

## MCAST PROGRAMMES - PUBLIC INFORMATION TEMPLATE (FULL TIME)

<b>Institute</b>	Institute of Business Management and Commerce
<b>Department</b>	-

Programme Title	Introductory Certificate in Business				
Course Code <i>To be filled in by Admissions Dept.</i>	BC-O01-24		If the programme includes a WBL element, How is it accredited?		Not Applicable, does not include WBL
MQF/ EQF Level	Level 1	Type <i>(refer to Appendix 1 for Parameters)</i>	Qualification	Awarding Body	MCAST – Malta College of Arts, Science and Technology
Accreditation Status		Accredited via MCAST's Self Accreditation Process (MCAST holds Self-Accrediting Status as per 1st schedule of Legal Notice 296/2012)			
Mode of Delivery	Face to Face	Duration <i>(Academic Years or Semesters)</i>	1 Year	Mode of Attendance	Full-time
Total Number of Credits	40 credits	Total Learning Hours <i>(25 Total Learning Hours for each ECTS)</i>		1000 hours	
Target Audience	Ages 16 - 65	Target Group <i>(the type of learners that the educational institution anticipates joining this programme)</i>	Learners who have completed compulsory education		
Programme Fees	There are no fees applicable to Maltese and other EU Nationals (as will be evidenced by their Identity Document)  Fees apply for other International Applicants... for fee information and any related updates it is best to communicate with MG2i International through <a href="mailto:applyinternational@mcast.edu.mt">applyinternational@mcast.edu.mt</a>  One may consider checking about possible eligibility or otherwise for any exemption from fees by contacting the relevant section within MEYR (Floriana) – or visit the <a href="http://servizz.gov.mt">servizz.gov.mt</a> website <a href="#">here</a>				
Date of Next Student Intake	For further information regarding upcoming student intake and applications time windows for same kindly <a href="#">click here</a>				
Language of Instruction	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.				
Application Method	Applications to full-time courses are received online via the College Management Information System. Applicants can log-in using Maltese Electronic ID (eID) in order to access the MCAST Admissions Portal directly and create one's own student account with the identity being verified electronically via this secure service.  Non-EID applicants need to request account creation through an online form after that they confirm that their local Identification Document does not come with an EID entitlement. . Once the identity is verified and the account is created on behalf of the applicant, one may proceed with the online application according to the same instructions applicable to all other applicants.				

	<p>For more information about how to apply online for a course at MCAST, please visit: <a href="https://mcast.edu.mt/how-to-apply-online-2/">https://mcast.edu.mt/how-to-apply-online-2/</a></p>
<b>Information for Non-EU Citizens</b>	<p>Non-EU candidates require a study visa in order to travel to Malta and join the course applied for (on a Full Time delivery mode). For further information re study-visa please access <a href="https://www.identitymalta.com/unit/central-visa-unit/">https://www.identitymalta.com/unit/central-visa-unit/</a>.</p> <p>Further information International / TCN applicants should take note of before requesting to being considered for a programme of studies at MCAST, can be obtained through the respective FAQ found on <a href="https://mcast.edu.mt/important-information/">https://mcast.edu.mt/important-information/</a></p>
<b>IMPORTANT note to Non-EU Nationals / TCNs</b>	<p>In instances where a TCN is applying for an MCAST programme of studies which includes Apprenticeship / Placement / Internship, it is the applicant's responsibility to check with the relevant Maltese Authority whether one would be eligible to have the necessary permits to be able to carry out the accredited Apprenticeship / Placement / Internship, success from which is expected in order to be able to successfully complete the selected programme of studies. Further information can also be obtained through the respective FAQ found on:</p> <p><a href="https://mcast.edu.mt/important-information/">https://mcast.edu.mt/important-information/</a></p>
<b>Address where the Programme will be Delivered</b>	<p><i>MCAST has four campuses as follows:</i></p> <p><b>MCAST Main Campus</b> Triq Kordin, Paola, Malta</p> <p><i>All courses except for courses delivered by the Institute for the Creative Arts, the Centre of Agriculture, Aquatics and Animal Sciences and the Gozo Campus are offered at the Main Campus address (above).</i></p> <p><i>Courses delivered by the Institute for the Creative Arts, the Centre of Agriculture, Aquatics and Animal Sciences, or the Gozo Campus, are offered in one of the following addresses as applicable:</i></p> <p><b>Institute for the Creative Arts</b> Mosta Campus Misraħ Ġhonoq Tarġa Gap, Mosta</p> <p><b>Institute of Applied Sciences</b> Centre of Agriculture, Aquatics and Animal Sciences, Luqa Road, Qormi</p> <p><b>Gozo Campus</b> J.F. De Chambray Street MCAST, Ġhajnsielem Gozo</p> <p><i>In the case of courses delivered via Online Learning, students will be following the programme from their preferred location/address.</i></p> <p><i>Programmes delivered via Blended Learning, and which therefore contain both an online and a face to face component shall be delivered as follows:</i></p> <ul style="list-style-type: none"> <li>○ Face to Face components – as per above address instructions</li> </ul>

