MQF Level 3

CS3-05-21

Extended Diploma in Foundation Studies for Security, Enforcement and Protection

Course Specification

Course Description

This study programme is intended for those students who in the future intend to work in security, safety, enforcement or protection services, or intend to apply for recruitment training courses in the same professions. It gives students the possibility of experiencing what it would be like to train and work in such careers. The course addresses the competences required at entry level to the security, safety, enforcement or protection sectors. The achievement of the required underpinning knowledge and key skills that are essential for one to be successful in such careers, will be accomplished through contextualised learning and adoption of a highly focused approach with a variety of assessment methods. Should the student opt to stop after successfully completing the first year of studies, one would be eligible for Level 3 Diploma in Foundation Studies for Security, Enforcement and Protection.

Programme Learning Outcomes

At the end of the programme the students is able to

1. *Describe the core activities within the administrative environment and evaluate current work practices*

2. *Assess the situation and circumstance in order to provide the required assistance safely, promptly and effectively in an emergency*

3. *Perform a range of physical and gym-based exercises safely and effectively*

4. *Know the role of charters, codes of practice, legislation and organisations in society*

5. *Employ a range of communication skills competently and effectively.*

Entry Requirements

MCAST Foundation Certificate
or
2 SEC/O-Level/SSC&P (Level 3) passes

Current Approved Programme Structure

Unit Code	Unit Title	ECVET	YEAR
CSH&S-303-1702	Personal Safety	3	1
CSH&S-303-1703	First Aid	3	1
CSFIR-303-1701	Basic Firefighting	3	1
CSCML-306-1701	Introduction to the Criminal Justice System	6	1
CSSEP-306-1701	Equality, Dignity, Diversity and Rights	6	1
CSOFF-306-1701	Office Administration Skills	6	1
CSCPY-303-1900	Contemporary Issues in Security	3	1
CSFTN-306-1701	Awareness of a Healthy Lifestyle through Physical Training	6	1
CDKSK-304-1922	English	4	1
CDKSK-304-1921	Mathematics	4	1
CDKSK-304-1923	Malti	4	1
CDKSK-304-2108	Information Technology	4	1
CDKSK-304-2103	Community Social Responsibility	4	1
CDKSK-304-1925	Science	4	1
CSSEP-N/A00-1900	Lifesaving	0	2
CSCML-306-1900	Contemporary Crime	6	2
CSPSY-306-1801	An Introduction to Emotional Intelligence	6	2
CSPSY-306-1802	Introduction to Psychological Perspectives	6	2
CSSGY-306-1801	Introduction to Sociology of Crime and Deviance	6	2
CSVLY-306-1900	Working as a volunteer	6	2
Total ECVET		**90**	

Unit: CSH&S-303-1702 - Personal Safety

Unit level (MQF): 3

Credits: 3

Unit Description

Personal Safety refers to the freedom from physical harm and threat of physical harm, and freedom from hostility, aggression, harassment, and devaluation by members of the public.

This unit on personal safety, covers the fundamentals of risk identification and shows how to reduce personal risk by using risk assessment. This unit will also help the learner to identify who is at most risk and the situations where your personal safety could be compromised. The skills and techniques contained within the unit are appropriate for both work and leisure safety.

Learning Outcomes

Upon completion of this unit the student will be able to:

1. *Understand the facts about personal safety / security threat.*
2. *Demonstrate methods for staying safe when facing a threat.*
3. *Apply strategies for diffusing difficult situations.*

Unit: CSH&S-303-1703 - First Aid

Unit level (MQF): 3

Credits: 3

Unit Description

This unit is designed for participants who need to deliver emergency first aid before the arrival of the designated occupational medical assistance. Participants will also learn the basic skills and knowledge in order to recognise and provide immediate first aid for a range of common illnesses and injuries. The participant will be competently able to assess both the scene of an injury and the injury itself.

