MQF/EQF Level 3

CS3-A2-21
CS3-A2-21G

Diploma in Hairdressing (Women)

Course Specification

Course Description

This course is intended for students interested in a career of hairdressing. The course main aim is to provide the student with opportunities to develop skills and competences required in the hairdressing field. The course covers all the hairdressing fundamentals to working effectively and independently in technical tasks such as cutting, styling, colouring, perming, straightening and neutralizing of hair. Students will gain the necessary knowledge and understanding as to provide client consultation for hairdressing services, as well as to be able to promote products and services in the salon. The course also provides the student with quality work experience where the student will be expected to carry out a range of assigned tasks, with an emphasis on the learning aspects of the experience Moreover, this course provides students with the opportunity to further develop their knowledge of key skills, such as English, Maltese, Mathematics, Science, Information Technology and Personal Development. The student is required to purchase hairdressing tools and a black tunic (uniform), and to provide models for salon practice on a regular basis.

Programme Learning Outcomes

At the end of the programme the students are able to -

1. *Perform hair salon duties safely and effectively.*
2. *Carry out consultation with the client.*
3. *Recognise hair, skin and scalp structure of the client.*
4. *Develop and apply creativity in hairdressing.*

Entry Requirements

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

Key Information

Awarding Body – MCAST

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

Type of Programme: Qualification

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

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

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

Total number of Hours: 1500 hours

Mode of attendance: Fully Face-to-Face Learning

Duration: 1 Year

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

Target group: Learners who have completed compulsory education.

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

This course will be offered at

MCAST has four campuses as follows:

MCAST Main Campus
Triq Kordin, Paola, Malta

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

Institute for the Creative Arts
Mosta Campus
Misraħ Għonoq Tarġa Gap,
Mosta

Institute of Applied Sciences,
Centre of Agriculture, Aquatics and Animal Sciences,
Luqa Road, Qormi

Gozo Campus
J.F. De Chambray Street
MCAST, Għajnsielem
Gozo

Teaching, Learning and Assessment

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

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

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

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

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

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

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

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

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

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

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

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

Total Learning Hours

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

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

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

Grading system

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

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

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

All units are individually graded as follows:
A* (90-100)
A (80-89)
B (70-79)
C (60-69)
D (50-59)
Unsatisfactory work is graded as 'U'.

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

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

Intake Dates

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

Course Fees

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

Method of Application

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

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

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

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

Contact details for requesting further information about future learning opportunities:

MCAST Career Guidance
Tel: 2398 7135/6
Email: career.guidance@mcast.edu.mt

Current Approved Programme Structure

Unit Code	Unit Title	ECTS	Semester
CSH&S-303-2001	Health Safety and Security in the Salon	3	Yearly
CSH&S-303-2002	Reception Duties in the Salon	3	Yearly
CSHRD-303-1903	Unisex Hair Shampooing and Styling	3	Yearly
CSHRD-303-1904	Creativity Workshop	3	Yearly
CSHRD-306-1905	Hair, Skin and Scalp Structure and Client Consultation	6	Yearly
CSHRD-306-1906	Colour and Bleaching Hair	6	Yearly
CSHRD-306-1907	Perm, Straightening and Neutralising Hair	6	Yearly
CSHRD-306-1908	Hair Cutting	6	Yearly
CDKSK-304-1922	English	4	Yearly
CDKSK-304-1921	Mathematics	4	Yearly
CDKSK-304-1923	Maltese	4	Yearly
CDKSK-304-2108	Information Technology	4	Yearly
CDKSK-304-2103	Community Social Responsibility	4	Yearly
CDKSK-304-1925	Science	4	Yearly
Total ECTS		60	

CSH&S-303-2001: Health Safety and Security in the Salon

Unit Level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 75

Unit Description

This unit aims to enable learners to gain an understanding of the health, safety and security of individuals within a hairdressing context. This unit is theory based with an element of practice. This unit is designed to allow learners to gain knowledge and the necessary skills needed so learners will be able to monitor and maintain a healthy, safe and secure environment in the salon.

This unit is for everyone working in the salon as it is very important that learners understand their responsibility for health and safety of oneself and others such as colleagues and clients. The knowledge and skills acquired will help learners to be alert, spot potential hazards to stop them from becoming a risk. Furthermore, learners will be able to support the health, safety and security practices in the salon, provide hygienically safe work implements and carry out basic first-aid and emergency procedures.

Learners will also become familiar with occupational safety instructions, stresses and strains, as well as possible prohibitions of treatment due to infections and contagious diseases.