	<ul style="list-style-type: none"> <li>Online components – from the student's preferred address.</li> </ul>
<b>Course Description</b> <i>(Refer to Programme Specification)</i>	<p>This programme is aimed at learners who would like to explore the world of studying business-related subjects. During the programme, learners will be exposed to the basics of business concepts including organisational structures and different business areas. The course will also provide learners with skills related to subjects such as English, Mathematics and Maltese as well as other key skill units which will help them in their progression towards further studies.</p>
<b>Deskrizzjoni tal-Kors</b> <i>(Refer to Programme Specification)</i>	<p>Dan il-programm huwa mmirat għal studenti li jixtiequ jesploraw id-dinja tal-istudju ta' suġġetti relatati man-negozju. Matul il-programm, l-istudenti se jiltaqgħu mal-kunċetti bażiċi tan-negozju, inklużi strutturi organizzattivi u oqsma differenti tan-negozju. Ilkors se jipprovdi wkoll lill-istudenti l-ħiliet relatati ma' suġġetti bħall-Ingliż, il-Matematika u l-Malti, kif ukoll unitajiet ta' ħiliet ewlenin oħra li jgħinuhom jimxu 'l quddiem biex ikunu jistgħu jkomplu jistudjaw.</p>
<b>Career Opportunities:</b>	-
<b>Entry Requirements</b> <i>(Refer to Prospectus / Course Page on MCAST website)</i>	<p>Finished Compulsory Education  (as will be documented by a full, official School Leaving Certificate / SSCP / SSQP)</p> <p>Initial Assessment Tests (depending on eligibility and applicability)  (further / updated information regarding IATs can be found amongst the FAQs in <a href="https://mcast.edu.mt/important-information/">https://mcast.edu.mt/important-information/</a>)</p>
<b>Other Notes related to this Programme, and which are to be taken note of</b>	-
<b>Programme Learning Outcomes</b> <i>(Refer to Programme Specification)</i>	<p>At the end of the programme the students is able to:</p> <ol style="list-style-type: none"> <li>1. Understand basic business principles.</li> <li>2. Perform simple supervised tasks in an office.</li> <li>3. Describe basic processes related to the business environment.</li> <li>4. Apply key skills within a business environment.</li> </ol>
<b>Teaching, Learning and Assessment Procedures</b>	<p>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.</p> <p>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').</p> <p>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.</p> <p>Students may however be required to provide consumable material for use during practical sessions and projects unless these are explicitly provided by the College.</p> <p>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.</p> <p>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</p>

	<p>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.</p> <p>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.</p> <p>The distribution of marks and assessment mode depends on the nature and objectives of the unit in question.</p> <p>Coursework shall normally be completed during the semester in which the Unit is delivered.</p> <p>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.</p> <p>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 <a href="https://www.mcast.edu.mt/college-documents/">https://www.mcast.edu.mt/college-documents/</a></p> <p>The Programme Regulations pertaining to this Programme's MQF/EQF level available at: link <a href="https://www.mcast.edu.mt/college-documents/">https://www.mcast.edu.mt/college-documents/</a>, apply.</p>
<b>Grading System</b>	<p>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.</p> <p>For a student to be deemed to have successfully passed a unit, a minimum of 50% (grade D) must be achieved.</p> <p>All full time 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'.</p> <p>Work-based learning units (where applicable) are graded on a Pass/Fail basis only.</p> <p>Some units which follow industry standards and regulations may also be graded on a Pass/Fail basis as per programme regulations referred below.</p> <p>Detailed information regarding the grading system may be found in the Programme Regulations pertaining to this programme's MQF/EQF Level available at: <a href="https://www.mcast.edu.mt/college-documents/">https://www.mcast.edu.mt/college-documents/</a> (Refer to DOC 003, 004 and 005)</p>
<b>Exit Point (where and as applicable)</b>	<p>Where a student will not make it to the Final Certification achievable from this Programme of Studies (as per Programme Regulations), one might wish to look into Exit Point possibilities as may be applicable to this programme for studies. Further information, is available at</p>