This unit is classroom based and it is highly interactive with role-playing and practical exercises to reinforce the participants understanding and learning.

Learning Outcomes

Upon completion of this unit the student will be able to:

1. *Assess both the scene of injury and the injury itself.*
2. *Deal effectively with common injuries until the arrival of medical assistance.*
3. *Use universal precautions to protect against potential infectious diseases.*

Unit: CSFIR-303-1701 - Basic Firefighting

Unit level (MQF): 3

Credits: 3

Unit Description

The Unit is designed for the training and competence in the basic knowledge on the causes of fire, fire safety, risk minimisation as well as basic fire-fighting techniques used by the Civil Protection Department.

The course is structured to take the students beyond the standard basic firefighting course, and learn what is happening behind the scenes when the Civil Protection Department responds to fire emergencies. The course is structured in a way to expose students to the practical aspects of such operations on the fire ground, and instil competence; besides the theoretical input on firefighting that will be delivered in a classroom environment.

The theoretical aspect of this course will be conducted at MCAST while the practical aspect will be carried out at suitable Civil Protection Fire Stations.

Learning Outcomes

Upon completion of this unit the student will be able to:

1. *Understand basic Fire Fighting procedures.*
2. *Be familiar with Fire Service Operations.*
3. *Explain Fire Science and identify Personal Safety issues.*
4. *Comply with Fire Safety regulations.*

Unit: CSCML-306-1701 - Introduction to the Criminal Justice System

Unit level (MQF): 3

Credits: 6

Unit Description

The scope of this study unit is to provide a stepping stone for candidates interested in pursuing a career within the Disciplined Forces and is intended to prepare learners appropriately for their chosen career path. Therefore, knowledge provided will serve as a basis to grasp an understanding of the complex scenario such candidates may eventually encounter at the workplace. In this regard, the approach adopted for this foundation course will include basic criminological theories and practice. In addition, key legislative aspects will be introduced since they are of importance to the Disciplinary Forces and the Criminal Justice System.

This study unit will provide an introduction to criminological concepts, a general overview of disciplined forces and the Criminal Justice System from a local and European perspective. Therefore, learners will be primarily introduced to the various definitions of crime, theories and factors that are of importance in the criminological sphere. Subsequently the learners will have the opportunity to understand the main components of the Criminal Justice System i.e.:

- The Police Force
- The Judiciary
- Corrections
- Victims of Crime

Furthermore, an overview of the Disciplined Forces in the local scenario will also be provided in order to equip them with a clear understanding of their importance within the Criminal Justice System. Another concept introduced to the learners will be related to the importance of additional services that are available locally. Such a concept is essential since networking between agencies dealing with sensitive issues is of the utmost importance.

Working in such an environment requires dynamic and adaptive persons that need to be on the alert and intuitive; therefore, learners will also be encouraged to develop interpersonal skills that will assist them in their daily tasks at the workplace.

Ultimately the approach adopted in the delivery of the course content aims at stimulating learners to be creative, think critically and independently. Moreover,

information will be elicited from the learners themselves to assist them in developing a mature attitude when expressing themselves on sensitive issues such as crime, offenders and the victims of crime.

Learning Outcomes

Upon completion of this unit the student will be able to:

1. *Understand the main causes of crime and crime prevention.*
2. *Outline types of crime - violent and non-violent crime.*
3. *Outline the major components of the Criminal Justice System - Police Force, Judiciary, Corrections and Victims of Crime.*
4. *Acquire a generic understanding of other disciplined forces - Armed Forces of Malta and Civil Protection Department.*
5. *Understand the role of services within the community in the Criminal Justice System.*
6. *Enhance interpersonal skills to facilitate interaction with other stakeholders.*

Unit: CSSEP-306-1701 - Equality, Dignity, Diversity and Rights

Unit level (MQF): 3

Credits: 6

Unit Description

This unit aims to give learners an understanding of diversity in the security sector and its impact, both positive and negative, upon equality in the way service users are treated. It also explores the rights of individuals to be treated equally, with dignity and respect.

