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GENERAL INFORMATION

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1. Introduction

This document describes the system that shall be applied at the MCAST Institute for the Trades for offering and delivery of micro-credentials and programmes.

2. Scope

This document applies to all programmes, micro-credentials and learning paths offered at the MCAST Institute for the Trades.

3. Introduction

Students Registered at the Institute for the Trades will have the opportunity to earn individual micro credentials (units) which are flexible, but which can be stacked to achieve full certification for specific Thematic Areas of studies.

Students will have the opportunity to either achieve a full certification in one year of study, or across smaller sessions and which can be pursued on a full time or part time basis within a given timeframe.

Each micro credential will focus on experiential learning, providing students with the opportunity to learn via a hands-on approach.

4. Definitions

- 4.1. **Micro credentials** –A micro-credential is the record of the learning outcomes that a learner has acquired following a small volume of learning. These learning outcomes have been assessed against transparent and clearly defined standards. Courses leading to micro-credentials are designed to provide the learner with specific knowledge, skills and competences that respond to societal, personal, cultural or labour market needs. Micro-credentials are owned by the learner, can be shared and are portable. They may be standalone or combined into larger credentials. They are underpinned by quality assurance following agreed standards in the relevant sector or area of activity.
- 4.2. **Thematic Area of Study** – refers to the different study areas that will be offered at the Institute for the Trades, for which students can claim a full Certification (40ECTS or 60 ECTS) Certification.
- 4.3. **Stackable Units** –refer to units (or micro credentials) which students enroll into individually, but which can be later combined to form a Certificate for a thematic area of study.

5. Procedures/Regulations

5.1. Programme Structure / Thematic Area of Study

5.1.1. Programmes at the Institute for the Trades (ITR), shall be designed according to thematic areas of study consisting of a number stackable micro credentials at MQF/EQF levels 1 – 3.

5.1.2. A single thematic area of study shall carry a minimum of 40 or 60 ECTS.



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5.1.3. Each individual Micro credential shall carry a minimum of 1 ECTS up to a maximum of 8 ECTSs.

5.1.4. All micro credentials at the Institute for the trades will be offered on a full time and a part time basis, with the following differences:

- **Full time basis:** Micro credentials will be offered grouped in the form of a programme of studies leading to a qualification of 40 or 60 ECTS within a specific Thematic Area of Studies.
- **Part time basis:** Micro credentials will be offered individual awards, with the possibility of being stacked into a qualification of 40 or 60 ECTS by the student upon successful completion.

5.1.5. Thematic area qualifications offered at the Institute for the Trades shall not include any individual/standalone Key Skill units; however, each micro credential shall include key skill elements integrated within the unit content.

5.2. Admission and Attendance

5.2.1. Full time students

5.2.1.1. Students wishing to attend programmes at the Institute for the Trades on a Full time basis are to register for a one-year programme of studies, related to a specific thematic area, spanning across two semesters.

5.2.1.2. Such students will have all the rights and obligations applicable to Full time students.

5.2.1.3. Students cannot register for a single micro credential on a full time basis.

5.2.2. Part time students

5.2.2.1. Alternatively, students wishing to follow courses at the Institute for the Trades, will have the option to register for individual micro credentials, on a part time basis.

5.2.2.2. Such micro credentials will span over a shorter period depending on the accredited total learning hours and number of credits.

5.2.2.3. Students registered for individual micro credentials (on a part-time basis) will have the option to claim a qualification in a particular thematic area of studies, by stacking each individual micro credential which they have successfully achieved.

5.2.3. Upon successful completion of all requirements leading to a qualification in a particular thematic area (either on a full time or a part time basis), students will have the opportunity to:

- claim certification for the thematic area of study (refer to 5.3 for more information re certification);
- progress from the Institute for Trades into higher-level programmes offered by other institutes within MCAST.



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5.3. Certification

5.3.1. Students registered at the Institute for the Trades shall be entitled to:

- a certificate for each successfully completed individual micro credential, obtained either as part of their full time and/or part time registration.
- A certificate for a qualification dedicated to a specific Thematic Area of study upon successful completion of all micro credentials (60 ECTS) related to the same Thematic Area of study.

5.3.2. In order to claim certification for a qualification in a specific Thematic Area of studies Students will be allowed to obtain the individual micro-credentials in separate registrations and not necessarily as part of the same one, on condition that the necessary micro credentials are successfully obtained within the course completion window as explained in the relevant Programme Regulations referenced below.

Reference Documents

DOC 003 Programme Regulations MQF/EQF Levels intro A/B - Lv 3)

5.4. General Certificate Framework

5.4.1. In line with the Institute's aim of offering flexible learning pathways, students at the Institute for the Trades are also eligible for a General Qualification: Certificate in General Trades.

5.4.2. Students enrolled at the institute of the trades who manage to achieve a minimum of 40 ECTS (at level 1) or 60 ECTS (at Level 2) in micro credentials in accordance with the General Programme Structures for MQF/EQF levels 1 and 2 as outlined in the tables below, will be entitled to a Certificate in General Trades.

5.4.3. Programme Structures for ITR General Certificates

The Certificate in General Trades is available at MQF Levels 1 & 2 for the following accredited programme structures :

Programme Structure (MQF 1) – Certificate in General Trades MQF Level 1		
Unit Title	ECTS	MQF
Technical Trade Units*	32	1
Basic Enterprise Skills**	2	1
Occupational Health & Safety**	2	1
Modern Techniques and Equipment**	4	1
Total	40	1

Programme Structure (MQF 2)-Certificate in General Trades Advanced MQF Level 2		
Unit Title	ECTS	MQF
Technical Trade Units*	48	2
Basic Enterprise Skills**	4	2
Occupational Health & Safety**	4	2
Modern Techniques and Equipment**	4	2
Total	60	2



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*Technical trade units are considered units focusing on the direct learning of a trade (e.g. Basics in goldsmithing or introduction to weaving) offered by the ITR. In the case of:

- a. the Certificate in General Trades I – the credits would need to amount to 32 credits comprising of units at MQF/EQF Level 1
- b. the Certificate in General Trades II – the credits would need to amount to 48 credits comprising of units at MQF/EQF Level 2

** These three units are compulsory to obtain the Certificate in General Trades.



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6. Appendix