	<a href="https://www.mcast.edu.mt/college-documents/">https://www.mcast.edu.mt/college-documents/</a> , kindly refer to <i>DOC 077 Procedure for the processing of Claims for Certificates at Interim Exit Points.</i>
<b>Contact details for Further Learning Opportunities</b>	<p>The MCAST Career Guidance Team, offers the service of qualified and experienced Career Advisers who will be very willing to discuss with potential applicants the course which best achieves one's career ambitions, as well as exploring one's education route, or similar.</p> <p><b>MCAST Career Guidance</b>  Tel: 2398 7135/6  Email: <a href="mailto:career.guidance@mcast.edu.mt">career.guidance@mcast.edu.mt</a></p>
<b>Regulatory Body/ Competent Authority Contact Details</b> <i>(where applicable - in the case of a programme leading to Regulated Profession)</i>	Not Applicable

Programme Structure	Unit Code	Unit Title	ECTS	Year	Semester
	BCBST-106-2402	Business Organisations 1	6	1	Year
	BCBST-106-2403	Business Organisations 2	6	1	Year
	CDKSK-105-2302	Mathematics	5	1	Year
	CDKSK-105-2301	English	5	1	Year
	CDKSK-105-2303	Il-Malti	5	1	Year
	CDKSK-105-2304	Information Technology	5	1	Year
	CDKSK-103-2306	Community Social Responsibility	3	1	Year
	CDKSK-105-2305	Science and Technology	5	1	Year

Allocation of Total Learning Hours (per Unit)	The total learning hours required for each unit or module are determined as follows:			
	Credits (ECTS)	Indicative contact hours <sup>1</sup>	Self-Learning and Assessment Hours <sup>3</sup>	Total Student workload (hrs) <sup>2</sup>
	1	5 – 10 hrs	20 - 15 hrs*	25 hrs
	2	10 – 20 hrs	40 - 30 hrs*	50 hrs
	3	15 – 30 hrs	60 - 45 hrs*	75 hrs
	4	20 – 40 hrs	80 - 60 hrs*	100 hrs
	6	30 – 60 hrs	120 - 90 hrs*	150 Hrs
	9	45 – 90 hrs	180 - 135 hrs*	225 hrs
	12	60 – 120 hrs	240 - 180 hrs*	300 hrs
<i>Note: The 'Self-Learning and Assessment Hours'<sup>3</sup> amount to the difference between the 'Indicative Contact Hours'<sup>1</sup> and the 'Total Student Workload'<sup>2</sup></i>				

## APPENDIX 1

### MINIMUM CREDITS FOR QUALIFICATIONS AT DIFFERENT LEVELS

MQF Level	Minimum ECTS Required for a Qualification*
8	
7	30
6	180
5	30
4	30
3	60
2	60
1	40

\* Programmes assigned fewer ECTS than indicated will be classified as Awards.

*Reference: Fig.1: p48, Malta Further and Higher Education Authority (MFHEA) (October 2024). Referencing Report, 5<sup>th</sup> Revised Edition.*

## APPENDIX 2

### EXAMPLES OF QUALIFICATION TYPES AT A SPECIFIC MQF LEVEL

MQF Level	Examples of qualification types at a specific MQF level (The list in this column is not exhaustive)	Number of ECTS *
8	Doctoral Programmes:	
	PhD	N/A
	Professional Doctorate	180
7	Master's Degree	90
	Postgraduate Diploma	60
	Postgraduate Certificate	30
6	Bachelor's Degree	180
	Bachelor's Honours	240
5	Undergraduate Higher Diploma	90
	Undergraduate Diploma	60
	Undergraduate Certificate	30
	VET Level 5	60
4	Advanced Diploma	120
	Pre-Tertiary Certificate	30 - 60
	MATSEC Matriculation Certificate (Advanced and Intermediate)	N/A
	VET Level 4	120
3	Certificate	60
	MATSEC Secondary Education Certificate	N/A
	VET Level 3	60
2	Foundation Certificate	60
	MATSEC Secondary Education Certificate	N/A
	VET Level 2	60
1	Introductory Certificate	40
	VET Level 1	40

\* Programmes assigned fewer ECTS than indicated will be classified as Awards.