In a multi-cultural society different groups will have different values, preferences and beliefs. Treatments and practices welcomed by some groups will be totally unacceptable to others on the basis of cultural norms or religious practices. Simple issues like diet, physical contact, certain treatments (i.e. blood transfusions) and even involvement after death can be the source of great anxiety for some people and their communities. These concerns can represent major challenges within the security sector.

It is important that security personnel are aware of these issues, respect individual's requirements and adjust their practice to accommodate these preferences wherever possible. Similarly, different people have different values and norms. It is extremely important that people in the security sector are as non-judgmental as possible and have unconditional positive regard, empathy and genuiness for their service users. Humanistic approach will be utilised to understand and support all service users equally.

This unit will explore the common prejudices and stereotypes and possible reasons for their origin. Furthermore, the unit will highlight the different values and norms of different groups. It will encourage learners to examine their own values and beliefs and raise awareness of how such issue affect our behaviour both consciously and sub consciously. Lastly, importance will be given to the effects of discrimination, trauma & loss on a service-users behaviour and psychological well-being.

Learning Outcomes

Upon completing the unit, the student should be able to:

1. *Understand the effects of diversity and discrimination within the context of the security sector.*
2. *Explain how the core values of the Humanistic perspective may be used in the security sector.*
3. *Describe the factors that influence equality and opportunity for individuals or groups in society.*
4. *Know the role of charters, codes of practice, legislation and organisations in promoting diversity.*

Unit: CSOFF-306-1701 - Office Administration Skills

Unit level (MQF): 3

Credits: 6

Unit Description

This unit will give learners the opportunity to learn about the core activities that are required within administrative office environments, look at these activities objectively and evaluate their worth to an organisation. It is important to understand how an administrator plans and co-ordinates activities within an office. The unit will allow learners to realise the importance of people in carrying out activities effectively and logically within an office setting.

Following the evaluation of office activities, the learner will be given the opportunity to design an office system and procedure that will enhance the performance of the current office environment by improving communication and customer service.

They will learn about the importance of customer care and providing an excellent service to customers. They will understand the importance of building effective relationships with customers to ensure customer loyalty and make the customer feel appreciated and likely to use that company again.

Working in a busy office environment can be stressful and learners will look at work related stress and how it is caused. They will learn about coping strategies and mechanisms to deal with work related stress. The learner will come to understand the importance of management support in cases of employee stress.

Learning Outcomes

Upon completion of this unit the student will be able to:

1. *Understand and apply various Office Administration skills.*
2. *Use equipment and software to meet the needs of the administrative function.*
3. *Understand an office system and procedure to improve communication and service to customers.*
4. *Understand the causation of stress in the workplace and the relevant coping strategies.*

Unit: CSCPY-303-1900 - Contemporary Issues in Security

Unit level (MQF): 3

Credits: 3

Unit Description

The primary aim of this unit is to provide learners with the necessary skills which can help them understand the concepts of security, enforcement and protection. The lectures are tailored to engage learners in discussing a number of contemporary issues affecting security, enforcement and protection through an approach that integrates practice with theory. Learners will familiarise themselves with key traditional security issues, through scenario-based discussions, presentations and simulations in a more practical framework.

Learners will have the opportunity to visit local organisations which make up the backbone of the sector in the local context; including the Armed Forces of Malta, Civil Protection Department, Corradino Correctional Facilities and Malta Police Force. During the educational visits, the learners will have the opportunity to familiarise themselves with the procedures and working conditions related to the specific sector. Learners will also have the opportunity to meet with professionals in the field as well as to job-shadow and possibly even to carry out basic manual tasks on their own but under supervision.

Finally, this unit aims to help learners apply what they have gained from the visits in order to hone in on transversal skills such as teamwork, accountability, communication, etc. The learner will develop the ability to establish and maintain effective working relationships with peers and supervisors.

