

MCAST PROGRAMMES - PUBLIC INFORMATION TEMPLATE (FULL TIME)

Institute	Institute of Engineering and Transport
Department	Land Transport Department

Programme Title	Diploma in Automotive Repair (Body and Paint)				
Course Code <i>To be filled in by Admissions Dept.</i>	MV3-A01-25	If the programme includes a WBL element, How is it accredited?		Apprenticeship	
MQF/ EQF Level	Level 3	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	60 credits	Total Learning Hours <i>(25 Total Learning Hours for each ECTS)</i>		1500 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	<p>There are no fees applicable to Maltese and other EU Nationals (as will be evidenced by their Identity Document)</p> <p>Fees apply for other International Applicants... for fee information and any related updates it is best to communicate with MG2i International through applyinternational@mcast.edu.mt</p> <p>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 servizz.gov.mt website here</p>				
Date of Next Student Intake	For further information regarding upcoming student intake and applications time windows for same kindly click here				
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	<p>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.</p> <p>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</p>				

	<p>instructions applicable to all other applicants.</p> <p>For more information about how to apply online for a course at MCAST, please visit: https://mcast.edu.mt/how-to-apply-online-2/</p>
<p>Information for Non-EU Citizens</p>	<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 https://www.identitymalta.com/unit/central-visa-unit/.</p> <p>Further information International / TCN applicants should take note of before requesting to be considered for a programme of studies at MCAST, can be obtained through the respective FAQ found on https://mcast.edu.mt/important-information/</p>
<p>IMPORTANT note to Non-EU Nationals / TCNs</p>	<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>https://mcast.edu.mt/important-information/</p>
<p>Address where the Programme will be Delivered</p>	<p><i>MCAST has four campuses as follows:</i></p> <p>MCAST Main Campus 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>Institute for the Creative Arts Mosta Campus Misraħ Għonoq Tarġa Gap, Mosta</p> <p>Institute of Applied Sciences Centre of Agriculture, Aquatics and Animal Sciences, Luqa Road, Qormi</p> <p>Gozo Campus J.F. De Chambray Street MCAST, Għajnsielem 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"> ○ Face to Face components – as per above address instructions ○ Online components – from the student's preferred address.
Course Description <i>(Refer to Programme Specification)</i>	<p>This programme is intended for learners with or without knowledge and experience of the automotive industry. Learners will learn how to work on vehicle accident repair tasks on body work under minimal supervision. The course will also provide the learners with the skills required to carry out paint repairs to the manufacturers' specifications. They will thus gain a combination of theoretical knowledge and practical skills in automotive accident repair (panel beating) together with body paint principles. Learners will be expected to carry out effective housekeeping practices to work effectively within the automotive industry. They will also learn how to work safely when carrying out removal and replacement of exterior vehicle panels and paint jobs. Learners will also be expected to improve their knowledge of key skills subjects such as Mathematics, English, Maltese, Information Technology.</p>
Deskrizzjoni tal-Kors <i>(Refer to Programme Specification)</i>	<p>Dan il-programm huwa intiż għal studenti li jkollhom, u wkoll għal dawk li ma jkollhomx, għarfien ta' u esperjenza fl-industrija tal-karozzi. L-istudenti jitgħallmu jagħmlu, bi ftit superviżjoni, xogħlijiet ta' tiswija fuq il-body ta' karozzi li jkunu involuti f'incident tat-traffiku. Il-kors jipprovdi wkoll lill-istudenti l-ħiliet meħtieġa biex iwettqu tiswijiet fir-rigward taż-żebgħa, f'konformità mal-ispeċifikazzjonijiet tal-fabbrika. Hekk, huma jiksbu taħlita ta' għarfien teoretiku u ħiliet prattiċi fir-rigward tat-tiswija tal-karozzi li jkunu involuti f'incident tat-traffiku (jigifieri jtellgħu d-daqqiet [panel beating]) flimkien mal-prinċipji bażiċi taż-żebgħa. Huwa mistenni li l-istudenti jwettqu prattiċi effettivi ta' tindif intern biex ikunu jistgħu jaħdmu tajjeb fl-industrija tal-karozzi. Huma jitgħallmu kif jaħdmu b'mod sikur meta jneħħu u jbiddu l-pjanċi esterni tal-karozza u waqt ix-xogħlijiet ta' żebgħa. L-istudenti jkunu mistennija wkoll li jtejbu l-għarfien tagħhom fis-suġġetti ta' ħiliet ewlenin bħall-Matematika, l-Ingliż, il-Malti, it-Teknoloġija tal-Infommazzjoni.</p>
Career Opportunities:	<p>Car Paint Sprayer, Panel Beater, Sprayer in the Aviation Industry</p>
Entry Requirements <i>(Refer to Prospectus / Course Page on MCAST website)</i>	<p>Internal Progression Route... Any MCAST MQF Level 2 Foundation Certificate</p> <p>OR</p> <p>2 SEC / SSC&P or equivalent with a Pass Grade / Level 3</p> <p>Applicants must present an official document, showing a positive clearance following a Colour Vision Assessment / Test.</p>
Other Notes related to this Programme, and which are to be taken note of	<p>When submitting online application for this course, a scan of the original and official Colour Vision Test result needs to be uploaded together with all other documentation required.</p>
Programme Learning Outcomes <i>(Refer to Programme Specification)</i>	<p>At the end of the programme the students are able to</p> <ol style="list-style-type: none"> 1. Use correct personal and vehicle protection within the automotive environment. 2. Understand how to carry out removal and fitting of non-permanently fixed motor vehicle body panels. 3. Understand how to carry out the preparation of bare metal and pre-painted surfaces to accept foundation materials and paint topcoats. 4. Understand how to identify, mix and apply fillers and foundation materials in vehicle refinishing.
Teaching, Learning and Assessment Procedures	<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</p>