Reference: Fig.2: p48, Malta Further and Higher Education Authority (MFHEA) (October 2024).  
Referencing Report, 5<sup>th</sup> Revised Edition.

## **BCBST-106-2402: Business Organisations 1**

Unit Level (MQF/EQF): 1

Credits: 6

Delivery Mode: Face-to-Face Learning

Total Learning Hours: 150

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### **Unit Description**

The aim of this unit is to develop the learner's understanding of the general business activity in the public and private sectors, and the role of different departments of a business. Factors influencing business decision-making, growth and ethical considerations are essential values. Learners not only study business concepts and techniques, but also enhance ethical and IT skills. Therefore, corporate social responsibility, health and safety at the workplace, ethical standards and the different forms of enterprises are overviewed. Moreover, graphical representations through the use of organizational structures and the business environment will help learners understand the role of employees and the business in a wider holistic framework.

This unit also differentiates between the diverse and complex objectives and expectations that are expected and the differences between private and public entities. Whilst the commonalities between the private and public sector are highlighted, the differences are explored by reviewing the roles of departments, the importance of stakeholders the various business environments that have vertical or horizontal organizational structures. Furthermore, there is also the emphasis on the distinction and duties or expectations of industry directors and their shareholders.

Following the completion of this unit, the learner will be equipped with enough knowledge to further his/her studies in business as this unit provides a good overview of the day-to-day operations of organisations in the public and the private sectors.

### **Learning Outcomes**

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

- 1. Assess the nature of the economic problem.*
- 2. Identify general business activities in the public and private sectors.*
- 3. Evaluate the organisational structure and business management within a business.*
- 4. Evaluate the operational and divisional management within a business.*

## **BCBST-106-2403: Business Organisations 2**

Unit Level (MQF/EQF): 1

Credits: 6

Delivery Mode: Face-to-Face Learning

Total Learning Hours: 150

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### **Unit Description**

Upon completion of this unit, learners will be familiar with the basic practices adopted by employees working within an organisation, with a special emphasis to an office environment, as well as the techniques adopted by entrepreneurs to come up and manage their businesses.

Therefore, this unit will go over the different mediums and forms of communication used among several stakeholders within organisations, as well as barriers that interfere effective communication. Also, the common software and hardware applications used within an office environment will be explored during this unit, as well as understanding the steps undertaken by entrepreneurs when coming up with a business idea and choosing their location.

Then, the unit goes over the day-to-day operations within an office such as when filing documents (online or physical documents), preparing for meetings, and dealing with different types of documentation. The employment strategy related to engaging and training staff will also be explored, as well as understanding what are the different business etiquette expected that vary in different countries and industries.

Finally, the unit concludes by reflecting on the pros and cons of eCommerce and the use of social media within an organisation, as well as the ethical and social responsibilities that are being expected by organisations today.

### **Learning Outcomes**

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

- 1. Analyse underpinning core business activities.*
- 2. Perform tasks within an office environment within a business organisation.*
- 3. Manage employees within a business organisation.*
- 4. Identify social, technological and environmental influences on business activities.*

## CDKSK-105-2302: Mathematics

Unit Level (MQF/EQF): 1

Credits: 5

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 125

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### Unit Description

The aim of this unit is to provide students with the necessary knowledge and understanding of very basic mathematical concepts and tools, to raise their interest in the vocational studies they embarked on.

Students will have the opportunity to experience the use of the mathematical concepts and tools they learn, mostly within real-life situations and useful vocational contexts. This will help students understand the relevance of what they are learning and how it is applied in real-life.

Students will also be encouraged to use technology, such as calculators and computer software, to assist them in their work and to enhance their understanding and confidence in the subject.

By the end of this unit, students will be able to use simple mathematical language and tools to carry out basic solutions to everyday problems.