Learning Outcomes

Upon completing the unit, learners should be able to:

1. *Familiarise oneself with the various characteristics which define different sectors within the Disciplined Forces.*
2. *Demonstrate capability to act responsibly at the place of work/educational setting.*
3. *Apply safe work practices and good working relations at the place of work/educational visit setting.*
4. *Appraise in a reflective manner the skills and experiences that have been gained.*

Unit: CSFTN-306-1701 - Awareness of a Healthy Lifestyle through Physical Training

Unit level (MQF): 3

Credits: 6

Unit Description

The role of the security, enforcement and protection officer requires a good level of physical fitness and the leading of a healthy lifestyle. These requirements are due to the physical and very active demands that the job entails. The unit provides the learner with knowledge, and practical experiences as to be able to understand the above mentioned requirements and individually develop/improve the physical fitness as an overall goal.

The learner will be introduced to the different methods of training and exercise, while exhibiting safe measures and clear knowledge pertaining to the necessary exercises.

The unit will be covering the major human anatomical systems as to help the learner understand their main function and purpose as well as the effects of exercise on these body systems.

The learner will be looking into the effects of different lifestyle factors on health and fitness and will be guided as to recognize good health practice as a foundation to physical fitness. This will further encourage the learner as to pursue a healthy lifestyle that would benefit in improved fitness level.

The unit provides the learner with the opportunity to examine own lifestyle and fitness level and to use the knowledge gained as to plan a healthy physical activity programme.

Learning Outcomes

Upon completion of this unit the student will be able to:

1. *Understand the components of fitness and training methods in preparation for the disciplined forces and security.*
2. *Understand the structure and function of the human body and the effects of exercise on the body systems.*
3. *Know the different effects of lifestyle factors on health and fitness.*
4. *Practice the development of personal fitness and healthy lifestyle.*

Unit: CSCML-306-1900 - Contemporary Crime

Unit level (MQF): 3

Credits: 6

Unit Description

Crime is highly debated in today's society. The subject continuously grabs headlines resulting in constant debate on how to address this evolving phenomenon. This unit discusses through a criminological lens the ever-changing nature of crime and the challenges faced by law enforcement. Each crime has different characteristics and discussions will focus on differing approaches adopted by law enforcement in dealing with these phenomena.

Considering that criminal elements are today powerful consumers of new technologies, transportation and communication methods, the crimes discussed will predominantly have an international context. Other personal crimes will also be discussed, offering students a wide understanding of the different characteristics each category represents and the impact victims and offenders alike may experience. Students will be introduced to issues such as cybercrime, financial crimes, drugs, interpersonal violence (including stalking, domestic violence and bullying), organized crime, hate crime, terrorism and radicalization, human trafficking and sports fraud.

Learning Outcomes

Upon completing the unit, the student should be able to:

1. *Define crime and sub-categories of criminality.*
2. *Identify issues related to the collection of crime statistics and barriers to reporting.*
3. *Compare and contrast between different categories of crime.*
4. *Demonstrate an understanding of law enforcement response to different categories of crime.*
5. *Explain the impact of crime on victims and society.*

Unit: CSPSY-306-1801 - An Introduction to Emotional Intelligence

Unit level (MQF): 3

Credits: 6

Unit Description

This is a knowledge and skills-based unit. It will allow learners to demonstrate that they have the necessary knowledge to understand the difference between Cognitive Intelligence and Emotional intelligence. The application of Emotional Intelligence shall be presented within a relevant setting. This unit covers the development and use of emotional intelligence to increase self- awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying methods for increasing self-awareness, recognizing the impact of own emotions on others in the workplace, recognising and appreciating the importance of social awareness and identifying methods to manage relationships and utilising emotional intelligence to maximise outcomes. On completion of the unit, learners will have a better understanding of the main concepts of emotional intelligence and of the relevance of emotional intelligence in the relevant sector. Learners will become familiar with methods to increase emotional intelligence and will be guided to develop the skills necessary for using emotional intelligence in the work place.