Learning Outcomes

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

1. *Identify health and safety hazards in the salon in order to reduce risks;*
2. *Understand legislation with regards to health and safety to carry out salon tasks in accordance with the law;*
3. *Follow appropriate procedures for first-aid, fire and security as required by the salon;*
4. *Maintain security in the salon.*

CSH&S-303-2002: Reception Duties in the Salon

Unit Level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 75

Unit Description

This unit is intended to provide learners with the knowledge and skills needed to fulfil salon reception duties and establish effective relations with clients. Learners will also be introduced to verbal and non-verbal communication such as verbal interpersonal skills and how to deal with different types of clients. Moreover, learners will be able to promote a healthy atmosphere in which to work in.

The reception area is the first point of contact for the customer, this could be either face to face or by telephone. The learners who will have the role of the receptionist must make the clients feel welcome and must have excellent communication skills. It is the duty of the receptionist to maintain the area clean, organised and welcoming. The receptionist is the one who has to deal with clients in a relaxed, friendly, business-like manner no matter how busy they are. Furthermore, reception duties cover the maintenance of the reception area, attending to clients and their requirements, good customer services, making appointments and payments handling. Learners will get familiar with providing different hairdressing services and price calculations.

The reception area is one of the most important areas in the salon. It is where the client will form his first impression. It is where clients are greeted, telephones are answered, appointments are made and bills are paid. It is also where usually any data regarding the client is stored.

Learning Outcomes

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

1. *Carry out basic salon reception duties.*
2. *Make appointments according to salon policy and procedures.*
3. *Know how to handle payments and enquires.*
4. *Understand effective communication and interpersonal interaction.*
5. *Practice own communication skills in the reception area.*

CSHRD-303-1903: Unisex Hair Shampooing and Styling

Unit Level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 75

Unit Description

The aim of this unit is to cover shampoo and conditioning process, scalp treatments, the effects of massage techniques and PH scale. It also aims to provide learners with the knowledge and skills required to style and dress women and men´s hair using basic techniques.

The skills acquired by learners include setting, blow drying and finger drying, straightening and dressing long hair.

Furthermore, learners will be provided with the knowledge and skills needed to create finished looks for both men and women.

The unit shall enable learners to understand physical effects of hair growth patterns, the effect that styling has on hair structure and how humidity affects the resulting style.

The acquired knowledge will enable them to choose suitable styling techniques, tools and electrical equipment to work carefully and efficiently and to give proper aftercare advice.

Learning Outcomes

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

1. *Evaluate the potential of the hair to achieve the desired look by identifying the influencing factors;*
2. *Create a satisfactory style for the client;*
3. *Provide suitable aftercare advice according to salon requirements;*
4. *Understand shampooing related effects.*

CSHRD-303-1904: Creativity Workshop

Unit Level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 75

Unit Description

This unit provides learners with the knowledge and skills related to different types of project work in the hairdressing industry. Projects should be geared to the introduction of design principles.

The basic elements of design such as form, space, line, colour and texture will be covered in this unit.

The knowledge gained in this unit will allow creativity in the educational process and will also help to improve learner's soft skills.

Furthermore, learners are expected to provide a model in order to present a "before and after" hairstyle. This can take the form of creative work to a theme/ working to a brief.

Learning Outcomes

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

1. *Develop self-confidence, time management and interpersonal skills hands on;*
2. *Understand the physiology of the face and body;*
3. *Understand the impact of design with relation to styling;*
4. *Develop basic research skills required in the world of hair and fashion;*
5. *Show creativity and artistic skills in a project.*

CSHRD-306-1905: Hair, Skin and Scalp Structure and Client Consultation

Unit Level (MQF/EQF): 3

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit aims to provide learners with knowledge and skills needed to hold client consultations successfully on a range of different hairdressing services and products.

The knowledge acquired in this unit will enable learners to recognise different factors that may limit or prohibit the use of services and products. They will become familiar with different methods of communication, such as verbal, non-verbal, visual aids and written, required to obtain information and provide advice for a variety of salon services and products.

An additional aim of this unit is to provide learners with the knowledge and skills which will enable them to analyse and examine hair, skin and scalp diseases, hair conditions and defects, proportions and face shapes. Learners will also be exposed to hair tests that can be conducted for different services. This unit will also help learners to understand the structure and the proper way of preparing a client consultation sheet. Furthermore, client confidentiality, as a very important spectrum of the business, will be also discussed through Data Protection Act and record keeping process.

Acquiring knowledge about limiting factors and contraindications is also included in this unit.

Furthermore, the knowledge and skills gained in this unit will allow learners to promote different kinds of tailored products and services directly affecting the progress of the sale by choosing methods of communication with clients in order to give accurate and relevant information.