### Learning Outcomes

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

1. *Understand the basics of the number system.*
2. *Carry out basic numerical calculations.*
3. *Use the first quadrant of a cartesian plane and the coordinate system to plot and find the coordinates of points.*
4. *Recognise, draw, and work with simple shapes and objects.*
5. *Take measurements and use units of measure.*
6. *Give simple tabular and graphical representations of statistical data.*

## CDKSK-105-2301: English

Unit Level (MQF/EQF): 1

Credits: 5

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 125

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### Unit Description

In this unit, learners will be practicing and learning the four skills pertaining to a language: listening, reading, speaking and writing at level 1. Learners will start from the very basics of the English language, where they will listen to and understand speech through different listening exercises that will enable the learner to understand what is being said in English in a conversation or if listening to vocational and non-vocational scenarios. Learners will also understand the importance of communicating using the English language in everyday scenarios and also within a work environment, especially since, in today's world, it is important to be able to speak in English since most classes are carried out using the English language due to a mix of cultures. This is also a reality at the place of work and as well as in society as English is an official language in Malta.

Besides the above, learners will also learn how to read and understand everyday texts as well as texts that may relate to their area of study, which might contain some technical language in English which they need to start becoming familiar with and grasping. Finally, learners will also learn how to write English effectively to be able to communicate in writing their thoughts and ideas in everyday scenarios and also within a working environment.

Therefore if a learner successfully achieves the four skills they will have achieved exit-point at Level 1 by the end of the academic year.

### Learning Outcomes

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

1. *Recognise simple utterances delivered slowly and clearly articulated by listening to different media and communication.*
2. *Communicate using the English language effectively in everyday social and work environments.*
3. *Read level-appropriate text for practical purposes.*
4. *Produce written level-appropriate texts for practical purposes.*

## CDKSK-105-2303: Il-Malti

Il-Livell tal-Unità: (MQF/EQF): 1

L-Għadd ta' Kreditu: 5

Mod ta' Tagħlim: Preżenti

Total ta' Sighat ta' Tagħlim: 125

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### Deskrizzjoni Ġenerali tal-Unità

Il-Malti huwa l-ilsien nazzjonali tal-pajjiż. Huwa l-ilsien nattiv tal-istudenti li se jkunu qed isegwu din l-unità. Għaldaqstant m'hemmx dubju dwar l-importanza li l-istudenti għandhom ikunu profiċjenti fi lsien pajjiżhom, l-ilsien li ġeneralment iridu jikkomunikaw bih, kemm fil-ħajja tagħhom ta' kuljum u b'mod speċjali fuq il-post tax-xogħol.

Din l-unità hija msejsa fuq l-erba' ħiliet prinċipali tal-lingwa: 1) il-Qari; 2) is-Smigh; 3) il-Kitba u 4) it-Taħdit.

L-għan prinċipali ta' din l-unità huwa li l-istudenti jiġu mħarrġa f'dawn l-erba' ħiliet biex jibnu fuq dak li diġà jafu u jkomplu jtejbuh. Il-kuntest tat-tagħlim u t-tgħallim ta' dawn il-ħiliet huwa ġeneralment marbut mal-qasam vokazzjonali tal-istudenti. Għaldaqstant, f'din l-unità l-istudenti se jkunu preżentati prinċiparjament b'materjal bil-Malti li jinteressahom mill-qrib u li se jkompli jkabbar l-għarfien ġenerali tagħhom dwar il-qasam vokazzjonali magħżul minnhom. Temi kurrenti oħra dwar il-ħajja ta' kuljum jistgħu wkoll jiġu preżentati u mistħarrġa.

Il-qari, is-smigh, il-kitba u t-taħdit huma l-qofol tal-komunikazzjoni. Kull persuna Maltija għandha tħossha kunfidenti meta tiġi biex tikkomunika bil-Malti, kemm verbalment u kemm bil-kitba. Biex l-istudenti jtejbu l-Malti miktub tagħhom, f'din l-unità se tkun qed tingħata wkoll importanza lill-ortografija, b'enfasi fuq ir-regoli bażiċi tal-grammatika. L-għan mhuwiex li l-istudenti jsiru familjari ma' listi ta' termini grammatikali jew li l-istudenti jaħdmu eżerċizzji ripetuti tal-grammatika. L-għan hu li jkunu jafu jhaddmu r-regoli bażiċi tal-grammatika bħala pedament biex jiktbu kitbiet sempliċi b'Malti ortografikament tajjeb. Dan se jkun qed isir dejjem f'kuntest, b'mod partikulari f'kuntest marbut mal-qasam vokazzjonali tal-istudenti.

