2003	Make up and Eyebrows/Lash Treatment	6	Yearly
CSBTY-306-2004	Nail Technology and Nail Art	6	Yearly
CSBTY-306-2005	Salon Management	6	Yearly
CSBTY-306-2101	Facial Care Treatments	6	Yearly
CSPHY-303-2000	Anatomy and Physiology	3	Yearly
CDKSK-304-1922	English	4	Yearly
CDKSK-304-1921	Mathematics	4	Yearly
CDKSK-304-1923	Malti	4	Yearly
CDKSK-304-2108	Information Technology	4	Yearly
CDKSK-304-2103	Community Social Responsibility	4	Yearly
CDKSK-304-1925	Science	4	Yearly
Total ECTS		60	

CSBTY-303-2000: Depilatory Treatments

Unit Level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 75

Unit Description

In this unit, students will learn to recognize different types of hair, hair growth and hair cycle, hair follicles, skin diseases and contra indications in relation to the treatments to be provided. Also, they will be introduced to the hair functions and disorders. They will learn about different types of depilatory treatments, and to recognize appropriate depilatory treatment for specific skin type.

Students will learn how to perform treatments for different skin and hair types and aftercare treatment at home.

Student will become familiar with the hair functions, types and disorders, and should be able to advice and perform depilatory treatments for different hair types.

Moreover, students will learn how to communicate with the client in professional manner, and learn how give after care advice for the treatments and product, and how to make a treatment plan. Students will also learn how apply different techniques of depilatory treatments according to the hair and skin type. They will learn how remove different types of hair, how bleach body hair and how to treat ingrown hair.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Understand hair functions, types and disorders;*
2. *Understand different techniques of depilatory treatment;*
3. *Recognize abnormalities, contraindication and factors which determine hair growth*
4. *Give aftercare advice and know how to communicate with the client in a professional manner;*
5. *Create a treatment plan according to client's needs.*

CSBTY-303-2001: Hand and Foot Care

Unit Level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 75

Unit Description

In this unit students will learn to prepare hands and feet basic and specialized treatments including paraffin wax, hot oil, thermal mittens, masks and scrubs. The students will gain knowledge and skills to perform consultation with the client and recommend the appropriate treatment. Moreover, the unit will offer knowledge of the anatomy of the hand and the foot. The unit will teach students to recognize diseases and disorders of the skin and nails. Students will be trained how to perform manicure and pedicure using appropriate tools and products. They will be taught about different massage techniques for hands and feet, French manicure, basic nail polish. Additionally, students will learn how to recommend home care for clients, and they will also learn how to refer the client to relevant practitioner in case of any contra indications.

Student will learn how to maintain hygiene standards including tools and equipment required necessary to perform manicure and pedicure. They will learn how to communicate with the client and adopt the treatment accordingly.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Understand anatomy of the hand and the foot;*
2. *Recognize nail and skin diseases disorders and contra indications to treatment;*
3. *Perform manicure and pedicure routine including massage according to clients' needs;*
4. *Use and maintain tools, products and equipment according to hygiene standards for work in the salon;*
5. *Recommend home care for clients.*

CSBTY-303-2002: Diet and Nutrition

Unit Level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 75

Unit Description

Students will learn how to choose healthy foods so the body can be as healthy as possible and function as well as it can. They will be able to suggest foods that correspond to their clients' eating habits and life styles, as well as discuss different diet plans. Students will also become familiar with the body systems related to nutrition, such as the digestive and endocrine systems. They will learn about the importance of the different nutrients in the diet, gain knowledge about different types of diets and whether they work or if they can be dangerous. They will learn how to distinguish between healthy and unhealthy foods, and be able to interpret calories and kilojoules. Also, students will learn how explain the importance of the different nutrients in the diet. Students shall also learn about dietary disorders and ways in which these can be managed.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Understand the digestive and endocrine systems;*
2. *Explain the importance of the different nutrients in the diet;*
3. *Choose healthy foods and interpret diet information for the clients' needs;*
4. *Recognise dietary disorders and suggest ways in which these can be managed.*

CSBTY-306-2003: Make-up and Eyebrows/Lash Treatment

Unit Level (MQF/EQF): 3

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

In this unit, students will learn how to apply professional make-up for day, evening and special occasions. They will learn how to apply make-up according to the rules, and suggest appropriate make-up for the client according to face shape, skin type and tone condition in order to fulfil clients' wishes, using appropriate make-up and hygiene techniques.