	<p>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 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 https://www.mcast.edu.mt/college-documents/</p> <p>The Programme Regulations pertaining to this Programme’s MQF/EQF level available at: link https://www.mcast.edu.mt/college-documents/, apply.</p>
<p>Grading System</p>	<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)</p>

	<p>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: https://www.mcast.edu.mt/college-documents/ (Refer to DOC 003, 004 and 005)</p>
Exit Point (where and as applicable)	<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 https://www.mcast.edu.mt/college-documents/, kindly refer to <i>DOC 077 Procedure for the processing of Claims for Certificates at Interim Exit Points</i>.</p>
Contact details for Further Learning Opportunities	<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>MCAST Career Guidance Tel: 2398 7135/6 Email: career.guidance@mcast.edu.mt</p>
Regulatory Body/ Competent Authority Contact Details <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
	ETAUT-303-1401	Car Body Construction and Materials	3	1	Year
	ETAUT-305-2301	Minor Repair of Exterior Vehicle Panels	5	1	Year
	ETAUT-305-2302	Removal, Replacement and fitting of Vehicle Panels and Components	5	1	Year
	ETAUT-305-2303	The Principles of Welding Technology	5	1	Year
	ETAUT-309-2304	Repairing, Preparing and Light Finish	9	1	Year
	ETH&S-303-1408	Health, safety, good housekeeping and working relationships in the automotive environment	3	1	Year



	CDKSK-304-2313	English	4	1	Year
	CDKSK-304-2315	Il-Malti	4	1	Year
	CDKSK-304-2314	Mathematics	4	1	Year
	CDKSK-304-2501	Community Social Responsibility	4	1	Year
	CDKSK-304-2316	Information Technology	4	1	Year
	CDKSK-304-2317	Science and Technology	4	1	Year
	ETAPP-306-2304	Apprenticeship	6	1	2

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 hours¹	Self-Learning and Assessment Hours³	Total Student workload (hrs)²
	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 Hours³' amount to the difference between the 'Indicative Contact Hours¹' and the 'Total Student Workload²'</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, 5th 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, 5th Revised Edition.

ETAUT-303-1401: Car Body Construction and Materials

Unit level (MQF): 3

Credits: 3

Delivery Mode: Face to Face

Total Learning Hours: 75

Unit Description

New, different car body constructions and materials, emerging in the last couple of decades, have changed significantly the practice of accident repair and body paint. This unit enables learners to develop an understanding of the types of metals and composites used nowadays in the construction of car body, the areas where these materials are used and what their properties are. It is also important to understand the basics about the design and construction techniques applied to the body and chassis. After completing this unit, learners will be familiar with car body materials and components, car body structure and assembly, and be able to assemble and disassemble car body parts.