## Il-Kisbiet mit-Tgħallim

Biex l-istudent jikseb din l-unità irid juri li kapaçi:

1. *Jidentifika t-tifsir primarju ta' testi sempliçi moqrija.*
2. *Jagħraf il-messaġġi ewlenija ta' kuntesti qosra u varji ta' smiġħ.*
3. *Jipproduçi kitbiet sempliçi dwar suġġetti familjari u s-settur vokazzjonali.*
4. *Jikkomunika b'Malti tajjeb dwar suġġetti familjari u s-settur vokazzjonali permezz tat-taħdit.*
5. *Japplika regoli bażiçi tal-grammatika għal tishih fl-ortografija.*

## **CDKSK-105-2304: Information Technology**

Unit Level (MQF/EQF): 1

Credits: 5

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 125

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### **Unit Description**

This unit is made up of a number of different competences including the competence to use computers and devices to carry out essential everyday tasks, the competence to manage efficiently a personal computer; the competence to operate effectively within the operating system and the competence to make productive, creative, and efficient use of the main office application software packages: word processing software, presentation software, web browsing software & e-mail management software, and other office productivity tools. Attention is also given to the online essential and communication software used at the college.

This unit is designed to ensure that learners are not only taught the knowledge and skills associated with productive, creative, and effective use of personal computers but should be given sufficient opportunities to find, exchange and share information using commonly used platforms. This should also ensure that learners develop the proper and correct attitudes associated with the use of information and ICT.

This unit should guide the learners to have a broad understanding of how ICT can help their learning, their work, and their social life. Learners will start to develop the ability to decide when and how to use ICT and be aware of the limitations associated with this use.

**4 Learning Outcomes need to be chosen.**

### **Elective Learning Outcomes**

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

- 1. Operate computers, ICT, and software effectively.*
- 2. Carry out simple tasks associated with a word processing application.*
- 3. Use presentation software to develop basic presentations*
- 4. Recognise online essentials tools.*
- 5. Use ICT related tools efficiently.*

## CDKSK-103-2306: Community Social Responsibility

Unit Level (MQF/EQF): 1

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 75

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### Unit Description

This key skill presents the opportunity for MQF level 1 learners to explore their individual self and their social environment. Learners will become familiar with and understand different aspects of their personal self as well as become familiar and grasp a few practical life skills that would empower them to become more independent in society. Whilst becoming more aware of themselves, learners will have the possibility to further explore their surroundings and understand their relation and responsibility towards their communities. The learners will be presented with basic tools and techniques, which will empower them in developing basic problem-solving and organisational skills. To promote additional independence, a focus will also be dedicated towards promoting time-management and basic budgeting skills. Through the completion of formative content assignments and the compulsory community work experience, learners will recognise the benefits of self-management skills towards the acquisition of set goals.

### Learning Outcomes

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

1. *Show engagement towards a community work initiative.*
2. *Illustrate basic problem-solving procedures.*
3. *Demonstrate self-management practices.*
4. *Recall acquired information.*

## CDKSK-105-2305: Science and Technology

Unit Level (MQF/EQF): 1

Credits: 5

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 125

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### Unit Description

This unit enables learners to explore the role of science in a wider context. In this MQF Level 1 key skill, the learners will be offered **three core learning outcomes**. Core learning outcomes are compulsory and will be the same for every course followed at this level. Through these core learning outcomes, the learner will gain an understanding of what science means through practical examples which are relevant to the learners' everyday life. The role of scientists in society will also be explained, such as in the development of technology, medicines amongst others. Learners will also be exposed to opportunities to become citizen scientists. Learners will become familiar with living and non-living things, the 7 vital functions, group objects found in the natural environment according to whether they are living or non-living as well as the diversity of life.

**This unit has four other elective learning outcomes, from which one must be selected by the institute.** In this way the elective learning outcome will be more relevant to the learners' respective area of study. Depending on the selection of the elective criteria, the learners may be more familiar with basic chemical science, cells and basic organ systems, making measurements with scientific equipment or information gathering through the senses according to the needs of the courses offered.

### Core Learning Outcomes

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

1. *Describe the role of science and technology in everyday life.*
2. *Identify the roles of scientists in society.*
3. *Classify objects in the natural environment.*

## Elective Learning Outcomes

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

1. *Differentiate between cells and different organ systems.*
2. *Use different scientific instruments or equipment to gather necessary measurements.*
3. *Explain how energy is used in everyday life and/or vocational practice.*
4. *Identify how information is gathered using the senses.*