Students will learn to identify types of eye shadow, lipstick, lip gloss, blush, different types of powders, foundations, and mascara.

Students must understand the basis of client communication and client care.

Students will be able to learn different techniques for defining eyebrows on different face shapes. They will first learn how to determine face shape and natural shape of eyebrows in order to be able to shape eyebrows in different ways for different face shapes.

Students will also be able to dye eyebrows/lashes according to client's needs.

The student will gain knowledge and skills in eyelash extensions, application and removal.

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Choose appropriate make-up, products and tools according to clients' needs;*
- 2. Apply make-up for day, evening and special occasions;*
- 3. Apply make-up in accordance to hygiene standards;*
- 4. Introduce clients to basics make-up techniques and home care advice;*
- 5. Perform eyebrow / eyelash treatment according to the clients' needs.*

CSBTY-306-2004: Nail Technology and Nail Art

Unit Level (MQF/EQF): 3

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit will provide a good basis for students to be able to perform, maintain and remove gel and acrylic extensions, including the proper application of semi-permanent nail polish and nail art.

Learners will also be introduced to the proper method to carry out an effective consultation and treatment plan with clients to identify contra indications, skin diseases and disorders. This is important as this will directly impinge on the type of treatment that can be applied.

This unit will also provide the knowledge and skills required to ensure that services are provided in a hygienic, safe and professional manner to ensure client satisfaction. Different occasions, lifestyles and situations require the use of different colours and nail art styles. Hence students will be introduced to the basic colour theory.

Students will also be introduced to the importance of home care advice in relation to the different nail treatments.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Apply and maintain different nail extension techniques after consultation;*
2. *Apply semi-permanent gel polish and use different nail art ideas;*
3. *Prepare necessary tools according to appropriate hygiene procedures;*
4. *Create a treatment plan and give appropriate homecare advice;*
5. *Apply appropriate techniques to remove nail extension and nail art.*

CSBTY-306-2005: Salon Management

Unit Level (MQF/EQF): 3

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit will provide students with the knowledge that relates to the mode and range of services appropriate to the salon. The students will learn about primary, auxiliary, weekly and monthly tasks. Additionally, they will be introduced to the health and safety legislation, sterilization process, salon hygiene and personal hygiene. Also, the topics related to the emergency of fire, electrical safety, first aid and how to manage procedures required in case of an accident will be considered within the unit. The unit will teach student to carry out personal presentation in order to make a professional relationship with the clients. The risk assessment methods at the workplace will be also presented to the students. Students will understand the importance of communication skills; know how to apply them, and present goods and services effectively, using body language, facial mimicry and voice.

Students will also learn various business skills for salon needs and their personal needs. In this unit students will learn how to communicate with clients, and how to make a successful commercial for promotional purposes. They will learn to make business contracts with other firms.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Understand basic factors to set up a business;*
2. *Understand the basic principles of budgeting and accounting;*
3. *Understand the basic elements of marketing and sales;*
4. *Maintain basic health and safety standards in the salon according to local health and safety legislation;*
5. *Understand the importance of health and safety practices in the salon.*

CSBTY-306-2101: Facial Care Treatments

Unit Level (MQF/EQF): 3

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

In this unit, students will learn how to become independent in recognizing skin conditions, diseases and contra indications. The unit will provide students with the knowledge and skills to perform consultations and create appropriate treatments on facial care. Students will learn to diagnose skin types and skin conditions and select the products, tools and equipment for treatments. They will also learn to apply different types of scrubs, masks, ampoules and concentrates. The students will also be introduced with the ingredients of cosmetic preparations. Students will become familiar with different skin treatments and their effects. This will include treatments for different skin types (young, mature, problematic, dry, oily skin, combination and sensitive skin as well as various anti-ageing treatments). In addition, students will learn the anatomy of the face in order to perform facial, neck and décolleté massage. Furthermore, student will acquire organizational skills which will enable them to properly maintain the work place, supplies and equipment. They will also learn how to recommend proper home care for different clients.