Learning Outcomes

On completion of this unit the learner will be able to

1. *Have the knowledge of car body materials and components.*
2. *Have the knowledge of the car body structure and assembly.*
3. *Know how to assemble and disassemble car body parts.*

ETAUT-305-2301: Minor Repair of Exterior Vehicle Panels

Unit level (MQF): 3

Credits: 5

Delivery Mode: Face to Face

Total Learning Hours: 125

Unit Description

Successful minor repair of exterior vehicle panels requires skills and knowledge of materials, equipment, hand tools, as the basis for minor and major repairs. Therefore, this unit is designed to help learners develop the skills and knowledge required for the selection, care and use of key hand tools for the repair, and for the preparation and use of common workshop equipment, as well as selection and fabrication of materials. Learners will be able to use the suitably maintained workshop equipment safely, and report any faulty or damaged tools and equipment to the relevant persons clearly and promptly. They will be able to store work tools and equipment in a safe manner, which permits easy access and identification for their use. This unit will also help learners develop knowledge and skills necessary to carry out minor repairs in a safe manner. It will enable them to use relevant information to carry out the task, to produce work records that are accurate, complete and are passed to the relevant person promptly, to make suitable and justifiable recommendations for cost-effective repairs and to report any additional faults noticed during the course of their work promptly and in the format required. This unit provides an understanding and knowledge on how to select materials for the repair; how to prepare and use the workshop equipment; and how to select and use hand tools. Finally, it provides learners with knowledge and skills to carry out minor repairs of the body panels.

Learning Outcomes

On completion of this unit the learner will be able to

- 1. Understand and know how to select materials for the car body repair.*
- 2. Understand and know how to prepare and use workshop equipment.*
- 3. Understand and know how to select and use hand tools.*
- 4. Have knowledge and skills to carry out minor repairs of exterior panels.*

ETAUT-305-2302: Removal, Replacement and Fitting of Vehicle Panels and Components

Unit level (MQF): 3

Credits: 5

Delivery Mode: Face to Face

Total Learning Hours: 125

Unit Description

This unit will help learners develop knowledge and skills necessary to carry out fitting, removing and replacing of a range of permanently and non-permanently fixed vehicle panels and components. It also covers the evaluation of the operation when the fitting is done. More specifically, this unit will enable learners to work safely when carrying out repair, removal, replacement and fitting of the permanently and non-permanently fixed vehicle panel. Learners will also learn how to use relevant information to carry out the task, to use appropriate tools and equipment, to produce work records that are accurate, complete and are passed to the relevant person promptly, to make suitable and justifiable recommendations for cost-effective repairs and to report any additional faults noticed during the course of their work promptly and in the format required. The proper use of measuring devices is also covered in this unit, in order to ensure high quality of work done. Therefore, this unit also helps learners develop the skills and knowledge required for the selection, care and use of measuring devices for the repair, and how to handle repairs. To summarize, learners will acquire the knowledge and skills on how repair, fit, remove and replace car body components safely; knowledge and skills to remove and replace exterior panels, including permanently-fixed components; knowledge and skills to remove and fit the non-permanently fixed body panels; understanding and knowledge on how to select and use the measuring devices; and understanding and knowledge on how to handle the repair.

Learning Outcomes

On completion of this unit the learner will be able to

1. *Apply general knowledge and skills to repair, fit, remove and replace car body components safely.*
2. *Apply knowledge and skills to remove and replace exterior panels.*
3. *Apply knowledge and skills to remove and fit non-permanently fixed body panels.*
4. *Understand and know how to select and use measuring devices.*
5. *Have the skills and knowledge of car body repair.*

ETAUT-305-2303: The Principles of Welding Technology

Unit level (MQF): 3

Credits: 5

Delivery Mode: Face to Face

Total Learning Hours: 125

Unit Description

Welding is a special process where quality has to be built in, not to be proved afterwards. Therefore, all activities in welding have to be in accordance with requests, as defined by appropriate standards, including welding procedure specification (WPS) as the essence of welding technology. This unit explains the principles of welding technology, as well as the underlying processes associated with Metal Inert Gas (MIG), Metal Active Gas (MAG) and Tungsten Inert Gas (TIG) arc welding, as well as with Oxy-Acetylene and Resistance Spot welding, including basics of MIG brazing. It covers a range of joints and simple welding positions used in repair practice of low-carbon steel used for car body. Learners will also learn to deal with risks involved in MIG/MAG, TIG, Oxy-Acetylene, Resistance Spot welding and MIG brazing. After completing this unit, learners will understand and be able to apply the welding technology for car body repair; be able to prepare and use the MIG/MAG, TIG, Resistance Spot welding and MIG brazing equipment and tools safely. Finally, they will be able to produce repair welded joints, as well as to ensure their quality.