Learning Outcomes

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

1. *Identify healthy and diseased hair and skin structures and properties of hair;*
2. *Give appropriate aftercare advice to achieve the best solution for a client;*
3. *Analyse hair, skin and scalp properties and different face shapes and proportions;*
4. *Perform good and effective communication in order to fill in a consultation form.*

CSHRD-306-1906: Colour and Bleaching Hair

Unit Level (MQF/EQF): 3

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

In this unit learners will be introduced to basic techniques in order to change hair colour.

The skills acquired by learners include: colour applications for full-head, re-growth and pulled through or weaved by using the appropriate tools and equipment.

The learners will become confident in selecting suitable colour application methods, choosing suitable products, working safely and efficiently, and providing suitable aftercare advice.

Learning Outcomes

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

1. *Consult with clients to confirm their requirements and desired looks and provide suitable aftercare advice;*
2. *Evaluate hair potential and influencing factors in order to achieve the desired look;*
3. *Apply colour products in accordance with manufacturers' instructions as well as clients' requirements;*
4. *Carry out necessary test prior and during colour and bleaching in accordance to safety considerations;*
5. *Explain the principles of colour and hydrogen peroxide selection;*
6. *Explain the influence of natural hair pigments to colour selection.*

CSHRD-306-1907: Perm, Straightening and Neutralising Hair

Unit Level (MQF/EQF): 3

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

The unit aim is to enable learners to acquire skills of perm, straightening and neutralising hair.

The acquired skills include nine-section, directional and brick winding as well as permanent straightening techniques. Learners will become familiar with different products for straightening and perm and they will master the procedure to perform the task successfully.

The knowledge gained in this unit will enable learners to select suitable winding techniques, sectioning hair for straightening, choose suitable products, work safely and efficiently and provide suitable aftercare advice.

In addition, the unit aim is to enable learners to acquire skills of perm treatment/straightening and neutralizing hair and to evaluate the potential of the hair to achieve the desired look.

Learning Outcomes

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

1. *Identify clients' requirements and desired looks;*
2. *Assess the condition of hair and additional influencing factors to attain the desired look;*
3. *Apply perm / straightening and neutraliser products in accordance with manufacturers' instructions taking the clients' wishes into consideration;*
4. *Apply safety considerations when performing perm, straightening and neutralising the hair;*
5. *Demonstrate the ability to section and wind hair using different techniques;*
6. *Create finished look and provide suitable aftercare advice.*

CSHRD-306-1908: Hair Cutting

Unit Level (MQF/EQF): 3

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

The aim of this unit is to enable learners to cut women and men´s hair into even length, zero degrees, uniform layers at 90 degrees and graduated looks at 45 degrees. The skills acquired by learners should include techniques such as layering, scissors over comb, razor, clippers and free hand.

The knowledge gained in this unit will allow learners to understand the main factors that need to be considered when cutting hair, the effect that cutting hair at different angles has on the haircut, the importance of applying tension to the hair when cutting and the safety considerations that must be taken into account.

The students will have the opportunity to put into practice the theory learnt through cutting on mannequin heads and models.

Learning Outcomes

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

1. *Consult with clients regarding their requirements and desired looks;*
2. *Identify potential of the hair, contraindications on wet and dry hair and other factors influencing the achievement of the desired look;*
3. *Apply adequate cutting techniques by working safely, effectively and hygienically;*
4. *Create a satisfactory finished cut;*
5. *Advise client regarding different creative styling ideas and suitable aftercare treatments;*
6. *Correct commonly occurring problems during hair cutting process.*

CDKSK-304-2103: Community Social Responsibility

Unit Level (MQF/EQF): 3

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

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

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

Learning Outcomes

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

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

CDKSK-304-1921: Mathematics

Unit Level (MQF/EQF): 3

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

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

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

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

Learning Outcomes

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

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

CDKSK-304-1922: English

Unit Level (MQF/EQF): 3

Credits: 4

Delivery Mode: Fully Face-to-Face
Learning

Total Learning Hours: 100

Unit Description

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

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

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

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

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

Learning Outcomes

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

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

CDKSK-304-1923: Malti

Il-Livell tal-Unità: (MQF/EQF): 3

L-Għadd ta' Kreditu: 4

Mod ta' Tagħlim: Preżenti

Total ta' Sigħat ta' Tagħlim: 100

Deskrizzjoni tal-Unità

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

L-Għanijiet

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

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

CDKSK-304-2108: Information Technology

Unit Level (MQF/EQF): 3

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

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

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

Learning Outcomes

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

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

CDKSK-304-1925: Science

Unit Level (MQF/EQF): 3

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

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

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

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

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

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

Learning Outcomes

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

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