Also, they will learn how to recommend treatments and therapy for different clients, analyse skin type and skin condition. Students should be able to advise the appropriate care in the salon and at home, perform various facial treatment independently and will be responsible for keeping required hygiene conditions during face care treatments.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Create a treatment plan on the basis of the analysis of the type and condition of client skin and possible contra indications;*
2. *Perform consultation with the client and fill in record card appropriately, and advise adequate home care;*
3. *Carry out different face care treatments;*
4. *Know the ingredients of face care products and their effects on the skin;*
5. *Maintain hygiene standards in delivery of beauty therapy treatment.*

CSPHY-303-2000: Anatomy and Physiology

Unit Level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 75

Unit Description

The unit involves the study and learning of the body structure, its' physiology and function. It is vital to have a sound knowledge of the body system especially because it is the foundation on which beauty treatments are based on. It provides the learner with a better understanding to why and how should a beauty specialist make use of various beauty treatments that are safe to the human body.

The unit delves into various other aspects that link the study of the human body with beauty treatments, methods and contraindications, symptoms and conditions of the client so that the learner is aware of when and when not to treat a client, and only operate within certain parameters.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Explain the organisation of the body, cells, tissues, and organs and how they work together to form the body's system;*
2. *Describe muscular and bone structures including position, functions, and the various nerves that are affected during treatments;*
3. *Explain the structure of the integumentary system (skin, hair and nails);*
4. *Explain different types of joints;*
5. *Describe the functions of the circulatory system and the importance of blood and lymph circulation.*

CDKSK-304-2103: Community Social Responsibility

Unit Level (MQF/EQF): 3

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

This key skill presents the opportunity for MQF level 3 learners to explore their individual self through the analysis of their core values and behavioural tendencies. This will bestow insight upon the learners, which will assist them in setting and/or recalibrating their future goals. Through the acquisition of different life skills, learners will be empowered to explore their surroundings and become more responsible towards the environment which hosts them. Delving into what constitutes responsibility towards others, the learners will be presented with the opportunity to recognise the significance of developing an adequate personal conduct.

The learners will also be presented with opportunities to develop and/or hone their management and organisational skills, which in return will assist them in becoming more employable and independent. Through the completion of a compulsory community work experience, learners will recognise the benefits of self-management skills towards the acquisition of balance within one's lifestyle. The completion of the compulsory community work project will also present the ideal opportunity for the students to analyse their experience, evaluate their own performance and also generate suggestions and recommendations for future good practices.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Examine the relation between personal core values and goal setting.*
2. *Practice organisational skills to establish further independence.*
3. *Identify the practice of proper personal conduct and communication within different communities.*
4. *Evaluate the engagement in a community work experience.*

CDKSK-304-1921: Mathematics

Unit Level (MQF/EQF): 3

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

This unit aims to develop the mathematical knowledge and skills required to apply mathematics in real-life situations. The student should be given the opportunity to engage in problem solving by: (i) exploring different approaches to solve a given problem; (ii) using appropriate strategies and language to arrive to a solution; and (iii) checking the validity and accuracy of the solution. The interconnectivity between different areas of mathematics should be pointed out to the student, even though some areas might require different techniques and tools (including ICT tools). The use of (scientific) calculators and ICT can be integrated in the delivery of the topics listed hereunder. The student should also be helped to develop and appreciate mathematical reasoning and deductive skills by being exposed to short proofs.