Learning Outcomes

On completion of this unit the learner will be able to

- 1. Understand and apply the principles of welding technology.*
- 2. Prepare welding equipment, consumables and tools for a safe use.*
- 3. Know how to use the equipment, consumables and tools safely to perform MIG/MAG, TIG, Oxy-Acetylene, Resistance Spot welding and MIG brazing of low carbon steel.*
- 4. Perform car body repair by using MIG/MAG, TIG, Resistance Spot welding and MIG brazing.*

ETAUT-309-2304: Repairing, Preparing and Light Finish

Unit level (MQF): 3

Credits: 9

Delivery Mode: Face to Face

Total Learning Hours: 225

Unit Description

Preparing and applying paint, as well as paint repairing skills are covered in this practical unit. It will enable learners to develop an understanding of how to identify substrates, and how to mix and adjust the viscosity of fillers and foundation materials, as well as how to apply fillers and foundation materials following guidelines and procedures. Learners will learn how to prepare a wide variety of different panels and component surfaces to accept foundation/paint topcoat materials. They will also learn how to identify substrates and plastics whilst undertaking paint operations. This unit enables learners to become familiar with the selection, maintenance and use of hand and power tools, as well as equipment used in vehicle refinishing. It will also enable them to develop an understanding of the causes and the rectification of minor paint defects using a range of tools, equipment and materials. This unit provides learners with the general knowledge and skills to prepare, apply and repair body paint; skills and knowledge to work safely when preparing, applying and repairing body paint, knowledge and skills to prepare and pre-paint. They will also be able to apply fillers and foundation materials, to work with plastic materials, and to repair minor paint defects.

Learning Outcomes

On completion of this unit the learner will be able to

1. *Have general knowledge and skills to prepare for, apply and repair body paint.*
2. *Have the skills and knowledge to work safely when prepare for, apply and repair body paint.*
3. *Have knowledge and skills to prepare and pre-paint.*
4. *Have knowledge and skills to apply fillers and foundation materials.*

ETH&S-303-1408: Health, Safety, Good Housekeeping and Working Relationships in the Automotive Environment

Unit level (MQF): 3

Credits: 3

Delivery Mode: Face to Face

Total Learning Hours: 75

Unit Description

Modern approach in the automotive industry is to minimise risks and hazards in all activities. This unit enables learners to develop an understanding of all related issues, i.e. health and safety, including and focused on PPE and OHSAS 18000, good housekeeping, including cleaning routines, and working relationship of the automotive (motor vehicle engineering) environment. It also enables learners to use the resources economically and efficiently, taking into account health and safety legislation at the same time. It will give learners an insight into what constitutes significant risks in the automotive environment and how to identify and deal with them. It will also develop skills required to keep good working relationships with all the colleagues and customers in the automotive work environment by using effective communication and support. This unit also enables learners to develop an understanding of how to gain information from customers on their perceived needs, give advice and information and agree upon a course of action, how to contract the agreed work and complete all necessary records and instructions. After completing this unit, learners will get an understanding, knowledge and skills to manage hazards and risks, health and safety issues and develop good housekeeping practices, in a motor vehicle engineering workshop. They will also practice maintaining good working and customer relationships.

Learning Outcomes

On completion of this unit the learner will be able to

- 1. Understand risks and hazards; apply health and safety in the working practices.*
- 2. Understand and know good housekeeping practices in a motor vehicle engineering workshop.*
- 3. Know the importance of maintaining good working and customer relationships.*

CDKSK-304-2313: 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 as well as those whose entry level is directly at Level 3. It therefore takes into consideration both learners who have successfully passed their L2 English unit as well as those who have sat for, or are resitting, their SEC English Language (Y11).

At Level 3, learners are expected to have an intermediate knowledge of English which allows them to independently communicate on topics and scenarios related to everyday situations, these ranging from home, school, and work to social and public settings. For the purposes of bridging linguistic skills with vocational contexts, general emphasis is laid on work and public settings.