Learning Outcomes

Upon completing the unit, the student should be able to:

1. *Understand the difference between Cognitive Intelligence and Emotional Intelligence.*
2. *Understand and develop Self-Awareness and Self-Management.*
3. *Understand and develop Relationship Management.*
4. *Apply Emotional Intelligence in the relevant sector.*

Unit: CSPSY-306-1802 - Introduction to Psychological Perspectives

Unit level (MQF): 3

Credits: 6

Unit Description

The aim of this Unit is to help learners gain an understanding of how humans grow and develop across the lifespan. Students will also be helped to understand the influence of life events and of how these affect growth and development, thus also having an impact on behaviour.

When working in the security setting, students will encounter individuals from all walks of life. For this reason, knowledge of growth and development is essential in order to support these individuals in the best possible way. An outline of physical, intellectual, moral, emotional and social development across the lifespan will be provided, as well as an analysis of life events as transitional factors affecting development.

Learners will also be introduced to basic psychological theories which attempt to explain human development and behaviour, considering different possible explanations and interpretations of behaviour. Particular focus will be placed on the understanding of aggressive and criminal behaviour as a contrast to prosocial behaviour, in order to help students understand service-users in their future career within the security sector. Discussion will also be centred on understanding and analysing own behaviour as this is important when working with people.

Students will be helped to understand different therapeutic approaches within psychology, which may be used both as a resource by police officers and army personnel for their own psychological well-being, as well as to provide effective offender rehabilitation programmes in security settings.

Learning Outcomes

Upon completing the unit, the student should be able to:

1. *Understand major physical, intellectual, moral, emotional and social changes, which take place across the human lifespan.*
2. *Understand the main principles underpinning different schools of psychological theory.*
3. *Apply the main principles underpinning different schools of psychological theory.*
4. *Understand different therapeutic approaches within psychology.*

Unit: CSSGY-306-1801 - Introduction to Sociology of Crime and Deviance

Unit level (MQF): 3

Credits: 6

Unit Description

The unit will allow students to develop an understanding of crime & deviance in particular context within society. Students will explore the fuctions and dysfunctions of crime & deviance and focus on better undestanding the 'cultural goals' and 'labelling' that might happen in society; leading a person to perform deviant or criminal actions. This unit will also expose students to relative deprivation, different subcultures within society and marginalisation issues. This unit will help to equip students to better understand deviant and criminal actions when practising within a 'Security, Enforcement & Protection' working environment.

Learning Outcomes

Upon completing the unit, the student should be able to:

1. *Describe crime and deviance.*
2. *Explain the functions and dysfunctions of crime and deviance.*
3. *Provide a contextual explanation in relation to relative deprivation, subcultures and marginalization.*
4. *Apply a sociological understanding to crime and deviance by taking into consideration cultural goals and the labelling theory.*

Unit: CSVLY-306-1900 - Working as a volunteer

Unit level (MQF): 3

Credits: 6

Unit Description

Volunteering provides the individual with the opportunity were to meet and work with different people of different ages, nationalities and cultural backgrounds. It is a window of opportunity to gain new skills that are transferable to future employment.

This unit aims to provide the learner with the essential skills, competencies and values required in volunteering assistance. It helps the learner to understand the importance of volunteers within the society and understand the need of good practice, skills and knowledge as to carry out the required role more efficiently.

For this unit, the learner is required to undertake a brief period of voluntary work as to gain knowledge and experience needed to meet the learning outcomes.

Learning Outcomes

Upon completion of this unit the student will be able to:

1. *Understand the roles and responsibilities of a volunteer required in different situations.*
2. *Develop the skills and characteristics required for different types of voluntary work.*
3. *Undertake voluntary work in the community by providing the required assistance.*
4. *Review a personal volunteer experience to show personal achievements and improvement in own role as a volunteer.*