By the end of this unit, the student should demonstrate readiness and competency to independently apply mathematical techniques in solving problems, and be able to communicate findings using appropriate mathematical vocabulary and rigour. These problems will involve:

- (a) numerical calculations,
- (b) algebraic manipulation,
- (c) geometrical properties,
- (d) basic statistical analysis and
- (e) probabilistic techniques.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Compute further numerical calculations;*
2. *Construct and manipulate formulae and algebraic expressions;*
3. *Construct linear equations using graphical techniques;*
4. *Apply geometrical properties of lines, shapes and solids to find lengths, angles, areas and volumes;*
5. *Summarise statistical data both graphically and numerically;*
6. *Determine the probability of single events and of the combination of independent events.*

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CDKSK-304-1922: English

Unit Level (MQF/EQF): 3

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

This unit is targeted at learners proceeding from a Level 2 vocational programme (therefore taking into account completion of Level 2 Key Skills English) as well as those whose entry level is directly at Level 3.

In line with the Malta Qualifications Framework for Level Descriptors, English for Diploma Programmes takes into account the learning of English in terms of knowledge, skills and competences. Knowledge seeks to assess recognition of facts, principles and general concepts in a field of work or study, while skills assess the application of that knowledge in the accomplishment of tasks by employing basic methods, materials and information. In turn, competences empower the learner by giving him/her full responsibility for their accomplishment.

At Level 3, learners are expected to have sufficient knowledge of English in order to deal with everyday situations in scenarios ranging from home, work, social and public settings. General emphasis is laid on work and public settings. In their application of this knowledge, learners are required to listen to or read a range of short texts of a technical and non-technical nature, as well as information broadcast through the popular media. General understanding as well as association of ideas and inference of meaning are expected at this level. Learners should be capable of communicating in English by discussing familiar topics or vocational topics previously exposed to.

This unit encourages learners to combine their technical knowledge with their growing knowledge of general English. They will be introduced to specialised vocabulary related to their area of vocational interest: to materials and their properties, equipment and its usage, processes, tools, devices, customer service and item servicing and general

workshop/laboratory practice. In addition, learners are expected to be able to write and produce short but effective work-related memoranda, personal letters, letters of application and curriculum vitae. Writing practice will be contextualised according to the various exigencies of the various institutes.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Listen to and understand information obtained from a media source;*
2. *Identify and comprehend information presented textually in vocational and technical contexts;*
3. *Identify, comprehend and interpret information presented visually;*
4. *Speak and communicate ideas effectively on a range of topics ranging from the personal to the technical/vocational;*
5. *Write short, work-related correspondence in the form of memoranda, letter of application and curriculum vitae;*
6. *Research and organise information for extended technical/vocational writing.*

CDKSK-304-1923: Malti

Il-Livell tal-Unità: (MQF/EQF): 3

L-Għadd ta' Kreditu: 4

Mod ta' Tagħlim: Preżenti

Total ta' Sigħat ta' Tagħlim: 100

Deskrizzjoni tal-Unità

L-ilsien huwa essenzjali fl-iżvilupp intellettuali, emozzjonali u soċjali ta' kull individwu. Il- Malti mhux biss jiġbor fih identità lingwistika u kulturali iżda huwa għodda ta' komunikazzjoni u interazzjoni. Permezz ta' l-ilsien Malti l-individwu jista' jesprimi dak kollu li jhoss u jkun kreattiv fil-messaġġ li jrid iwassal filwaqt li jkun espost għal oqsma oħra ta' tagħlim. Il-Malti huwa lsien ħaj li ssawwar mill-poplu Malti u għadu qiegħed jissawwar biex jibqa' għodda ta' kreattività għal kull min jużah.

L-Għanijiet

Biex l-istudenti jiksbu din l-unità jridu juru li kapaci:

1. *Jifhmu diskors standard li wieħed juza u jiltaqa' miegħu fil-ħajja ta' kuljum, kif ukoll jifhmu suġġetti marbuta ma' grajjiet kurrenti u suġġetti personali u ta' interess professjonali u vokazzjonali;*
2. *Jifhmu testi li jikkonsistu f'diskors użat fil-ħajja ta' kuljum u fid-dinja tax-xogħol filwaqt li jifhmu deskrizzjoni ta' avvenimenti, fehmiel u opinjonijiet permezz tal-qari;*
3. *Jaffrontaw sitwazzjonijiet f'kuntast ta' konverżazzjoni u jittkellmu fuq suġġetti li huma familjari jew ta' interess personali kif ukoll marbuta mad-dinja ta' kuljum u l-qasam tax-xogħol;*
4. *Jiformolaw testi fuq suġġetti li huma familjari għalih u ta' interess personali u vokazzjonali b'mod preċiż u relevanti f'dak li għandu x'jaqsam mal-lingwa Maltija;*
5. *Jhaddmu ħiliet varji għal skop ta' tagħlim, li jmorru lil hinn mil-lingwa.*