English at Level 3 encourages learners to combine their technical knowledge of their vocational subject with their growing knowledge of general English. They will be introduced to specialised vocabulary and information related to their area of vocational interest, to descriptions of materials and their properties, equipment and its usage. They will be exposed to video content and a range of short texts of a technical and non-technical nature, as well as learn how to conduct basic research to produce short but effective work or discipline-specific documents. A fuller understanding of spoken and written English as well as proper association of ideas are also expected at this level.

Learning Outcomes

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

1. *Retrieve and interpret information obtained from spoken conversation, a presentation, or a media source.*
2. *Communicate information and ideas verbally on a range of topics, ranging from the vocational to the discipline-specific.*
3. *Retrieve and interpret information present in vocational or discipline-specific texts.*
4. *Show how ideas, whether complementary or contrasting, are to be organised and presented.*
5. *Write short work-related texts, observing format, tone, and style.*
6. *Write longer vocation or discipline-specific texts based on researched information.*

CDKSK-304-2315: Il-Malti

Il-Livell tal-Unità: (MQF/EQF): 3

L-Għadd ta' Kreditu: 4

Mod ta' Tagħlim: Preżenti

Total ta' Sigħat ta' Tagħlim: 100

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. Fil-fatt, il-livell ta' din l-unità jkompli jittarraġ fuq il-livell miksub fl-unità tat-tieni livell. F'din l-unità, il-materjal kopert ikun aktar kumpless mill-materjal tal-unità preċedenti partikularment fejn jidhol vokabolarju tekniku marbut mal-qasam vokazzjonali. F'din l-unità l-istudenti huma mistennija wkoll jaħdmu b'aktar awtonomija u responsabbiltà u jkunu mhegġa jiehdu aktar inizzjattiva waħedhom.

Il-kuntest tat-tagħlim u t-tgħallim tal-erba' ħiliet huwa ġeneralment marbut mal-qasam vokazzjonali tal-istudenti. Għaldaqstant, f'din l-unità l-istudenti se jkunu preżentati prinċipalment 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. It-temi mistħarrġa f'dan il-livell jitolbu aktar impenn minn daww tat-tieni livell u l-kuntesti tat-temi jistgħu ma jkunux dejjem ta' natura familjari mal-istudenti.

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 jtejbuh l-Malti miktub tagħhom, f'din l-unità se tkun qed tingħata wkoll importanza lill-ortografija, b'enfasi fuq ir-regoli 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 tal-grammatika biex jiktbu b'Malti ortografikament tajjeb. Dan se jkun qed isir dejjem f'kuntest, b'mod partikulari f'kuntest marbut mal-qasam vokazzjonali tal-istudenti. F'din l-unità, se tkun ukoll qed tingħata importanza partikulari lid-deċiżjonijiet meħuda mill-Kunsill Nazzjonali tal-Ilsien Malti fl-2008 (Deċiżjonijiet 1) u fl-2018 (Deċiżjonijiet 2).

Il-Kisbiet mit-Tgħallim

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

- 1. Jidentifika t-tifsir primarju u sekondarju ta' testi moqrija aktar kumplessi.*
- 2. Jagħraf il-messaġġi diretti u indiretti ta' kuntesti ta' smiġħ aktar kumplessi.*
- 3. Jipproduci kitbiet b'temi tekniċi u aktar kumplessi.*
- 4. Jikkomunika b'Malti tajjeb dwar suġġetti tekniċi u aktar kumplessi permezz tat-taħdit.*
- 5. Japplika r-regoli tal-grammatika tajjeb għal tisħiħ fl-ortografija.*

CDKSK-304-2314: 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 help students understand key mathematical concepts and gain the necessary skills, to be able to use mathematics as a problem-solving and a communication tool in their everyday life and the vocational area they are studying. This unit comprises of three main components: a compulsory component, an elective component and a compulsory final project.

The compulsory component includes one compulsory learning outcome whose mathematical content and respective criteria are key in everyday life and across all vocational areas. On the other hand, the elective component is made up of a set of elective learning outcomes which include mathematical content and respective criteria whose relevance varies across different vocational areas. Consequently, every Institute can select the learning outcomes (50 marks) whose content and criteria will help students in the particular vocational area.

Moreover, this unit will give students the opportunity to use mathematics in a project related to the vocational area they are studying. Consequently, students will experience the relevance of the subject at first-hand and hence engage better in their vocational studies.

Considering the importance of technology in today's world, technological tools, such as scientific calculators and computer software, will be used to assist students in their work and enhance their understanding and confidence in the subject.