CDKSK-304-2108: Information Technology

Unit Level (MQF/EQF): 3

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

This unit aims to develop basic computer knowledge and skills needed in real-life situations. In a supportive environment, the learner will be challenged to understand how to use various real-life applications belonging to a productivity suite with the aim of providing to our learners the necessary skills required to use common computer applications necessary during their studies. By the time learners complete this unit they will be increasingly independent users of personal computers and will have a broad understanding of how ICT can help their learning, their work, and their social life. They will have a well-developed ability to decide when and how to use ICT and will be aware of the limitations associated with this use.

Through this unit the learners will achieve a broad knowledge of ICT and will be able to use ICT to carry out several increasingly complex tasks. They will be competent in using word processing, spreadsheet, and presentation software to create, format and finish documents, workbooks and slide shows that contains various elements. Finally, this unit also introduces the use of online communities and online tools to build and maintain an online presence.

Learning Outcomes

On completion of this unit the learner will be able to:

1. *Use a word processing application to create everyday letters and documents.
Use a spreadsheet to produce accurate work outputs.*
2. *Use presentation software.*
3. *Utilise online collaboration tools.*
4. *Use internet presence management tools.*

CDKSK-304-1925: Science

Unit Level (MQF/EQF): 3

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

In this Level 3 key skill, learners will increase their awareness about the importance of science in our everyday life. The focus will be on natural sciences, mainly the three different areas; the living world, the physical world and the world of technology.

The focus of the living world will be on interactions between living organisms in a given environment, the dependence of animals on plants for their survival via food chains and food webs, and human life. Topics related with human life will include the position of the main body organs, anatomy and physiology of at least two organ systems, and physical health (importance of healthy food, clean water and unpolluted air; importance of balanced diet and regular exercise for physical and emotional well-being; adverse effects of drugs, alcohol and smoking; ways to avoid contamination of bacteria and viruses; role of white blood cells and misuse of antibiotics).

As part of the physical world, the learner will be more familiar with physical properties of materials, classifying objects and materials based on their physical properties, and linking the uses of objects and materials with their physical properties. Furthermore, they will enhance their knowledge on renewable and non-renewable sources of energy, using sources of energy in the immediate environment safely and economically, and energy-saving measures that can be applied at home and at work.

Related with the world of technology, the learners will discuss health and safety issues at home and in the workplace including recognising situations of risk and ways how one can avoid accidents. Also, the learners will familiarise themselves with issues related to costs and efficiency of everyday life processes by carrying out an analysis of a particular process or task in terms of energy and efficiency.

Learners will enhance their investigative skills via a project (which includes a site visit designed specifically for different institutes) in collaboration with BirdLife Malta. During a training session, lecturers will be given teaching resources and suggestions for sites to deliver the field teaching aspect and project themes. Via this learning outcome, the learner will be empowered to take action to develop a project that addresses an environmental issue. S/he will have to analyse the data, interpret and evaluate findings and then communicate them to their colleagues. The learner should realise that everyone can do something which will make a difference and that action can take place not only at the personal level but also at other levels such as community, national and international levels. Learners should understand ecosystem services and recognise that they can be used in all careers to save time, money, resources etc. but that they need to be respected for this to be possible.

Learning Outcomes

On completion of this unit the learner will be able to:

- 1. Observe and classify objects in the immediate environment;*
- 2. Link scientific knowledge with everyday life situations;*
- 3. Research local environmental issues and use problem solving skills to investigate sustainable solutions;*
- 4. Use scientific knowledge to improve everyday life.*