By the end of this unit, students should demonstrate readiness and competency to independently apply mathematical techniques in solving problems and be able to communicate findings using appropriate vocabulary and rigor.

Core Learning Outcomes

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

1. *Compute numerical calculations involving fractions, decimals, percentages and units of measure.*
2. *Apply Mathematics in a practical way.*

Elective Learning Outcomes

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

1. *Apply basic numerical skills in personal, household and business financial contexts.*
2. *Carry out algebraic manipulations.*
3. *Use algebra and graphs to derive information from straight lines and their equation.*
4. *Work with shapes and angles.*
5. *Summarise and interpret statistical data both graphically and numerically.*

CDKSK-304-2501: 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 an opportunity for MQF level 3 learners to work upon their analysis and evaluation capabilities, whilst working upon various employability skills. Through the compilation of a write-up, the learners will be drafting a personal biography, which highlights some of their achievements and future aspirations. The write-up will also feature the rationale behind the selection of a specific community work experience. Additional information, descriptions and anecdotes related to the community work will be provided via visual and written means.

As each learner goes through this educational journey, opportunities for social interactions and practical groupwork activities will also be presented. Through these opportunities, students will further grasp the essence of teamwork and its relevance towards becoming more competitive and employable.

Following the delivery of a selected number of educational topics, some of which targeting 'The 2030 Agenda for Sustainable Development', the learners are to select a topic of preference and deliver relating information through a public speech. The main essence of the contents of the speech are to be acquired through referenced research. The learners are to increase the success rate of their speech delivery through the proper structuring and compilation of a visual medium compiled via software, such as PowerPoint / Canva.

Additionally, learners will also be presented with multiple opportunities to conduct self-reviews and evaluations during assessment periods. This practice is embedded within all of the assessments, these being the write-up, the teamwork activity, and the presentation. Educators will guide the learners into practicing and understanding the importance of analysing and evaluating information and oneself, as, apart from increasing one's employability skills, this brings forth numerous opportunities for growth.

Learning Outcomes

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

1. *Organise selections of information within a write-up.*
2. *Shows the ability to work in teams.*
3. *Elaborate upon a topic and/or issue in front of an audience.*
4. *Appraise the quality of one's own effort and contributions within assigned tasks.*

CDKSK-304-2316: 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 become competent in using word processing, spreadsheet, and presentation software to create, format and finish documents, workbooks and slide shows that contain various elements. This unit also introduces terms related to artificial intelligence and how it is being used in real life situations, information literacy and the use of online communities and online tools to build and maintain an online presence.

Learning Outcomes

To choose 4 Learning Outcomes out of 5:

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

1. *Use Office Productivity Essentials to create documents and presentations.*
2. *Identify concepts related to Artificial Intelligence.*
3. *Use Online Essentials Tools.*
4. *Identify concepts related to Information Literacy.*
5. *Use a spreadsheet to produce accurate work outputs.*

CDKSK-304-2317: Science and Technology

Unit Level (MQF/EQF): 3

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

This unit enables learners to explore the role of science in a wider context. **This unit has eight elective learning outcomes, from which four must be selected by the institute.** Depending on the selection of the elective criteria, this unit enables learners to explore the role of science in a wider context. The learning outcomes will focus on the ethical issues in science and health literacy. Learners will understand the meaning of ethics and the importance of ethics in scientific research and development. They will also learn about the importance of health literacy and to understand and use information to make decisions about their health. The learners may also more familiar with the physical and chemical principles related to their individual vocational area. Also, they will understand the connection between climate change and human health. This learning outcome will help the learner understand how our vocational area and everyday life contribute to climate change. Furthermore, the impact of climate change on own personal life will be assessed. Learners may also enhance their investigative skills through a site visit applicable to vocational areas, for example to include option to visit - quarry, scrap yard, waste disposal area, amongst other. During this session, the learners will be empowered to take action to develop a project that addresses, for example, an environmental issue.

Elective Learning Outcomes

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

1. *Investigate ethical issues in science and scientific developments.*
2. *Use information and services to make informed health-related decisions.*
3. *Investigate processing of materials relevant to individual vocational area.*
4. *Apply chemistry principles to vocational area of practice.*
5. *Identify basic chemical reactions.*
6. *Identify the connection between climate change and human health.*
7. *Carry out a fieldwork session related to scientific research and development.*
8. *Identify the link between the physical world and everyday day life situations.*